



Belle Plaine Middle School

Student Handbook

2025-2026

Belle Plaine Middle School
724 N Merchant, Belle Plaine, KS 67013 Telephone: 620-488-2222

Josh Godwin, Principal
Ryker Percival, Athletic Director
Lisa Shaw, Counselor
Pete Bastian- Superintendent

The Mission of Belle **Plaine Middle School** will provide a safe school environment and instill a passion for learning to help Build Productive Members of Society.

Student Vision: We Believe...

- Every student is unique.
- All students have the potential to learn.
- Each student is responsible and accountable for their learning.
- Each student is responsible for his/her own actions and the resulting consequences.

Staff Vision: We Will...

- Work as a collaborative team to improve student achievement.
- Empower students to apply skills and knowledge to acquire a quality education.
- Provide an engaging learning environment aligned with current standards.
- Model kindness, understanding, integrity, and respect for all our students.

Curriculum Vision: We Provide...

- A challenging, rigorous, developmentally appropriate curriculum to address students' individual needs focused on academic growth and current research.

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SCHOOL HOURS

Middle school hours are from 8:00 AM to 3:25 PM for students who have not been assigned time after school. No student will be held or retained at school later than 5:00 PM.

- Students are expected to be in the classroom and in their seats by 8:00 AM or they will be tardy.
- Students are not to arrive at school before 7:45 AM, unless prior arrangements have been made.
- Students are not to leave campus upon arrival at any time during the school day without permission from the office.
- At 7:45 AM students are to report to the Auxiliary Gym.
- Students should clear the building by 3:35 PM each day unless prior arrangements have been made.

THE KANSAS SCHOOL SAFETY HOTLINE

The Kansas School Safety hotline (1-877-626-8203) is available for use by students, parents, and community members in anonymously reporting any impending school violence.

NOTICE OF NON-DISCRIMINATION

Students, their parents, and employees of Unified School District No. 357, Belle Plaine, KS are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, or handicap and is required by Title VI, Title IX and Section 504 (ADA) not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment of or employment in its programs and activities. Any person having inquiries concerning USD No.357 compliance with those regulations is directed to contact Superintendent Pete Bastian, USD 357, 719 N. Main, Belle Plaine, KS 67013, phone (620) 488-2288. Superintendent Mr. Bastian has been designated by the Board of Education of Unified School District No. 357 to coordinate the school district's efforts to comply with the above-named regulation.

ACADEMICS

Belle Plaine Middle School seeks to create an educational setting that meets our students' individual needs as well as the traditional needs all students should have or possess. BPMS will provide our students opportunities and skills to reach their future educational goals, as they become responsible members of our society.

GRADE REPORTS & PARENT CONFERENCES

All parents can check their child's grades **anytime** using Infinite Campus. If you do not have a password, please call the office to have one assigned to you. Parent/teacher conferences will take place at the end of the first and third nine weeks of school.

ASSIGNMENTS & HOMEWORK

Each teacher will establish a classroom policy on class work and homework. Students with excused absences will be provided the number of days they missed *plus one* to make up work assigned while they were absent. Assignments made prior to an absence and due while the student was absent will be due the day the student returns from an excused absence. Students who are returning from an absence are responsible for picking-up homework sheets and all assignments missed while absent. The make-up time begins immediately upon return to school. Students are reminded it is their responsibility to keep up their schoolwork when absent from school.

ASSIGNMENT DEADLINES, MISSING ASSIGNMENTS, AND ACADEMIC ASSISTANCE

We are VERY happy to have kids stay after school any day Monday through Thursday to complete their assignments. These students can leave Academic Assistance anytime they get their work done. Students that take advantage of this should have much less homework. Taking advantage of this opportunity will also give them the assistance of a teacher if needed. Academic Assistance is from 3:30 pm – 4:00 pm.

A part of preparing our students to be productive members of society is teaching them to be responsible in completing tasks on time.

- **Missing Assignments may be accepted.**
 - Students may receive up to 90% credit if turned in the following day.
 - Students may receive up to 50% credit if turned in prior to the Unit Test.
 - Students are strongly encouraged to communicate with their Teacher's.

HONOR ROLL AND GRADING SCALE

The evaluation of student achievement and effort is reported as follows:

<u>Percent</u>	<u>Letter Grade</u>	<u>Grade Points</u>
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90-100	A	4.0	Gold Honor Roll	4.00 GPA
80-89	B	3.0	Silver Honor Roll	3.50 – 3.99 GPA
70-79	C	2.0	Bronze Honor Roll	3.00 – 3.49 GPA
60-69	D	1.0		
Below 60	F	0.0		

INCOMPLETE GRADES

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. All grades reported as incomplete must be complete within one week after the end of the term or the grade will be recorded with those assignments missing. *The student receiving an incomplete grade must take the initiative to complete the work and have a grade recorded. Any exceptions to the above policy must be made by the building principal.*

FAILING GRADES/STUDENT ELIGIBILITY

Belle Plaine Middle School is a member of the Kansas State High School Activities Association and subscribes to all KSHSAA rules and regulations. In order to be eligible to participate in a BPMS sanctioned activity, a student must be passing at least five new subjects and be in good standing.

In addition to passing five classes each semester, parents of BPMS students will have their core class grades sent to parents at each midterm. If a student has a “Failing Grade” (in a core class), during a grade check period, he/she will be ineligible for one week. The student will attend Academic Assistance after school each day and the student will not be allowed to participate in any competitions, dances, reward parties, or other school activities; however, he/she is allowed to practice. If after a week of ineligibility, the student continues to have a failing grade, he/she will not be allowed to participate in any competitions, dances, reward parties, or other school activities – and – **he/she will not be allowed to practice. Academic Assistance will continue until the student has regained his/her eligibility.**

The student is ineligible for a period of not less than one week. Eligibility begins and ends on each Sunday. Any exceptions to these guidelines will be reviewed by the administration. The student may regain eligibility if ALL core class grades are “D-” or better.

PROMOTION REQUIREMENTS

Students will be graded on a semester basis with credit given at the end of the semester. Middle school students shall be promoted or retained on the basis of achievement. The principal shall determine what alternatives will be the most beneficial to the student who is failing. Participation in promotion exercises is a privilege, not a right. Student behavior will be used to help determine student participation.

ATTENDANCE

Regular and punctual attendance is a prerequisite to proper educational advancement. Irregular attendance can lead to inferior work, failure and dropouts. No absence will be excused until the office has received a phone call, email or note from the student’s parent or legal guardian. **The parent or guardian must contact the office on the day of the absence by 9:00 AM.** The office has voicemail; therefore, parents can call anytime and leave a message. Parents who do not contact the school by phone need to send a written note with student when the student returns to school. If this procedure is not followed, the absence can be counted unexcused and students may not be allowed to make up assignments.

Reasons for excused absences include:

- **Illness:** Excessive illnesses may require a physician’s statement.
- **Medical or dental appointments:** Teachers and the office should be notified ahead of time. Students will be expected to make reasonable efforts to meet assignment deadlines and communicate with teachers prior to the absence.
- **Death in the immediate family.**
- **School sponsored activities:** Students will be expected to make reasonable efforts to meet assignment deadlines and communicate with teachers prior to the absence.
- **Limited Family requests:** As long as the student makes reasonable efforts to complete work ahead of time or negotiate a plan for makeup work with the principal upon return.
- Other absences will be unexcused.

1. It is impossible to list all of the possible reasons for receiving an **unexcused absence**. Examples of unexcused absences are oversleeping, babysitting, shopping, pictures, haircuts, missing the bus, and leaving school without permission. **Students will be assigned Saturday School for unexcused absence for time missed.**
2. Students with excessive absences may miss elective classes at the discretion of administration.
3. Students who are absent from school because of illness and are seen downtown or around school during or after school hours may be marked unexcused.
4. Students who are absent from school must have administrative approval prior to attending school activities on the day of the absence. Students must attend 1/2 day of school to attend or participate in activities. Administration approval is required for ANY exception.
5. The principal is the school official designated by the Board of Education to determine whether an absence is excused or unexcused.
6. **Excessive Absence Policy:** Students accumulating (8) or more absences for a given semester will be contacted. A conference with the parents will be required. Students may be asked to provide a doctor’s note for future absences to be recorded as excused absences. Students who miss more than 10 days in a semester will be considered **“Not In Good Standing”** for the rest of the semester. Any exceptions will require administrative approval.

ADMINISTRATIVE DISCIPLINARY ACTION FOR TRUANCY

Kansas Attendance statutes require that a referral be made to Kansas Department for Children and Families (DCF) of the County Attorney when a student has 3 consecutive unexcused absences, 5 unexcused absences in a semester or 7 total unexcused absences in a year.

TARDIES

Students who are late to class without a pass are considered tardy.

- 1. Students who are tardy to school, (arriving after 8:00, 9:00 on Wed.) must report to the office.
- 2. Tardies are counted per semester.
- 3. Tardies will count against any perfect attendance reward.

Tardy 1	Warning given by teacher
Tardy 2	Warning given by teacher
Tardy 3 & 4	Teacher assigned 15-minute detention before or after school.

(Failure to serve teacher assigned detention results in detention time being doubled)

Tardy 5	Discipline Referral	30 minute Detention
Tardy 6	Discipline Referral	30 minute Detention
Tardy 7 and up	Discipline Referral	Parent meeting and Detention

ILLNESS DURING THE DAY

Students who want to go home due to an illness must first see the school nurse before being allowed to sign out. Failure to do so may result in disciplinary action. Students should report to the office if they need to see the school nurse and the office will call the nurse.

STUDENT BEHAVIOR

The Belle Plaine Middle School discipline policy is based on mutual respect between administration, staff, students, and parents. These policies are designed to create a pleasant and safe environment for all students in our schools. The disciplinary actions in this policy contain a range of severity. The administrator is to determine the action to be taken within the prescribed range. For repeated occurrences, the disciplinary action may not be lessened in severity from the action taken on the first occurrence.

Students must remember they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas Law allows school districts to hold students accountable for their behavior while they are on school property, on school buses, and at any school sponsored activities.

SAFE SCHOOL ACT

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator’s preliminary investigation reveals information, which indicates a crime (felony or misdemeanor), **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student’s parents, guardians, or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove the student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

The following school rules have been developed to guide students in making appropriate behavior choices and to explain the expectations of the administration and staff concerning student behavior.

- Students are expected to follow the directions from adults in an appropriate manner.
- Students are expected to stay on task and not interfere with the learning or the teaching that is taking place.
- Students are expected to come prepared to class each day.
- Students are expected to display pride in their school by keeping the school building and grounds clean and unmarred.
- Students are expected to be considerate of others.
- Students are expected to help create a safe environment in the school.

BUILDING RULES

1. Keep your hands, feet, and books, etc., to yourself.
2. Always be prompt and courteous.
3. Use proper language at all times.
4. Hats, bandanas, or sunglasses will not be worn in the middle school buildings, classrooms, or during school hours.
5. Do not interfere with the learning of others.
6. Be prepared for class.
7. Keep your locker neat and orderly. Take pride in your school and keep it neat and clean.
8. Walk, do not run.
9. Follow **ALL** staff members' directions.
10. Book bags, backpacks and purses are to be left in lockers.
11. Do not congregate and block the hallways or restrooms.
12. Writing notes, emailing, texting, or passing notes in school is not allowed.
13. Public displays of affection (PDA) between students will not be allowed.
14. Water is allowed in the school. No outside drinks can be brought into buildings at extracurricular activities. (Basketball games, concerts, etc...)
15. Items which could cause a disturbance and are unnecessary for school activities (cellular phones, electronic items, etc.) are not allowed to be carried during school hours. They may be stored in the student's locker at their own risk.

The following items are definitions of discipline areas:

Alcohol – Any student who is guilty of possessing, offering, selling, or being under the influence of any alcohol on school property or at any school-sponsored activity.

Assault - Physical attack of one person or of a group of persons, upon another person who does not wish to engage in the conflict and has not provoked the attack.

Bus Conduct - Violation of bus safety laws or regulations.

Cheating – Deception in dealing with someone or something - to gain an advantage. First offense office referral, no credit on the assignment, parent contact, and student is assigned AA/detention. Any more offenses will result in no credit on the assignment, parent contact and Saturday school/suspension.

Defiance – Resistance to authority – a challenge.

Destruction of Property/Vandalism- Destroying or mutilating objects or materials, belonging to others.

Disrespect – Inappropriate/argumentative remarks or actions; being rude or uncooperative toward others.

Disruptive Behavior - Any behavior which deprives the instructor the right to teach or deprives other students the right to learn. Any behavior, which adversely affects the learning environment of the classroom or school.

Dress Code - Inappropriate dress, violation of school dress code.

Drugs – Any student who is guilty of possessing, offering, selling, or being under the influence of any illegal drug, drug paraphernalia, simulated drugs, or other controlled substance on school property or at any school sponsored activity.

Extortion - The acquisition of money, property, schoolwork, or services of any type, by threats or force.

Failure to Comply - Refusal to comply with reasonable request of school personnel (teachers, secretaries, substitutes, lunchroom para, bus drivers, etc.) or behavior that challenges their authority.

Fighting – Engaging in or threatening physical contact for the purpose of inflicting physical harm on another person.

Flagrant/Intentional Lying or Omission - Giving false information to any school personnel.

Forgery - Writing and using the signature or initials of another person, or misrepresenting your identity in any fashion.

Gum/Candy/Food/Drinks - Consumption or possession of gum, candy, food, or drinks except as designated by teachers for special occasions.

Harassment - Incident of verbal teasing, ridiculing, and/or badgering of other students, including unwanted sexual attention and racial slurs.

Horseplay - Inappropriate physical actions with no intent to cause injury.

Insubordination – Any student not submitting to a request from a staff member.

Lying – Giving false information or information calculated to mislead.

Precipitating a Fight - Statements or actions that encourage others to fight.

Profanity - Cursing, swearing, vulgarity, failure to use appropriate language, use of physical gestures that are disrespectful in nature, or the possession of inappropriate material.

Public Display of Affection (PDA) - Inappropriate expressions of affection in a school setting. (Hand holding, hugging, kissing, etc.)

Scuffle - Engaging in physical contact for no purpose, no intent to harm another.

Sign In/Out - Not reporting to the office and signing in or out as required by building attendance policy.

Tardies – Failure to arrive at the scheduled start time.

Theft - Taking or concealing property that belongs to others.

Threat - Any statement or action that is communicated with the intent to commit violence or terrorize another individual, or cause the evacuation of any building, facility or district vehicle.

Tobacco – The use or possession of any tobacco product by students at school or at a school sponsored activity.

Truancy – Three consecutive unexcused absences, five unexcused absences in a semester or seven total unexcused absences in a year.

Unnecessary Items - The possession of items, which could be used to cause a disturbance and are unnecessary for school activities, (cellular phones, headsets, radios, electronic items etc.).

BULLYING

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school and community have an obligation to promote mutual respect, tolerance, and acceptance. Belle Plaine Middle School will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district property or as an educational disruption brought to the school district through a personal or commercial internet communication.

This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus that manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action and possible report to law enforcement.

Levels of Behavior

Level 1: Productive Personal Environment

Behaviors that occur in the classroom and affect only the misbehaving student.

Ex: Failure to Comply, Profanity, and Cheating **Failure to attend AA.**

Minimum Consequence-Verbal Reprimand

Level 2: Productive Classroom Environment

Behaviors that occur in the learning or classroom area and interfere with the behavior of others. Ex: Name left by Substitute, Disruptive Behavior.

Minimum Consequence- Detention

Level 3: Orderly Environment

Behaviors that occur that are not intended to cause physical or mental harm to another student but do negatively affect an orderly environment.

Ex: Horseplay, Defiance, Disrespect.

Minimum Consequence- ISS

Level 4: Safe Environment

Behaviors that are intended to cause another individual physical or mental harm/and or are illegal. Ex: Fighting, Bullying, Harassment,

Minimum Consequence- ISS

SUSPENSION – IN or OUT of SCHOOL

In-School Suspension (ISS) Community Service (CS)

An administrator will assign students to ISS/CS when he/she has repeatedly violated school regulations or has been involved in a major discipline infraction. Students will report to the middle school office for ISS/CS and will be dismissed at 3:25 p.m. Telephone or personal contact notifies parents, (referral).

Students are not permitted to participate in any extracurricular activities (practice or games), dances, reward trips, until the next school day.

Out-of-School Suspension (OSS)

The student will be suspended Out-of-School for a period of 1 to 10 days. During this time students are not allowed to be on school property or attend school activities. Telephone or personal contact notifies parents, (referral).

Long-term Suspension/Expulsion

Kansas Law 72-8901 states: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any student guilty of any of the following:

- A. Violation of any published regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct, which substantially disrupts, impedes, or interferes with the operation of any public school.
- C. Conduct, which substantially impinges upon or invades the rights of others.
- D. Conduct, which has resulted in conviction of the student of any offense, specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- E. Disobedience of an order of a teacher, peace officer, 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.

The following violations may result in a short-term suspension, long-term suspension, or expulsion:

Fighting, Physical Assault, Defiance of Authority, Weapons and Explosive Devices, Non-Prescribed Drugs (including Alcohol), Tobacco, Theft, Destruction of School Property, Sexual Harassment, Threats, Verbal Abuse, Racial Harassment, Scuffle, Precipitating a Fight, Lying, Forgery, Disorderly Conduct, Unnecessary Items, Failure to Comply, and Harassment.

DRUGS, TOBACCO, and ALCOHOL

The use of tobacco, alcohol, illegal drugs, or the improper use of legal drugs is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment. The use, possession, or distribution of alcohol, other illegal drugs or the improper use of legal drugs are forbidden in school, on school property at any time, at school-sponsored events, or on school transportation.

The USD 357 Board of Education adopted a Substance Abuse Drug/Alcohol Policy that includes random drug testing. For students to be able to attend or participate in school-sponsored activities they must have a signed consent form on file in the office. All students with a signed consent form could be subject to random drug testing throughout the school year.

TOBACCO

The use or possession of any tobacco product by students at school or at a school-sponsored activity is prohibited. Students who use or possess tobacco products at school or a school-sponsored activity will be subject to the following:

1st Offense: In-School Suspension, Police contacted, and a parent conference.

2nd Offense: Out-of-School Suspension, Police contacted, and conference with parents. (SNIGS)

3rd Offense: Out-of-School Suspension, Police contacted, and conference with parents. (SNIGS)

DRUGS, ALCOHOL, TOBACCO, and WEAPONS

1. A student, who is guilty of possessing, offering, selling, or being under the influence of any illegal drug, alcohol, drug paraphernalia, simulated drugs, or other controlled substance on school property or at any school-sponsored activity, will be detained immediately.
2. The administration will contact the proper law enforcement officials and the student's parents.
3. An immediate Out-of-School Suspension can and will be imposed.
4. A formal hearing may be held. The student may be required to undergo a complete substance abuse evaluation by a licensed agency before he/she is allowed back to Belle Plaine Middle School.

DRUG DOGS

Use of Trained Dogs to Search: At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

WEAPONS

Students shall not knowingly possess or transmit any object that can reasonably be considered a weapon or simulation thereof:

1. On the school grounds during, before or after school hours.
2. Off the school grounds at a school activity, function or event.

Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm and/or to intimidate others. Examples are firearms, air gun, BB gun, slingshot, knives of any type, chains, clubs, stars (or any other instrument capable of accelerating a projectile), knuckles, or any other weapon identified by K.S.A. 21-4201.
- b. Articles designed for other purposes, but are used to threaten, inflict bodily harm, or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, rulers, etc.

A student acting in an aggressive or belligerent manner with any article as described in section b. above shall be deemed to be in possession of a weapon. Disciplinary action will be taken. A student using or in possession of a weapon will be subject to suspension, possible expulsion proceedings, referral to law enforcement agencies or other appropriate action.

SEXUAL HARASSMENT

Sexual Harassment is a civil offense and a violation of an individual's right to education in an appropriate environment. The following actions can be considered sexual harassment:

1. Having sexual comments, jokes, gestures or looks made about one.
2. Being touched, grabbed, or pinched in a sexual way.
3. Being flashed or mooned.
4. Having sexual rumors spread about one.
5. Being shown, given or left sexual pictures, photographs, illustrations, messages, or notes.
6. Being cornered or blocked in a sexual way.
7. Being told one was gay or lesbian.
8. Having one's clothing pulled off or down.
9. Being forced to do something sexual.
10. Being spied on during dressing or showering at school.

The board of education is committed to providing a positive and productive learning and working

environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board

members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. (JGEC)

STUDENT DRESS CODE

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose financial hardship on any student or family; neatness and good taste are emphasized, not expensive clothing. The administrators, will determine what constitutes inappropriate dress. Any item deemed inappropriate will result in disciplinary action.

General Guidelines Include:

1. Shoes must be worn.
2. Clothing with patches above the knee level may be deemed inappropriate.
3. Clothing which allows any undergarment to be seen will need to be changed immediately. Students, who choose to wear such clothing, may receive an office referral and demerits for such indiscretion.
4. Coats may only be worn between buildings or while outside.
5. Apparel, which is excessively short or excessively tight, may not be worn.
6. Apparel, which is excessively large or excessively long (example: pants that touch the ground) may not be worn.
7. Shoes are to be tied at all times.
8. Pants with large holes or frayed cuffs may not be worn.
9. No “bagging” or “sagging”. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt. Oversized or loose-fitting clothing will not be allowed.
10. Clothing designed for exposure of skin, stomach, or undergarments (mesh shirts, spaghetti straps, tank tops w/large armholes, cut up muscle shirts), may not be worn.
11. Clothing designed to be worn to bed, (pajamas) will not be allowed.
12. Boxer shorts are not allowed to be worn as shorts.
13. Clothing having vulgar, obscene language or gestures, sexual connotations, inappropriate double meanings, racial slurs, or endorsements of alcohol, drug, or tobacco products is unacceptable.
14. Any item, which distracts from the learning environment, will not be allowed.

Students who do not conform to the dress code will not be allowed to participate in the school day until they meet the specified requirements. Students who are inappropriately dressed will be given these options:

1. Change or remove the article(s) in question.
2. Call a parent to bring appropriate clothing.
3. Be placed in In-School Suspension.

Dress code violations will result in office referrals for failure to comply.

GENERAL INFORMATION

BUS REGULATIONS

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board. Bus drivers shall report violations of the rules to the building principal that may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day. Exceptions may be approved by administration. (JGG)

For the safety of all students, USD 357 Belle Plaine has adopted the following bus regulations.

- The driver is in charge of the passengers and the bus. Students must obey the driver promptly and courteously. The driver may assign seats to each passenger.
 - Students may use ordinary conversation; otherwise classroom conduct is to be observed.
 - Students shall not throw objects while in the school bus.
 - No consumption of food, drinks or chewing gum on the bus at any time.
 - Students shall not extend any part of their body out of bus windows.
 - Student shall not move about or stand while the bus is in motion.
 - Students shall not transport animals, weapons of any type, explosives, or hazardous materials on the bus.
 - Students shall not use, possess, or be under the influence of tobacco, alcohol, or other illicit drugs while in the school bus.
 - Damage to the bus is to be reported immediately to the driver. The student(s) responsible for the damage must pay for any damage to a bus.
 - Students must be on time at their designated boarding location. When students are picked up in the morning and must cross the road, they are to wait until the bus is stopped, the STOP SIGN is activated and the driver motions for them to cross.
 - Students should inform their driver or the school office when possible, of their intention to not ride the bus.
-
- The driver will not discharge riders at places other than the regular bus stop near the home or at school, unless by proper authorization from parent, guardian, principal or superintendent of the school district.
 - Students are advised to listen to the radio or TV in the event of inclement weather to be informed of changes of bus service. Stations contacted will be: KFDI (101 FM, 1070 AM), KSNW (CH 3), KAKE (CH 10) and KWCH (CH 12).
 - Any conduct, that in the judgment of the driver, which is distracting or hazardous shall be reported and is subject to disciplinary action. The disciplinary action for violating these rules will be a report to the student's building principal.
 - The principal may deny the student the privilege of riding the bus. Parents will receive a written notice of the disciplinary action taken by the principal.

Consequences of Bus Misbehavior

First write-up	Conference with student and call parents/ Detention
Second write-up.....	Conference with student and call parents/ Detention/Possible loss of ridership
Third write-up	Loss of ridership (1 week)
Additional Write-ups.....	Possible permanent loss of ridership

BREAKFAST & LUNCH POLICY

Every student will be issued a lunch ID number. Lunch money should be turned in to the office, or lunches may be paid for daily in the cafeteria. The lunch, breakfast and milk prices are set each year by the Board of Education. The Board also sets the policy for how many lunches may be charged. Please check with the office prior to the end of the year concerning your account balance.

Breakfast & Lunch Student Guidelines

- Students **may not** leave campus to eat lunch unless a special arrangement is made between the student's parent/guardian and the principal and the student is in good standing.
- **All students** will report to the cafeteria promptly. Students may go directly to the playground or gym when dismissed by the cafeteria supervisor.
- Behavior in the lunchroom is subject to the same expectations and consequences as in the school or classroom.
- Keep voices low while talking. Use manners and appropriate behavior.
- Stay seated once you have found a seat. You may get up to go to the restroom or to empty your tray.
- Do not put your hands or utensils on another student's food, tray or person.
- Follow all directions given by adults.
- Visitors must have administrative approval. (Only parents and grandparents will be allowed)
- Deposit all litter in wastebaskets. Return all trays and utensils to the dishwashing area. Leave the table and floor in your area in a clean condition.
- Do not leave your seat until your area is clean.
- Students will sit by class. 5th, 6th, 7th and 8th.
- **Students who violate lunchroom rules will not be allowed lunch privileges.**

Belle Plaine Middle School has a closed lunch period. Students are to report to the cafeteria during their assigned lunch period.

Examples of behaviors, which are inappropriate for the cafeteria;

1. Running to lunch.
2. Loud or inappropriate language.
3. Throwing of food or other items.
4. Smashing food or beverage containers.
5. Taking food/drink out of the cafeteria.
6. Disrespectful behavior towards lunchroom personnel or supervisors.

7. Leaving tables or the floor cluttered with food, litter, or in an unclean manner.
8. Harassing or taking food from other students.

Students who violate cafeteria rules will lose their privilege of recess and/or purchasing extras and possible office referral. Repeat offenders will receive office referrals and detention.

MEAL PRICES AND PROCEDURES

USD #357 participates in the Federal School Nutrition Program. Meal prices shall be determined annually by the Board of Education. All students must have a meal account in order to receive a school meal.

USD #357 has established a policy allowing a maximum of 3 meal charges for all students and adults. Parents will be notified when the lunch account reaches \$5.00 or less. Once the account has a zero balance, the student will be allowed to charge 3 meals. On the 4th day the student will be served a snack and a carton of milk. On the 5th occurrence by an individual student the administration will notify the parents and the Department for Children and Families may be notified.

CAMERA USE

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the middle school staff. Cameras shall not be used in the classroom without the permission of the teacher. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material or tests.

Cameras shall include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras, videophones, internet web cameras and any other device capable of, taking, storing, transmitting or viewing pictures or images.

CARE OF PROPERTY

Students are expected to refrain from marring desks, lockers, walls, floors and other school property. There are to be no stickers or writing placed on any school materials. This includes all books, ***student agendas*** or equipment checked out.

CELL PHONES

Cell phones are not to be used during the school day unless required by the teacher as a tool for that class.

Cell phones need to be kept off and in the student's locker. Cell phones are not to be used for texting, phone calls, or games at any time during the school day. Cell phones are not to be used for taking pictures, filming, or recording anyone unless directed by a teacher for a class assignment. Cell phones used during school without permission from a teacher will result in an office referral.

- First offense phone will be taken for the remainder day to be picked up in the principal's office by student.
- Second offense, **will be taken for the remainder day**, and must be picked up by parent. One hour of Detention or Saturday school will be assigned.
- Third offense, phone taken to office, parent contacted, parent conference and phone given back to parent. Two hours of Saturday school or detention will be assigned.
- Fourth or more offense, phone taken to office, parent contacted, parent conference and phone given back to parent. One day of In-School suspension will be assigned.

CLASS PLACEMENT POLICY

Upon the recommendation of the Kansas Math and Reading Review Committees, the state board of Education adopted the Kansas College and Career Ready Standards in 2010. The Common Core Standards are benchmarked to international standards to ensure our students are competitive at home and around the world. With the Common Core Standards in mind, we must do all we can to ensure all students improve their skills, especially in math and reading.

Therefore, students may need to be placed in a class to improve deficient skills identified by, but not limited to, state assessments, classroom performance, other assessment scores in subject matter areas, and teacher recommendation. Students may be placed in Intervention (a class designed to address academic deficiencies) or Resource (a class focused on addressing deficiencies for some students with an individual education plan.) Students may not always get the classes they request because of these placements.

CLOSING SCHOOL

In the event that snow, flood or other condition(s) make attendance questionable, students and parents should tune a radio to KFDI (101.3 FM, 1070 AM), KAKE TV (10), KWCH TV (12), or KSN TV (3). Announcement of school closings will be made to these stations. Also, an automated phone system the district uses called **School Messenger** may be used to contact parents.

DANCES – PARTIES

Dances and parties held at the school under school sponsorship will be for BPMS students and faculty only. Out of school guests will not be allowed. Parties and dances will end at the designated time. The doors will close 30 minutes after the dance has started, with no one being admitted thereafter without prior administrative approval. Appropriate dress is required – no hats unless approved by administration. Unruly conduct will not be tolerated. Students are required to remain until the end of the dance or party. Students who are “Not in good standing” will **NOT** be allowed to attend.

DESKS AND LOCKERS

School desks and lockers are property of USD 357. Administration may inspect them at regular intervals or when deemed necessary.

DRIVING TO SCHOOL

Belle Plaine Middle School Students are **NOT** allowed to drive to school.

EARLY DISMISSAL

On occasion, there is the possibility school could be dismissed early. Parent contact information will be used when trying to notify parents. **In the event parents cannot be reached, school will be dismissed and children will be sent home.**

LEAVING AND RETURNING TO SCHOOL

Students are not to return to or leave school while it is in session without notifying the office. Any accident or illness should be reported to the office before the student is sent home from school. Students are to sign out of the school office before leaving.

FIRE & TORNADO DRILLS

Fire drills are practiced once a month during the school year. Everyone is expected to evacuate the building during a fire drill. The fire alarm will sound one long continuous tone. In every room, fire evacuation instructions are posted near the door. Familiarize yourself with all evacuation plans. No one should re-enter the building until notified by office personnel that it is safe to reoccupy the building.

Tornado drills are conducted three times a year. A tornado drill will be indicated by short tone bursts from the intercom or a verbal announcement that all occupants should move to the shelter areas. In every room, tornado safety instructions are posted near the door. Familiarize yourself with tornado safety plans. In the case of a real tornado warning, parents are urged not to come for their children or call the school until the warning has expired.

LOST & FOUND

Anyone who finds an article belonging to someone should turn it in to the school office. Lost articles should be reported to the office (it would be helpful if you write a description of the lost item and where you believe it was misplaced or forgotten).

PARENT CONTACT INFORMATION

Parents are required to complete an information sheet when they enroll their children. This information will be used to notify parents when school is going to be dismissed early or if there is an emergency involving their child. It is the responsibility of the parents to notify the school when there are changes to be made regarding this information.

RACIAL AND DISABILITY HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment is prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. (refer to the complete district policy JGECA.)

EMERGENCY SAFETY INTERVENTIONS (See GAO, JRB, JQ, and KN) GAAF ([ESI](#))

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1) See page 24 for BOE policy.

SOCIAL NETWORKING POLICY

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited. School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes. Access of social networking websites for individual use during school hours is prohibited.

SURVEILLANCE CAMERAS

Surveillance cameras are located in most Belle Plaine schools in the halls, in the cafeteria, and by the lockers. There are NO cameras in the restrooms or locker rooms. These cameras continually capture and record within their range. Viewing of this recorded footage is restricted to administration and staff.

TECHNOLOGY USE AND PRIVACY

Students shall have no expectations of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information stored in district computers, computers systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computers system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

TELEPHONE USAGE

Student use of school phones will be restricted. Students will be allowed to use school phones to conduct school business or make emergency calls. Students will not be called from class to accept telephone calls. Messages will be taken and forwarded to students when necessary. The Belle Plaine Middle School phone number is 488-2222. The toll free number is (877) 230-8565.

- Items that are not claimed and remain in the office for 30 days will be disposed of in a manner approved by the principal.
- LABELING (with your name) ALL CLOTHING AND PERSONAL ARTICLES WILL AID IN THEIR RETURN TO YOU.

TEXTBOOK RENTAL & SUPPLIES

Textbook fees are set by the board of education each year. A student supplies list is published each year and may be acquired from the middle school office. Every student must purchase an agenda book each year. If lost, marred or torn, this agenda book must be replaced with a new one.

VISITATIONS

Students may not bring friends, former students, cousins, brothers, and sisters, to school for purposes of attending class or lunch with a BPMS student for all or part of a school day. School grounds are off limits to visitors without official business. Loitering on school grounds is not allowed.

WITHDRAWALS AND TRANSFERS

Students who transfer from our school during the year must notify their teachers and the principal as soon as it is known that they are leaving. The student will check in textbooks and library books so transfer sheets can be made ready to take to the new school.

SCHOOL HEALTH SERVICE

The school nurse identifies, modifies, or removes health related barriers to learning, and promotes the highest level of student wellness. Health screening and other health assessments, health information, and health counseling are provided to students and families. Coordination of infection control and promotion of a healthy, safe school environment is provided. The nurse coordinates care of ill or injured students, and of students needing on-going specialized health services at school.

Illness During the School Day

Students who are ill at school must first go to the office before seeing the nurse. All students must see the nurse who will determine whether the students should be excused from school. The nurse will contact parents(s) before the student is excused to go home. Students are not to leave or contact parents without approval of the nurse or principal's office.

Student Illness or Injury

When to stay home...

All parents face the dilemma of deciding whether to send a student who doesn't feel well to school. We want students in school so they may learn; therefore, we are providing these basic guidelines to assist you.

Students should stay home:

- When the student has a fever and for 24 hours after it subsides.
- When the student is sneezing or coughing uncontrollably.
- When the student is in the "aching muscle" stage of an illness.

What if your student has a non-contagious illness?

We will plan together to help your child participate in school in this case, when they are well enough to participate. Please talk this over with the school nurse or teacher.

What if you suspect your student exaggerates complaints to avoid school?

This is another time to talk with the school nurse, teacher, counselor or principal to examine the situation together and make the best possible plan.

When students are sent home:

It is necessary for a student to leave school due to an illness or injury; parents will be contacted by phone. It is extremely important that parents give school *personnel current telephone numbers, and update them throughout the year when needed.*

1. Parent at home and work phone numbers.
2. Another adult who will be responsible for the student if the parent cannot be reached or cannot come to school quickly.

School Medication Policy

1. Students are not allowed to take medication here, by themselves, unless we have previously agreed to a rare exception.
2. We only give prescribed medicine at school. Bring medicine in the original pharmacy container with written instructions from a Kansas physician or dentist. If this is impossible, your doctor may phone or fax instructions to the school nurse. If medicine is prescribed in the Emergency Room or your doctor gives you samples, remember to ask for written instructions for school.
3. Do not send over-the-counter medicine unless your Kansas doctor has prescribed it. Again, we must have written or oral instructions from the doctor. This includes cough drops.
4. If a student's medicine is prescribed for three (3) times a day, please give all doses at home, unless your doctor sends specific instructions otherwise. The schedule most parents use is (1) at breakfast, (2) after school, and (3) at bedtime.
5. If a student's medicine is prescribed for four (4) times a day, one dose can be given during school hours.
6. If a student needs prescribed medication during a school-sponsored event such as a field trip or athletic event, arrangements must be made prior to that event. Depending on the student's age and situation, the medication will be administered by a supervising adult or by the student.
7. This policy is based on published guidelines from the Kansas Department of Health and Environment, and on regulations from the Kansas State Board of Education and the Kansas State Board of Nursing.

HEALTH SCREENINGS-Parent/Guardian will be notified by mail of any failed screening.

Vision Screening will be provided for all students in the grades six and eight, new students and any student requiring annual screening.

Scoliosis Screening will be provided for fifth grade girls, seventh grade girls, and eighth grade boys.

Dental Screening is provided for all middle school students.

Hearing Screening will be provided for all fifth and eighth grade students, new students, and any student who may require an annual screening. If you do not want your student to participate in one or all of the screenings listed above, send a written declination to school with your student, if you did not decline on the school enrollment form this year.

USD 357 BOARD POLICY

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)

The district gives a home language survey to all students when they enroll for the first time in the district. If a language other than English is listed anywhere on the form, the student is assessed for English Language Proficiency using one of the following approved assessments: the KELPA-P or LAS assessment. If the student scores less than fluent (or whatever the top band of scores is called) on any of the domains of reading, writing, listening, or speaking, s/he is eligible for ESOL services. This assessment data, along with information on native language ability and past school performance, will be used to set goals for each English Language Learner (ELL).

Parents are notified in the form of a letter that includes the reasons the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL, and the parents' rights which include receiving information in the language that is most comfortable to the parent. Parent permission is required for participation in the ESOL program.

Each ELL has an Individual Learning Plan (ILP) detailing their assessment scores, programs they are placed in, the number of hours of instruction that is provided, the teacher who is delivering the instruction, the end of year assessment results of the Kansas English Language Proficiency Assessment (KELPA), and what should be done next year. Teachers providing instruction to ELLs are endorsed or working on their endorsement.

All students who are identified as limited in their English language proficiency, whether they participate or not in the district's ESOL program, are required to take the Kansas English Language Proficiency Assessment (KELPA) assessment each spring. This test is given as a result of the No Child Left Behind legislation and is used to measure adequate yearly progress of our students' performance. Students must score a "Fluent" on all four domains (listening, speaking, reading, and writing) and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, the ELLs are monitored for two additional years.

ELLs are observed by classroom teachers, etc. for any indication of regression or not being able to keep up with their peers. Classroom grades, participation in class, KELPA results, etc. are examined to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that the student(s) are less than "Fluent", the student may be placed back in the ESOL program.

CHILDREN'S INTERNET PROTECTION ACT

The district shall implement and enforce an Internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web.
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of

direct electronic communications.

- (3) Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online.
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors, and
- (5) Measures designed to restrict minors’ access to materials that may be harmful to them.

For the purpose of this policy, “minor” shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plans may be afforded to all district students.

This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required. (IIBGA)

CHILDREN’S INTERNET PROTECTION ACT (CIPA) SAFETY PLAN

Goals:

It is the policy of USD 357 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- Monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district’s network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- Address issues related to the safety of students when using e-mail, chat rooms, and other electronic communications;
- Educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyber bullying awareness and response;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- Prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- Comply with the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures or Internet filters shall be used to block or filter Internet, or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bon-a-fide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Belle Plaine USD 357 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District’s network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Belle Plaine USD 357 staff to educate, supervise and monitor appropriate usage of the online computer network access to the Internet in accordance with this

policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption

The board of Belle Plaine USD 357 adopted this Internet Safety Policy at a public meeting, following normal public notice, on November 23, 2009.

ACCESS TO STUDENT RECORDS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Belle Plaine Schools receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Belle Plaine Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Belle Plaine Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of
Education 400 Maryland
Avenue, SW Washington, DC
20202

DIRECTORY INFORMATION/FERPA

For purposes of FERPA, USD 357 has designated certain information contained in educational records as directory information, which may be disclosed for any purposes without your consent. Directory information categories may include the following:

Student's Name, Student's Address, Telephone Number

Student's Picture, Parent/Guardian Name, Date of Birth

Participation in Sports/Activities, Height /Weight, Grade Placement

Honors & Awards Received, Special interest areas highlighted on the USD 357 web sites

Students/parents have a right to refuse to permit the designation of any or all of the above information as directory information. If you wish to refuse, written notification must be filed with USD 357, on or before September 1, of the current school year. If refusal is not filed, USD 357 assumes there is no objection to the release of the directory information designated. Upon request, the school district discloses education records, without consent, to officials of other school districts in which a student seeks or intends to enroll.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus Police Officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. "Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

“Law Enforcement Officer” and “Police Officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of

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Criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(b), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School Resource Officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School Security Officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing

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state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area. “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatment for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:

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o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device:

- o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or

ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

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Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, be well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense

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training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent

future incidents; and (G) e-mail and

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phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by e-mail, upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirement of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method

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of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the

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documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to

reduce incidents in the future.

For a student with an IEP or a Section 504 plan such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

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For a student without an IEP or Section 504 plan the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate GAAF Emergency Safety Interventions GAAF-11

such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of

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education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Adopted: 02/11/2019