2026-2027 Student Handbook

8001 MIZE ROAD
LENEXA, KS 66227

PHONE (913) 667-3512
FAX (913) 422-9229

WEBSITE: www.usd232.org/mcms

DENISE LEGORE SEAWOOD – PRINCIPAL
KERRY WIXON - ASSOCIATE PRINCIPAL

OFFICE HOURS- 7:15 AM – 3:45 PM
SCHOOL HOURS- 7:50 AM - 3:00 PM

This agenda belongs to:

Name: _____

Grade/Team: _____

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MISSION STATEMENT
ENTER TO LEARN.
GO FORTH TO SERVE.

Our fundamental purpose is achieved by having a dedicated, collaborative staff and community that supports student learning.

MCMS Staff will do this by:
-Advocating for our students
-Being positive role models for students
-Having a willingness to accept change
-Providing meaningful and relevant instruction
-Embracing personal and professional growth
-Practicing best practices in instruction, curriculum and assessment
-Understanding middle school students
-Relating to students and staff with integrity (trust, honesty, value-oriented)

WELCOME!
Welcome to Mill Creek Middle School for the 2026-2027 school year! We hope you will take full advantage of the many opportunities available at MCMS. It is important to remember each student has the right to learn and the responsibility to follow all school rules and expectations. Take pride in yourself, our school, and our community! This planner, if used properly, will help you be more organized and successful. Again, we are glad you are with us. Have a fantastic year!

PHILOSOPHY
The middle school program is designed to meet the individual needs of young adolescents. Student centered programs and activities meet the special needs of these students and provide a bridge from elementary school to high school.

The middle school instructional program is distinctively different from the elementary or high school. This program offers a strong basic education and opportunities for students to explore various subjects to help determine areas of interest for future study. Teachers, counselors, and administrators strive to balance academic goals with student needs. Students will have a middle school schedule that includes different teachers and rooms for each subject. These teachers meet as a team to monitor each student's academic, social, emotional, and physical progress.

The middle school provides many exploratory activities to meet the individual needs of the young adolescent. All students will have access to a large variety of activities.

In the middle school, it is essential that each student better understand himself/herself. Students must learn to accept individual differences and to respect each other. To this end, the middle school offers positive learning experiences and effective guidance for the academic, social, emotional, and physical development of each student

In the middle school, parents, teachers, counselors, and administrators share the responsibility of making sure students receive the best possible education. The mutual goal is to help all students develop a positive self-concept and to provide all students with a good foundation of basic skills and an interest in subjects to study in high school and beyond.

PARENT COMMUNICATION
Lines of communication must remain open to achieve the goals of the partnership. The school has a responsibility to communicate concerns with parents, and parents have a responsibility to communicate concerns with the school. Parents are encouraged to first visit directly with those closest to the situation. If a solution fails to emerge, resolution may be found with the school counselor or administration. To aid with communication, the following are provided.

Newsletter
A newsletter will be posted on the school website and emailed to our parents every Friday or last day of the school week. Our primary parent communication tool is the MCMS website. Our newsletter allows our parents to find a monthly event calendar, lunch menu, notice of important events and school information.

Skyward Family Access
Families will have Skyward Family Access available online to allow parents and guardians to see current grades and other pertinent information. For more information contact the MCMS office.

Canvas
Parents will have the opportunity to view some student information the teachers post. Class assignments, due dates and other class announcements may be viewed on Canvas.

Voicemail & E-mail
Messages may be left for teachers using voicemail or e-mail. Please allow teachers 24 hours to respond. Staff voicemail boxes and e-mail addresses are found on the school website and in the first school newsletter. If an emergency presents itself, please communicate directly with the appropriate staff member by calling (913) 667-3512 or visiting the school.

Website
District: www.usd232.org
School: www.usd232.org/mcms

PERMISSION FOR PUBLICATIONS
Upon enrollment, parents of all middle school-age students must give written notice, via the district's Student Media and Directory Information Permission Form, to their school's principal to exclude their child from the release of student information, schoolwork, activities, pictures and directory information. This may include still images, video images, audio interviews, class or team pictures, copies of papers and projects, listing in extra-curricular activity, school programs, and inclusion in school, district newsletter. This form will also serve as a release from publication of still images and/or video images used by local media.
USD 232 middle schools post a school/activity web page on

the district website. We would like to include certain schoolwork, activities, and pictures. These might be still images, motion pictures, sound clips, class or team pictures, or copies of papers and projects. We want you as parents/guardians to be comfortable with the inclusion of your student, and their material, on these pages. If at any time the web page includes material, from your student, that you wish to have removed, you can contact the school administrator.

Student Records

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

- The right to review and inspect your educational records, except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if: we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information (see —Directory Information); and disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 232 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 232 policies for complying with FERPA. A copy may be obtained from the Office of the Superintendent, 35200 W. 91st, De Soto, KS 66018.

Directory Information

For purposes of FERPA, USD 232 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. See district website for more information about FERPA.

STUDENT SERVICES

Student Solutions Time (SST)

The purpose of the SST is to offer assistance to students, parents, and school staff when there is a community, family, school, or individual/peer concern. Parents, staff members, and/or students can make referrals to SST through the guidance counseling office.

Guidance Services

Guidance services include assistance with home, school and/or social concerns; class scheduling and educational planning; the interpretation of test scores; occupational and career information; and opportunities for discussion pertaining to questions a student may have. Students wanting to see their guidance counselor should make an appointment between class periods.

HEALTH SERVICES

The health office is maintained for the care of students who are injured or become ill at school. The nurse is on duty at MCMS daily.

When it is necessary to send a student home, a parent must be contacted before the student can be released. Students are not to call/text a parent from a classroom phone or use a cell phone if they are not feeling well. A phone is available in the health room for this purpose. If parents cannot be reached, the emergency number listed on the child's enrollment form will be called.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The school reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

Immunizations

Pursuant to K.S.A. 72-6262, every student enrolling in a school in this district for the first time shall, prior to admission, present a certificate from a licensed physician indicating that such student has received, or is in the process of completing required immunizations.

As a substitute for the required certificate of immunization, a student may present proof of compliance with one of the alternatives specified by K.S.A. 72-6262.

Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents as prescribed by law.

Medication Policy

The supervision of medications shall be in strict compliance with board policies and guidelines. For any medication, prescription or over-the-counter, to be self-administered or administered by school personnel, the parent must give consent and must agree to release the school district and personnel from liability. The consent and release from liability must be in writing on the proper District Medication Form.

Students in grades K through 12 may carry and take their own prescription medication for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Medication is to be carried in prescription containers with the student's name, medication name, and directions attached. All other medications are to be administered by a nurse or designee unless otherwise prescribed by a licensed physician. Controlled drugs, such as Ritalin and narcotic pain medications, must be kept in a locked area of the office or health room and administered by the nurse or the designee. Students with chronic conditions should have a record of medications on file in the health room. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container. A limited amount of Acetaminophen and Ibuprofen is stocked in the health room for student use with parental written permission. The building administrator may choose to discontinue the administration of medication provided he/she has first notified the parents or medical person in advance of the reasons for and date of the discontinuance. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Non-participation for Medical Reasons

Medical conditions that prevent student participation in class (usually physical education classes) will be addressed with the following guidelines: Parents should send a note with the student to the school health office with the reason for being excused. A call or note from your doctor's office is necessary to be excused for more than 2 days. Limitations will be defined by the injury or illness. If you believe the situation is severe, your son/daughter should be seen by your doctor and obtain a written excuse. All physicians' notes should include a description of the injury or illness and the amount of time a student should be excused from activity.

ATTENDANCE

Report an Absence

A 24-hour voicemail phone line (422-9698) is available to report an absence. If you need to speak with someone in person, our office opens at 7:30 a.m. We ask that you call on the day of the absence or before if possible. Please include the following information:

Please include the following information:

- Leave your name, relationship
- Student's name, grade
- Date & hours missed
- Reason for absence (please include symptoms if ill)

Students are expected to attend school and to be present and punctual for all classes each day that school is in session. Regular attendance is basic to the educational process. Students are required to be in attendance each school day from 7:50 a.m. - 3:00 p.m.

Tardies

The purpose of the MCMS Tardy Policy is to maximize classroom attendance, academic excellence, and student accountability; and to minimize classroom disruptions. Students arriving after 7:50 a.m. must report to the office to sign-in and receive a pass before reporting to class. If buses are late students will be excused without reporting to the office. Students who walk to school or rely on other transportation will not be excused unless a parent/guardian calls to explain the extraordinary circumstance of the late arrival. Students are not excused for "oversleeping" or "running late".

The administration will address "late to school" tardies, and a consequence will be assigned by an administrator on the fourth tardy, per class per quarter. This adheres to the USD 232 Middle School Tardy Policy. Passes are not issued by the office for tardies between classes. Teachers keep a record of tardies and assess consequences for this behavior, also per the USD 232 Middle School Tardy Policy (per class, per quarter). It is expected that all students will report to class on time. Parents will be notified of excessive tardiness.

USD 232 Middle School Classroom Tardy Policy

1st tardy – verbal warning from teacher
2nd tardy – assigned consequence from teacher
3rd tardy – assigned consequence from teacher and parent contact
4th tardy – office referral resulting in assigned consequence from administration

Excused Absence

The only acceptable reasons for absence or tardy are: illness, medical/dental appointments, court appearance, family emergencies (funerals, critical illness), religious holidays, and school sponsored events.

Unexcused Absence

Under rules of the Board of Education, a student's absence is unexcused: if he/she leaves school without permission, if he/she does not attend a class, does not attend a required conference or detention period or fails to comply with building attendance procedures. In addition, MCMS requires that all absences that have not been excused within three (3) school days will be permanently coded as "unexcused." If a student is more than 30 minutes late to a class it will be counted as a skip and unexcused absence. If a student has multiple unexcused absences, a truancy report may be filed with the district attorney.

Students will ask teachers for the assignments missed during the unexcused absence so they may make up missed work, and in so doing, maintain continuity of learning by obtaining the knowledge necessary for further study.

Truancy

Under the laws of the State of Kansas, all students between the ages of seven and eighteen years (twenty-one for special

education students) must be in regular and continuous attendance at school unless lawfully excused there from. The law in Kansas (K.S.A. 72-3120) states that students are truant when they are inexcusably absent for three (3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year.

ATTENDANCE NOTES:

a) If a student is more than thirty minutes late to a class, it will be counted as an absence.
b) For EACH absence after the tenth absence, the attendance secretaries are required to ask for a detailed doctor's note stating the student will be unable to function at school.
c) The decision to code an absence as excused or unexcused is determined by the MCMS administration.

Arriving and Leaving School

At the beginning of the day all students should enter at the front doors. When students arrive at school, they need to report to the gym or commons. Students can be dropped off by parent/guardian during the school day in the car loop. The parent/guardian does not have to sign their child in to school. Students will be asked where they were and will be given a hall pass to class.

Requesting Early Dismissal

Students must report to the Main Office to be signed out by a parent/guardian before leaving the building. Students will not be called out of class until the parent or person picking them up comes into the office to sign them out. If a parent is sending another adult or older sibling to pick up a student, the parent must notify the office that this person has permission to pick up the student. Students are not to leave school property until dismissal time, or until checking out in the office.

Make-Up Work

If a student has been absent, the student will have an opportunity to make-up missed work.

Reminders:

1. It is the student's responsibility to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up.
2. The teachers will grant the number of days missed - two (2) days for each day absent to complete missed work. This does not apply to long term projects that were previously assigned.
3. If the student will be absent beyond three weeks, please contact the counselor or nurse; a referral will be submitted for homebound instruction.
4. Parents are encouraged to call the school office (during the morning) and request assignments if the student will be absent two (2) or more days. This will enable students to keep up with class work when they are absent.
5. Students may contact the counselor for assistance prioritizing, organizing, and managing time.
6. Homework information for each core team is located on the school website or Canvas.

GRADES & PROGRESS REPORTS

Students will receive letter grades in all subjects. Midway through each grading period, a progress report will be issued to all students. If students are receiving a D or F grade in any course Early Warning Progress Reports will be sent home twice a quarter. The purpose of these reports is to keep parents informed about their student's academic progress. Academic eligibility for 7th grade students is determined by final grades in the previous semester.

Grading Scale
97.55-100 = A+
92.55-97.54 = A
89.55-92.54 = A-
86.55-89.54 = B+
82.55-86.54 = B
79.55-82.54 = B-
76.55-79.54 = C+
72.55-76.54 = C
69.55-72.54 = C-
66.55-69.54 = D+
62.55-66.54 = D
59.55-62.54 = D-
0-59.54 = F

Extended Learning Opportunities

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

• before- or after-school;
• Friday school; or
• summer sessions.

Truancy laws, suspension and expulsion policies and laws, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

Homework

All students are expected to complete and turn-in ALL assignments on time. Homework is an integral part of the learning process. It is a way for teachers to check for understanding and prepare students for examinations and assessments.

Late Work & Academic Learning Lab

We believe that successfully meeting deadlines is a useful habit for our students. It is expected that all assigned work will be turned in to the appropriate teacher on time.

MCMS has the option for students to stay to complete missing work from 3:00 -4:15 PM.

Advancement by Proficiency

Examination (Testing Out)

Students in 6th-8th grade will be allowed to advance levels of courses in the core areas only. (No credit awarded; acceleration to the next course only.) For a complete list of course options and details on critical deadlines/requirements, please contact your building counselor.

ACADEMIC MISCONDUCT

District policy recognizes four avenues of academic misconduct: Cheating; Plagiarism, obtaining an unfair advantage, and aiding and abetting academic dishonesty. The descriptions below offer examples of unacceptable behavior and should not be considered complete or exhaustive. Questions regarding the intent of this policy should be directed to classroom teachers and or building administrators.

1. Cheating: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name.
2. Plagiarism: submitting material that in part or whole is not entirely one's own work without acknowledging whose created the work.
3. Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials thus depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
4. Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

Consequences for Academic Misconduct

A student who engages in any form of academic misconduct will be subject to additional disciplinary measures. Such measures may include, but are not limited to: forfeit credit of the assignment, attend academic learning lab, after school detention, in-school or out of school suspension, and/or loss of participation in extra-curricular activities.

DISTRICT PROPERTY

Textbooks

Students are responsible for all books assigned to them. Loss or damage of a book (including any writing) will result in a fine of up to the cost of replacement of the book.

Lockers

Each student is assigned a locker for books and other school-related items. Each locker should only be used by the person to whom it is assigned. Lockers may not be changed without permission of the office. Locker combinations should not be revealed to anyone! Students are responsible for keeping their lockers in a neat and clean condition. Lockers are not to be marked or defaced in any way with stickers, decorations, pinups, etc., on either the interior or exterior of the locker. Lockers remain the property of the school and are subject to periodic inspection by the administration.

Backpacks may be brought to school but are kept in lockers.

Technology Access and Usage Policy

Throughout the academic year students will access technology, computers, information networks, and the Internet. Such access is provided to achieve the learning outcomes associated with various academic programs. It is the student's responsibility to only access files and sites that are consistent with, and appropriate for, these learning outcomes and course objectives. See Appropriate Use Policy (AUP).

Student Laptop Procedures - Students:

1. Students are responsible for the computer they are using. If any unusual events happen (drop, liquid on keyboards, keys falling off, etc.) or if the computer is damaged in any way, the student must take it to the teacher immediately. Students are expected to take great care of the laptops.
2. Students will carry the laptops with both hands.
3. Laptops are for instructional purposes only. Students are not to use the laptops for games,–instant messaging, or other non-educational purposes. Students may not download any programs to the computer.
4. Student computer use will conform to the AUP.
5. Violation of any of these rules will result in loss of computer privileges, detention, ISS or OSS.

Technology Information for MCMS can be found at:
https://www.usd232.org/Domain/4003

Internet Usage

Students who fail to use building/district technology in an appropriate fashion (solely for approved curricular pursuits) will be subject to disciplinary action and may have technology privileges revoked and be responsible for necessary repairs/ replacement.

PERSONAL ELECTRONIC DEVICES

Beginning in 2026-2027, Kansas law prohibits student access to personal electronic devices during the school day, including phones, tablets, wireless headphones, airpods, earbuds, and wearables (like smart watches). Rules will be strictly enforced. Failure to follow these expectations will result in discipline in accordance with district policy. The school is not responsible for lost, stolen, or damaged devices. See Board policy for details.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property while at (or representing) MCMS. Students are to refrain from unacceptable behaviors at school, at school sponsored activities, on school grounds, and on school buses. Students who behave in a manner that has a negative effect on school environment, events or related activities, will face disciplinary action. Disciplinary consequences include, but are not limited to: student conference, loss of privileges, lunch detention, before or after-school detention, in-school suspension, out-of-school suspension, suspension from clubs or athletic teams, and/or expulsion. (Students on suspension may not participate in school activities.) In addition, schools are required by law to report all illegal activity to law enforcement.

Unacceptable Acts of Behavior

Acts of behavior which interfere with the maintenance of a good learning environment, or which are antagonistic to the welfare of other pupils or staff members will be considered unacceptable. Examples, without limitation, are:

1. Breaking of school or classroom rules
2. Battery
3. Physically aggressive (pushing, punching, striking, slapping, kicking, etc.)
4. Extortion
5. Failure to comply with reasonable requests (willful disobedience)
6. Fighting
7. Intimidation/harassment (racial, sexual, cyber or other discriminatory slurs)
8. Making threatening statements
9. Obscene, Vulgar, Abusive, Inflammatory or disrespectful language and gestures
10. Verbally abusive toward staff members
11. Open defiance/insubordination – refusal to comply with request
12. Students shall not manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood-altering substances, alcoholic beverages and/or paraphernalia.
13. Possession or use of weapons including fireworks on school property
14. Smoking, chewing, or possession of any tobacco product is prohibited (KS. Statute $50 fine for those under 18 on top of a Lenexa City Ordinance - $25 fine for those under 18 with mandatory court appearance with parent/guardian, plus court costs). Visible smoke is prima facie evidence that a student is smoking. This includes electronic cigarettes and personal vaporizers. Refer to board policy JCDAA.
15. Stealing
16. Possession of a stolen item
17. Disruption of the educational process
18. Excessive tardiness
19. Threats (by word or deed)
20. Excessive absences/truancy
21. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
22. Vandalism and/or damage to property (including district technology)
23. Failure to serve suspension or detention
24. Misbehaving in the cafeteria
25. Truancy
26. Skipping class/school
27. Violating the Acceptable Use Policy
28. Not complying with Dress Code
29. PDA - Public Display of Affection - Students must maintain high levels of conduct at all times while at school or school-sponsored activities. While positive relationships with other students are encouraged, displaying affection towards another student must follow specific guidelines. Examples of non-acceptable behavior include holding hands, kissing, embracing, or any other behavior that may draw attention.
30. Bullying - State and Federal Law and Board policy expressly prohibit bullying in any form, including electronic means (cyberbullying) and harassment at school, on school property, and at all school-sponsored activities, programs, or events. Harassment or bullying in any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. If the bullying or harassment is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school, school officials may follow school policies in handling the bullying harassment violation.

Zero Tolerance Drug Free Schools Policy

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession (including being under the influence), use, sale, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, sell, distribute, dispense, possess, use, or be under the influence illicit drugs, controlled substances, manufactured non-medical, or non-prescribed mood-altering substances, or alcoholic beverages at school or on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to all disciplinary actions approved by the board.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense
A first-time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including long-term suspension.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Second Offense
A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Third and Subsequent Offenses
A student, who violates the terms for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

All district employees shall report immediately to the school principal any observed use, sale, transfer or possession of any drug, medication, other chemical substance, or the paraphernalia associated with administering drugs. The principal, with the possible assistance of the School Nurse and/or School Resource Officer, will conduct an investigation of the facts surrounding these reported observations, possibly including a review of the student's health record, and shall contact parents or legal guardians when necessary.

Any district employee who observes a student exhibiting an apparent health disturbance shall refer this student to the school nurse for further observation. If after this observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of a restricted substance, the nurse shall alert the school principal who will then immediately contact the student's parents or legal guardians and urge that a physician be consulted.

A list of available drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for each program is available. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Parents or students should contact the directors of the programs to determine the cost and length of the program.

The administration may reduce suspension periods, if the student and parents provide proof of entry into approved intervention programs and subsequent successful completion of the full program course as outlined in the Probationary Document.

TOBACCO-FREE SCHOOL GROUNDS FOR STUDENTS
The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property. Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. "Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Tobacco Uses by Students
Students are prohibited from possessing and/or using tobacco products on school property. "School property" includes all buildings, athletic fields and facilities, and parking lots. Possession of tobacco products in purses, binders, backpacks, on your person or lockers is prohibited under this policy. Students who are observed sitting in a car and using tobacco products after arriving or before leaving the campus or at any period of the school day shall be deemed to be in violation of this policy.

Reports to Local DCF
Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) or to the local law enforcement agency if the DCF office is not open.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

STUDENT APPEARANCE AND DRESS CODE
The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, they will be sent to the office. An administrator or designee will ask the student to make the necessary changes. In the event that the change does not

take place in the time allowed, the administrator will prescribe the disciplinary action.
Additionally, a student's clothing or appearance which is vulgar, indecent, obscene or insulting, or which promotes or encourages behavior such as smoking, drinking, drug use, physical or sexual violence or the use of illegal substances, or which promotes illegal activities is prohibited.
Outdoor clothing, such as headgear, sunglasses, gloves, coats, blankets, etc. is to be removed upon entering the building and stored in the locker or other designated area provided by the school. Hoods are not worn in the building.
The following list is representative of inappropriate and distasteful attire that will not be permitted at school or school sponsored activities.
· Shirts that expose the midriff.
· Clothing with excessive holes that end up being suggestive or distasteful in nature.
· Clothing which exposes undergarment (underwear)
· Short shorts or short skirts.
· Excessively baggy pants, trousers or shorts worn below the waistline.
· Attire of any sort that promotes, suggests or glamorizes gang affiliation, drugs, tobacco, and or alcohol.
· Spaghetti straps (less than one-inch width strap), halter-tops, low-cut tops or muscle shirts (shirts with long armholes).
· Roller skate tennis shoes are not allowed on school premises.
This list is not to be considered exhaustive. The administration reserves the right to make judgments on attire and will request students who violate this code to make necessary changes or leave the school premises.
In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will require the student to become compliant with the school dress code. Repeatedly failing to adhere to the dress code will result in disciplinary action.

ITEMS NOT APPROPRIATE FOR SCHOOL
Items that have no relation to the school program or class activities should not be brought to school. Such items will be confiscated by school staff and placed in the custody of a building administrator.

The following items are considered unacceptable at school but are not limited to: tobacco products, matches, lighters, drugs, alcohol, knives, chains, sharp objects, water pistols, darts, laser pointers, recording or listening devices, shocking devices, any form of ammunition, and/or any item that endangers the safety and welfare of others (or is disruptive to the educational environment).

Candy, Gum & Pop
In all classes, the decision to allow gum will be left to the teacher and team. It must be noted that gum chewing will be considered a privilege. If gum and/or wrappers are not disposed of properly, the privilege will be removed. During the regular school day liquid beverages (excluding water), food, and candy will not be allowed in the halls, auditorium, or gym.

Open food, candy, and pop containers are not allowed in the halls or lockers. At times staff members may allow students to have snack food or drink as an incentive or reward. These must be consumed in the classroom where given or left behind.

Water Bottles
We want students to stay healthy and hydrated. Towards this goal, students are allowed to carry water bottles with a lid. The bottles may contain ONLY water. Failure to abide by these rules may result in suspension of this privilege.

QUESTIONING & SEARCHING STUDENTS & STUDENT PROPERTY
Administration is authorized to search students and student property and to conduct investigations and question students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

TRANSPORTATION
Riding the school bus is a privilege. The bus driver is in charge of students, has authority to issue misconduct notices, and will report any infractions to a school administrator for action. Improper conduct may result in riding privilege being denied. Students who pay to ride the bus and are removed from the bus for inappropriate conduct will not receive refunds. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Questions regarding transportation need to be directed to First Student at 422-8501.

CAFETERIA
Lunch
The district provides a quality lunch program at a competitive price that is readily available to all students in each building or students may bring their lunch. Each student may establish an account to purchase a meal, extra milk or juice with the meal; milk or juice for the lunch they bring from home. School lunch prices are posted on the district web site.
All secondary schools offer a large selection of a la carte items which can be purchased separate from the student meal. It is important that you and your student discuss available options and set limits that meet your family goals and the nutritional needs of your student. Additional information is available at www.usd232.org
Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students. Students may not leave campus during their lunch period.
Please contact the school nurse if the student has a medical necessity for a restricted diet.
Student Nutrition Charging Policy (School Lunch)
Students may charge up to five meals (5 at any one time). After five, an alternate meal will be provided consisting a whole wheat American cheese sandwich and white milk at no charge. Charging of ala carte items is not permitted. Parents may view the status of their child's account on Skyward Family Access.
Cafeteria Guidelines

The lunch period is closed. All students must eat in the cafeteria unless they are excluded for disciplinary reasons. Appropriate behavior and manners are expected at all times. No food or drink may be taken from the cafeteria except with administrative approval.
Only water bottles are allowed to be taken from the cafeteria. Students are expected to abide by rules posted in cafeteria.

SCHEDULE CHANGES
Students are assigned to classes of their choice unless class conflicts or class size prevent it. Changes made after classes have been organized are problematic. Class changes will be allowed only if the move will mutually benefit the student and school. Change requests need to be submitted to the counselor and approved by the parent or guardian.

WITHDRAWAL FROM SCHOOL
Whenever possible, parents should contact the school office at least a day in advance of their student's withdrawal from Mill Creek. This will help make the process go smoothly and quickly. All textbooks and library books must be returned, lockers cleared, and all charges and fines must be paid.

SAFETY DRILLS
Fire and tornado drills are required by law and are held at irregular intervals throughout the school year. Everyone must follow directions as quickly, quietly, and orderly as possible. Emergency information is posted in each classroom. Teachers will provide students with specific instructions and directions. In addition, the school will conduct intruder, shelter-in-place, and/or other safety drills as deemed appropriate. MCMS will cooperate with local authorities to provide for the safety of our students.

SCHOOL CANCELLATIONS DUE TO INCLEMENT WEATHER
If the cancellation is before the start of the school day, notice of the cancellation will be issued to local radio and TV stations. Announcements will be made as De Soto USD #232. The district will also issue text messages through the school news alert system. The district website will be updated as soon as information is released.

There is always the possibility of an unscheduled early dismissal. School busses will run their normal routes at the early dismissal time. Parents who have special instructions regarding their children in case of early dismissal should inform the office at enrollment.

VISITORS
All visitors, parents, or volunteers must check-in at the office immediately and receive a visitor's badge. This badge indicates that they are authorized to be in the building. Visitors who want to observe classrooms need to make a request to do so twenty-four hours in advance. This will ensure appropriate arrangements have been made for them. Students may not bring visitors. Students from other schools will not be given permission to visit our school unless it part of an authorized school activity or event. In addition, guests ARE NOT permitted to attend school dances.

EXTRA-CURRICULAR ACTIVITIES
Extra-curricular activities (activities outside of regular classes) are meant to be enjoyable, fun, and of the student's choice. These activities are set up to build citizenship, sportsmanship, competitiveness, and responsibility. Students must follow school policies and stay in good academic standing in order to participate. Students must be present a minimum of four class periods on the day of an activity to be eligible to participate. Students staying for an extra-curricular activity must be under the supervision of a sponsor and cannot leave the building (under any circumstances) without permission from the sponsor or an administrator. If a student leaves the building without permission they will not be allowed to re-enter the building to attend the activity without a parent and may face suspension from attending future activities.

Athletic Physical Examination and Parental Consent Rule
Mill Creek is a member of the Kaw Valley League and KSHSAA and conforms to all rules of that League and organization. Seventh and eighth grade students are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, have a satisfactory grade average and meet the requirements of the Kansas State High School Activities Association.

In order to participate in a Kansas State High School Activities Association (KSHAA) activity, no student is eligible to represent his or her school in interscholastic athletics until a physical is on file. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. The student and parent must also sign and submit the Acknowledgement of Risk statement.
The physical examination, medical authorization form and Acknowledgement of Risk, Kansas State Concussion form must be on file prior to the first practice.

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc. The insurance information is available in the office. All students participating in Interscholastic (7^{th} -12^{th}) athletics, dance, cheer, and other KSHSAA activities are required to pay a fee for Catastrophic Insurance at enrollment or prior to the first day of practice.

Please note that the Catastrophic Insurance has a substantial deductible that is the responsibility of the parent's private insurance. Please check your private insurance protection to ensure you have adequate coverage.

Sports included are cheerleading, cross country, football, volleyball, basketball, wrestling, and track. The activities of Student Council, Spirit Club and drama do not require a physical on file.

Athletic Team Cut Policy
A few years ago, USD #232 organized a District

Athletics/Activities committee to research the impact/effect of our districts' rapid growth on extra-curricular programs. This committee included parents, students, coaches, building administrators and district level administrators. The committee elected to extend the district's "cut policy" from high school to middle school. Several factors lead to this decision: providing coaches/sponsors with a manageable number of students, maintaining safety (related to instruction, competition and supervision), limitation of actual "playing time", limitation of facility space and practice time, and limited resources.
Ultimately the decision to cut, or not cut, is determined on an individual team basis.

When it is necessary to limit the number of students on a squad, coaches are charged with the responsibility of developing an objective system for evaluating skill and ability. Once the evaluation period has concluded, coaches assess the data they have collected and make cuts based on the issues mentioned above.

USD 232 Middle School Policy - Academic Expectations for Extra Curricular Participation

The mission of USD 232 recognizes both academic and athletic activities have always been and remain to be education-based. Students representing Monticello Trails, Lexington Trails and Mill Creek Middle Schools understand their education will always come first. Students must recognize it is their responsibility to meet and exceed minimum academic requirements to represent the school.

The Kansas State High School Activities Association (KSHSAA) requires that all students must pass five core subjects in the previous semester to be eligible for participation in activities both athletic and non-athletic. In addition to the KSHSAA rule, students at USD 232 schools must meet an increased Academic Eligibility Standard.

In order to compete or perform, a student must have a passing grade in all classes with no more than two D's in all classes and no F's. Students' grades will be checked on a weekly basis by their teachers, coaches, or administration.

When a student does not meet this requirement, they are put on a one calendar week notice by the administration or head coach. If, after the week has passed, the student is still not meeting the requirements set forth by USD 232, the student is then identified eligible to practice but ineligible to compete in any extra-curricular activity until that grade or grades have been raised to meet the eligibility standard requirements. The ineligible student can attend home events with the team in street attire, but student can't ride the bus with the team to away games. If, after the week has passed, the student is meeting the requirements they will be eligible to practice and compete in their respective activity.

If the administrator becomes aware of an academic issue through an established procedure to check student grades on a weekly basis, a student may be released from a team, group or club if adequate effort is not seen in deficit academic areas over a sustained period.

Extracurricular activities would be defined as those activities practiced and performed outside the regular class time.

Behavioral Expectations for Participation in Extra Curricular Activities

Each student who participates in co-curricular and extra-curricular activities is a representative of the school district and is expected to always conduct themselves in a lawful and appropriate manner. Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and in a performance. Students that receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. Students are expected to take responsibility for his/her actions and comply with consequences in a cooperative manner. These expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and violent acts off site that pose a threat to the safety of students or staff, or disrupt the learning environment.

Drug, Alcohol, Tobacco and Weapons

During any activity season (Fall, Winter, or Spring), regardless of the quality, a student shall not: unlawfully manufacture, sell, distribute, dispense, possess, use, or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, alcoholic beverages or weapons at school or on school district property, or at any school activity.

Interpretations:

1. The rule applies to the entire activity season. Any activity that spans the course of the year will be subject to the season in which the violation occurs (Fall, Winter, or Spring).
2. *It is a violation for a student to be in possession of a controlled substance even if specifically prescribed for the student's own use by his/her doctor. Prescription medications may only be in the possession of and administered to the student by the sponsor or designated school employee or designated health professional.

   *Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director, or sponsor.

Governed Activities

All student activities that are governed under the jurisdiction of Kansas State High School Activities Association and those that represent USD 232 at any site or location are included in the policy. Activities and organizations not included in the above definition may operate under the Code of Conduct guidelines at the sponsor's discretion.

Penalties and Violations

Penalties will accumulate during any activity season from August through July and will affect all activities in which the offending student is participating at the time. Penalties incurred near the end of a season may be enforced at the beginning of the next season of participation. Penalties may include but not be limited to:

*First Violation

At minimum the student shall forfeit eligibility for the next two (2) consecutive inter-scholastic event dates or two (2) weeks of a competition season (beginning with the first competition date) in which the student is a participant, which ever includes the greater number of contests. Students are not allowed to suit up on the date(s) of their activity suspension. However, at the discretion of the Building Administrative Team, disciplined students may attend games but may not suit up. No exception is permitted for a student who becomes a participant in a treatment program.

*Second Violation

At minimum, the students shall forfeit eligibility for the remainder of the current activity season or remain ineligible for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays, and spring break.

Third Violation/Serious Violation

As determined by the Building Administrative Team, a student may become ineligible for multiple seasons of activities not to exceed a period of one (1) year from the date of the last violation.

*Seriousness of the violation may warrant movement to higher levels of consequence.

Activity Health and Accident Insurance

Students are sometimes injured at school or at school sponsored activities. The school does not maintain an insurance policy on students for such accidents.

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc.

This insurance provides coverage for students while the insured is on school premises, during school hours, while the insured is traveling directly to and from school, or on any school sponsored activity.

Applications are available from the building office. Parents are provided this information at enrollment and are requested to purchase or waive the insurance.

After School/Event Code of Conduct

Students at Mill Creek Middle School are encouraged to attend all after school athletic events to show support for the school and peers. Attending after school events is a positive and effective ways for students to become involved in their school. MCMS students are expected to:

report to the cafeteria at 3:00 on game days. Students may use the time after school as a study hall, to quietly talk, or play a game/cards. Mandatory quiet time may be assigned at the discretion of the supervisor. Students must ask the supervisor's permission in order to leave the cafeteria for any reason. Any student who chooses to leave after school can only attend the game with supervision of a parent/legal guardian. Students who stay after school are expected to follow the MCMS After School Athletic Events Code of Conduct and abide by the following guidelines:

Stay in the building or at the football game during the entire course of the game. Any student who leaves the building or football field during the game will be required to leave school grounds and will not be allowed to return. Be sitting in the bleachers in the student section while the game is in play. Students will be given the opportunity at all game breaks, such as quarter break, match breaks, and half-time to get concessions and use the restroom. If a student misbehaves, engages in unsafe behavior, or displays poor sportsmanship, the student may be given an assigned seat, asked to leave, or have additional school consequences. Make arrangements for post-game transportation before arriving at school. Students should be picked up from football games at 5:30 and volleyball and basketball games at 6:00. Students should not expect to use the school phone to call for a ride home. Students who consistently fail to make previous arrangements may be required to bring a note in order to stay or not be allowed to stay for future games.

NOTICE OF NONDISCRIMATION

It is the policy of USD 232 not to discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and other relevant state and federal laws. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, age discrimination or equal access may be directed to Director of Human Resources, 35200 W. 91st Street, De Soto, Kansas 66018, phone 913-667-6200. Inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Director of Special Services, 35200 W. 91st Street, De Soto, KS 66018, phone 913-667-6200. Interested persons, including those with impaired vision or hearing, can obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Director of Special Services. Any act of retaliation against any person who has engaged in a protected activity, as that term is defined by law, is prohibited.

BOE Approved 2019

**See your building administrator for information regarding the Grievance Procedure.*

SEXUAL HARASSMENT

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believes that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, phone 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements. The full policy regarding sexual harassment is section **JGEC**, available online at: https://www.usd232.org/Page/151

CIVILITY POLICY

"The district No. 232 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the School District to treat everyone -- fellow employees, students, parents, patrons, visitors, anyone having business with the district -- with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

EMERGENCY SAFETY INTERVENTIONS

GAAF – Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. 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. 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)

Emergency Safety Intervention

"Emergency Safety Intervention" is the use of seclusion or physical restraint.

Seclusion

"Seclusion" means the placement of a student in a location where all of the following condition 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 the student will be prevented from leaving the enclosed area.

Seclusion Restrictions

1. Use of seclusion for purposes of the convenience of a school employee, discipline, or punishment.
2. A student shall not be placed in seclusion if the school has received documentation from a licensed health care provider stating that the student has a medical condition that could put him/her in mental or physical danger because of seclusion. Such documentation shall be placed in the student's file.
3. When using seclusion, the school employee shall be able to see and hear the student at all times.
4. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be well ventilated and sufficiently lighted.
5. 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.

Chemical Restraint

"Chemical Restraint" means the use of medication to control a student's violent, physical behavior or to restrict a student's freedom of movement.

Mechanical Restraint

"Mechanical Restraint" means any device or object used to limit a student's movement.

Physical Restraint

"Physical Restraint" means bodily force used to substantially limit a student's movement.

Restrictions for the Use of Restraint

1. The use of restraint for purposes of discipline, punishment, or for the convenience of a school employee is prohibited.
2. The use of prone (face-down) or supine (face-up) physical restraint, or physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is prohibited.
3. The use of chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition.
4. The use of mechanical restraint, except:

- Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

Physical Escort
"Physical Escort" means the temporary touching or holding of 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 escort shall not be considered an emergency safety intervention.
Time-Out
"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.
Parent
"Parent" means: (1) natural parent; (2) and adoptive parent; (3) a person acting as a parent as defined in K.S.A. 73-1046 (d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.
School Resource Officer
"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.

State Board
"State Board" means the Kansas State Board of Education

Use of Emergency Safety Interventions (ESI)
ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to self or others with the present ability to affect such physical harm. The school employee witnessing the student's behavior prior to the use of an ESI shall deem less restrictive alternatives to ESI, such as positive behavior interventions support, inappropriate or ineffective under the circumstances. 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 the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

A student shall not be subjected to an emergency safety intervention if the student is known to have a medical condition that could put the student in mental or physical danger as a result of the emergency intervention. The existence of such medical condition must be indicated in a written statement placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reason why an emergency safety intervention would put the student in mental or physical danger and any suggested alternatives to the use of emergency safety interventions. Notwithstanding, the provisions of this subsection, a student may be subjected to an emergency safety intervention, if not subjecting the student to an emergency safety intervention would result in significant physical harm to the student or others.

Law Enforcement Officer and Emergency Safety Interventions
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 of contact. A school shall not be required to provide written documentation to a parent. For purposes of this subsection, mechanical restraint includes, but is not limited to the use of handcuffs.

District Personnel Training on ESI Procedures
The district designee will organize training regarding the use of prevention techniques, de-escalation techniques, and positive behavioral intervention strategies for all staff members. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions and designed to meet the needs of personnel as appropriate to their assigned duties and potential need for the use of ESI procedures. The intensity of the training provided will depend upon the employee's position. Administrators, and other staff deemed most likely to need to restrain a student will be provided more intense 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. The district designee will maintain written or electronic documentation of all training provided to participants in each ESI training program.

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

Notification of ESI
The principal shall notify the parent after the use of an ESI the same day the ESI was used. If the school is unable to contact the parent, the school shall attempt to contact the parent using at least two methods of contact. The same-day notification requirement of this subsection shall be deemed satisfied if the school district attempts at least methods of contact. A parent may designate a preferred method of contact to receive the same day notification required by this subsection. A parent may agree in writing to receive only one same-day notification from the school for multiple incidents occurring on the same day. Written documentation of ESI shall be provided to the student's parent no later than the next school day. Such written documentation shall include: the events leading up to the incident; student behaviors that necessitated the emergency safety intervention; steps taken to transition the student back into the educational setting; the date and time the incident occurred; the type of emergency safety intervention used; the duration of the emergency safety intervention; and the school

personnel who used or supervised the emergency safety intervention. Written documentation must also include space for parents to provide feedback or comments to the school regarding the incident and a statement inviting the parents to schedule a meeting to discuss the incident and how to prevent future use of an emergency safety intervention.

The parent shall be provided the following information after the first incident in which an emergency intervention is used during the school year, and may be provided such information after each subsequent incident that occurs during the school year:

- A copy of the standards of when emergency safety interventions can be used.
- A flyer on the parent's rights.
- Information on the parent's right to file a complaint through the local dispute resolution process and the complaint process of the state board of education.
- Information that will assist the parent in navigating the complaint process, including contact information for the parent training and information center and protection and
- advocacy system.

Upon the first occurrence of an incident involving the use of an emergency safety intervention, the parent shall be provided the foregoing information in printed form, or upon parent's written request, by email. Upon occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website containing such information.

Parent Meeting Request

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any meeting convened under this subsection shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future. The parent shall determine whether the student shall be invited to the meeting. The time for calling the meeting shall be extended beyond the 10-school day limit if the parent of the student is unable to attend within that time period.

Reporting ESI Data

The district designee or building principals shall report ESI data to the Kansas State Department of Education (KSDE) by the date and in the form established by KSDE and/or upon written request by KSDE

Local Dispute Resolution Process

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. 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.

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 and recommended action to the board in executive session.

The board clerk and superintendent must complete any such investigation within 30 days of receipt of the formal written complaint. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to parents, the school, and the state board of education. Once such procedure has taken place, a parent must file a complaint under the state board of education complaint process within 30 days from the date a final decision is issued pursuant to the local dispute resolution process. If a parent filed a complaint with the local school board and is not satisfied with the final decision about the use of emergency safety intervention, the parent may file a request for administrative review with the State Board. Parent must do so within 30 days of the local board's final decision or, if a final decision is not issued, within 60 days from the date a written complaint was filed with the local board.

Legal References
KAR 91-42-1
KAR 91-42-2
HB 2170
BOE Approved 8/2013; amended 05/2024

PARKING

Parking on campus is a privilege extended to **high school students.** The policy is located in the district student/family handbook on page 5