

PRAIRIE VIEW
MIDDLE SCHOOL



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PRAIRIE VIEW MIDDLE SCHOOL MISSION STATEMENT

The mission of Prairie View Middle School is to provide all students with an equal opportunity to learn in a safe and orderly environment; with emphasis on our students' unique physical, emotional and intellectual needs.

To the Students of Prairie View Middle School

Welcome to our school! We are happy to have you as a member of our student body. We are looking forward to another fine school year. For some of you, this year represents a new beginning. We are excited about the possibilities offered for you at Prairie View Middle School. You will find the faculty and staff friendly and willing to assist you. We look forward to getting to know you better, to providing you with a quality education, and to helping you achieve your goals.

We challenge you to participate in your education! You are responsible for your actions, your successes and your failures. You are here to get an education and to learn and grow academically and socially. We are here to help you do that. Pay attention, do your homework, ask questions, and get help when you need it.

School will be more interesting and more fun if you are involved. We offer several opportunities for you to participate in activities outside of regular classes. You can choose from music, athletics, cheerleading, student government, drama, and academic competition. Join in!

Again, welcome and best wishes for a successful school year. **Prairie View Middle School Staff**

BOARD OF EDUCATION

Wade Teagarden	Brad Stainbrook	Rita Boydston
Brad Heide	Russell Pope	Nicholas Philpot
	Brian Uphoff	

DISTRICT OFFICE

Rex Bollinger.....	Superintendent
Teresa Doty.....	Administrative Assistant
Carrie Jarred.....	Administrative Assistant
Rita Noel.....	Clerk of the Board
Amy Sherman.....	Food Service Director
Bobby Johnson.....	Maintenance Director
Kevin Morgan.....	Maintenance
Joe Godfrey.....	Custodian
Cindy Russell.....	Custodian
Ginny Scott.....	School Nurse
Lesli George-Mitzner.....	Health Clerk

MIDDLE SCHOOL STAFF

Mark Meek.....	Principal
Mark Hough.....	Activities Director
Susan Moylan.....	Office Manager
Nikki Rhynerson.....	6 th Math
Jason Bloodgood.....	7 th Math
Lisa Boone.....	8 th Math
Stephanie Smith.....	6 th /7 th English
Gretl Shelton.....	7 th /8 th English
Cecilia Gunn.....	6 th Science
Larry Pope.....	7 th Science
Joe Cullor.....	8 th Science
Walter Vandeventer.....	6 th Social Science
William Shannon.....	7 th Social Science
Doug Whitcraft.....	8 th Social Science
Jeff Russell.....	Band
Dawn Burhart.....	Vocal
Jeff Byerly.....	PE
Rhonda Prothe.....	Counselor
Paulette Howard.....	Gifted Educator
Lacy Stockton.....	Resource
David Heidrick.....	Resource
Corissa Uphoff.....	Library/Media/Tech
Shawna Dame.....	Library Assistant
Vicki Boyer.....	Paraprofessional
Chloe Wallace.....	Paraprofessional
Melissa Sanders.....	Paraprofessional
Vic Roche.....	Paraprofessional
Jessica Eichorn.....	Paraprofessional

**STUDENT COUNCIL
FOOTBALL**

**BOYS' BB
GIRLS' BB
VOLLEYBALL**

TRACK

WRESTLING

CHEER

Lacy Stockton
Jeff Byerly, , Walter Vandeventer, Jason Bloodgood, Dan Larsen
Dan Larsen,
Dan Larsen, Angie Chambers
Julie Pope, Jenna Catloth ,Vic Roche, Olivia Black
Jason Bloodgood, Doug Whitcraft, Walter Vandeventer
Larry Pope, Walter Vandeventer
Joyce Baker

Attendance Guidelines

Good attendance is a must for students if they are to keep up with daily work. All attendance records become a part of your permanent record file. You will not be successful if you are not here. Be here and be on time!

1. **ABSENCES AND TARDIES:** When a student must be absent or tardy, **the school must receive a phone call or a written note from the parent to be excused.** The excuse should state:

- a) the day or period of absence or tardiness
- b) the reason for the absence or tardiness

The office will periodically confirm student absences with parents.

Excused absences will include:

- Personal illness and professional appointments
- Family emergency or funeral
- Obligatory religious observances
- Participation in a district approved or school sponsored activity
- Family activities with prior notification of school administration

Parents are allowed to excuse 5 absences per semester. Any additional absences will require a doctor's note or approval of the building principal.

A student who misses 3 classes will be counted ½ day absent. In addition a student must attend 5 classes to participate in extracurricular activities (i.e. games, contest, etc.) unless approved by the principal

Students leaving school during the school day must check out through the office. We also must have contact with a parent to allow you to leave. Failure to do this will result in suspension.

2. **MAKE-UP WORK:** All work missed due to a class absence must be made up. This includes excused and unexcused absences as well as school activities. Class work missed because of a school activity is due the next day. Work not completed in the time listed below will be credited at the discretion of the classroom teacher.

- a) A student missing a half day should check with teachers of classes missed that day to get work to be done by next day.
- b) If absence is known ahead of time, work is due on the day student returns to class.
- c) If a student is absent one to three consecutive days, make up work is due before school on the second day back.
- d) If a student is absent more than three days, make up work is due before school on the third day back.
- e) For late work, students may be assigned to the extended learning time before or after school.

3. Absences from school on the day of a scheduled school activity may prohibit a student from participating in that activity. Permission must be granted from the administration to be allowed to participate that day.
4. The individual classroom teacher will handle tardiness to classes. The teacher may use detention before or after school (if students are notified the day before. Failure to cooperate with the teacher for excessive tardies will be referred to the principal.
5. Students arriving late to school must stop by the office to get a pass admitting them to class. Students with excessive tardies will earn disciplinary action from the principal.

Truancy

Kansas Compulsory Attendance law that requires every child who is enrolled in school and/or has reached the age of seven years and is under the age of 18 unless excused in accordance with provisions of Kansas law (K.S.A 72-113) attend school. Therefore, a student is truant when: He/she is required by law to attend school and is not enrolled. A student is truant when he/she is absent from school for a significant part of the school day. Truancy cases will be reported to the County Attorney's Office. A student is truant if he/she is absent without an excuse for:

- 3 Consecutive unexcused absences
- 5 unexcused absences in a semester
- 7 unexcused absences in a school year

Academic Regulations

1. No subject may be dropped or changed without the approval of the principal and/or counselor.
2. Students having incomplete work due to extenuating circumstances at the end of a grading period will be given a "incomplete". The student will have two weeks from the end of the grading period to make up the work then a letter grade will be recorded. Exceptions will be made in the case of prolonged illness or other valid circumstances.
3. **HONOR ROLL:** The following grade averages are required for a student to be on the Honor Roll.
 - a) 4.0 GPA GREEN HONOR ROLL
 - b) 3.5-3.99 GPA BLACK HONOR ROLL
 - c) 3.0-3.49 GPA WHITE HONOR ROLL
4. The grading scale used by all instructors is:
90-100=A, 80-89=B, 70-79=C, 60-69=D,
0-59=F.
5. Report cards will be distributed the week following the end of the nine weeks. Progress reports are sent home only if requested by the parent at pre-enrollment.

Academic Eligibility

Students must be currently enrolled in a minimum of five new subjects in order to participate in athletics, plays, cheerleading, or other interscholastic competition. Students must have passed at least five new subjects of unit weight in the previous semester per KSHSAA policy.

In addition, eligibility will be determined by weekly grade checks. To be eligible for the following week, a student may not have failing grades in more than one class. In addition, if a student is failing one class for two or more consecutive weeks, then the student will not be eligible for the next week's competition. There will be no grace period or warning period except at the beginning of each nine weeks period, when there may not be enough grades to determine eligibility. A student who is ineligible for 3 consecutive weeks may be removed from the team for the remainder of the season.

Activities

The activity program should contribute to the mental, physical, and moral growth of students participating, and is to be taken with the seriousness of an academic subject. Students who cannot conduct themselves properly while participating in or attending an activity will be asked to leave. Students asked to leave an activity will not be allowed to attend again for the remainder of that season and possibly for the remainder of the school year.

Activity Passes

Students will be admitted to all high school and middle school home games except tournaments with an activity ticket. Activity tickets are \$30.00.

Activities

Students who wish to take part in an activity must be in good standing and must meet all requirements established by the Kansas State High School Activities Association and the school.

Physical Examination

The Kansas State High School Activities Association requires each cheerleader and athlete to have a physical examination form signed by a doctor, their parent, and themselves. These must be on file in the principal's office before the first practice. Additionally, a participation form, a notarized medical release form, and concussion form must be on file before a student can participate. Forms may be obtained from coaches or administrators.

Sportsmanship

Rule 52 Interpretations: The KSHSAA Executive Board adopted the following interpretations and policies with regards to Citizenship and Sportsmanship:

- Be Courteous to all participants, coaches, officials, and fans
 - Desirable and unacceptable behavior illustrations are "examples" and not considered to be all inclusive
 - Fans reading newspapers, turning their backs, making disrespectful actions during introductions of opponents; yelling, waving, etc., derogatory/disrespectful signs, banners, yells, chants, songs, or gestures
 - Booing or heckling an official's decision, criticizing the merits of officiating, displays of temper and arguing with an official's call, derogatory remarks towards the officials.
- Simply stated - Cheer for all participants in positive manner.

School Trips

A permission slip and medical release form is required for all trips. School rules and regulations apply in all cases.

Student Transportation

Bus service is available for all students to and from school. In the case of athletic events, a bus is provided for the participants. The buses will always pick up and return to the school. **ALL** players will ride the bus and it will leave punctually.

Exceptions to riding the bus from an activity are:

1. You may ride home with your parents or guardian if direct verbal contact is made with the sponsor by your parents and signed out.
2. You may ride home with another student's parents or a sibling with an unrestricted driver's license if you present a note from your parents to the sponsor for approval before leaving school. That parent or sibling must then make direct verbal contact with the sponsor and sign the student out.

School Bus Code of Conduct

It is the goal of the USD 362 Transportation Department to provide safe and reliable transportation to and from school for school age children. Students and parents should understand that the responsibility for seeing that students are at school rests with the parents, regardless of whether or not the student may ride the bus. **Riding the bus is a privilege and not a right.**

It is the responsibility of the driver to operate the bus in a safe manner, be on time each day, pick up and discharge students only at designated stops, maintain proper discipline on the bus, and obey all traffic laws and regulations.

1. Students are expected to observe the same conduct on the bus as if they were in the classroom.
2. Any act or behavior deemed dangerous to the safety of others on the bus (not following bus rules, fighting, roughhousing, and physical or

verbal abuse) could result in the suspension of bus riding privileges.

3. The consumption of food or beverages is not permitted while riding the bus to or from school.
4. The bus driver is authorized to assign seats for any or all students as they deem necessary.
5. Students are expected to board the bus at their regular stop each day unless prior arrangements have been made with the driver. Likewise, students will only be discharged at their regular unloading stop unless they have specific written permission from a parent or guardian and authorized by school personnel.

Visitors to School

No student will be allowed to bring a guest to school. Parents are welcome to visit classes at any time. Please notify the office of your intent to visit and check in at the office upon your arrival.

Arrival and Dismissal

School begins at 8:15 a.m. (9:15 a.m. on late start Wednesdays) and dismisses at 3:15 p.m. Students are **STRONGLY ENCOURAGED** to arrive no earlier than 8:00 a.m. unless requested by a teacher to be here sooner. Students who arrive before 8:10 a.m. are to report directly to the cafeteria or be directly under the supervision of a staff member until 8:10. Students are not to stay after school waiting for an activity to begin unless a staff member agrees in advance to supervise them.

Hot Lunches and Breakfast

Due to federal regulations, no student may purchase more than one lunch and breakfast per day. The Board of Education will establish lunch fees. All meals will be paid for in advance. Free and reduced price lunches will be provided for those who meet the federal guidelines to receive this courtesy. *Extra milk is not free.* Anyone who brings his lunch must eat in the cafeteria.

Unpaid balances Policy for Prairie View USD 362

Meal Fees: Students will be allowed to charge into the negative up to \$15, once a student reaches the \$15 limit, they will be served an alternative meal until such time as the debt is paid or for a maximum of 10 days, after which the student will need to provide their own meals. No negative balances will be allowed after May 1st of any year.

Fees and Meal balances: At the end of each school year, balances will be checked. If a student has outstanding fees equaling more than \$100 they will be sent to the Kansas Set Off program for collection if attempts by school administration does not see the debt resolved. If the debt per student is below \$100 the debt will accumulate until the student moves to a new school, in

district or out, and then if still unpaid the bill will be sent to Kansas Set Off for collection.

This includes textbook fees, class dues, technology fees, library fees, meals and other outstanding debts.

Lunch Time Expectations

Time schedules for classes and lunches are printed elsewhere in this agenda. Following are expectations for lunchtime at Prairie View Middle School:

- 1) Teachers will escort you to and from the cafeteria. You will be dismissed by the lunch supervisor or your teacher to return to class after lunch.
- 2) When you have finished eating, you may empty your tray and return to a seat. You should remain seated until dismissed to return to class.
- 3) Students will not be allowed to leave the cafeteria during lunchtime unless requested to do so by a teacher. Students scheduled to take medication may go to the office to do that with permission from the lunch supervisor.
- 4) Students are expected to use good manners while in the cafeteria and to clean up after themselves. Students who are unable to exercise proper behavior will lose the privilege of eating lunch with the other students.
- 5) No school issued I-pads at breakfast/lunch

Textbooks and Supplies

All textbooks are included in the textbook rental program and will be furnished by the school. Each student will receive the necessary books from classroom teachers during the first few days of school. Records will be kept of books loaned to students. Any student who loses or damages a book will be expected to make the proper monetary adjustment. Careless handling of books can result in unnecessary expense for a student. During the first days of school, recommendations from teachers will be given to students regarding the supplies needed for various classes.

Physical Education

Every middle school student will be enrolled in physical education. Each student is required to provide his/her own clothes for physical education class. Clothing should consist of athletic shorts, appropriate T-shirt, white athletic socks, and shoes with a non-marking sole. Clothing should be kept clean and in good repair. Students will be assigned a locker and lock.

Health Policies

It is the policy of the Board that the school should not provide students with aspirin or any other medications. Any school personnel, including the school nurse, shall not practice unauthorized administration of any medication.

In certain circumstances, when medication is necessary in order that a student remain in school, the school may cooperate with parents in the supervision of prescription medication that the student will use. A prescription from

a doctor, in the original container with instructions for usage, must be turned in to the office. Medications maintained in the school setting will be kept in a locked container.

Health Guidelines

Students may carry non-prescription medication subject to inspection by the principal or his representative. However, abuse or distribution of such will result in disciplinary action.

Our procedure for minor emergencies such as cuts and scratches is to cleanse the wound and apply a sterile dressing. In major emergencies, the parent is called after first aid has been given. It is just in case of such emergencies that we request you to have an emergency number, other than your own, listed on your record.

To keep the spread of communicable diseases to a minimum, you are asked to please observe the following regulations, not only for your safety, but also for the safety of others.

1. Stay home if you have a sore throat, upset stomach, persistent cough, nasal discharge, watery red eyes, rash or an elevation of temperature of 99.4 degrees or higher.
2. If you suspect you have a communicable disease, obtain a positive diagnosis from your physician and then INFORM the school office so that we in turn can inform parents of other students. Full cooperation is essential to prevent the spread of a disease.

Guidance

A guidance counselor has been appointed to assist students with their academic and personal problems. The guidance department exists for the benefit of the individual student's needs.

The guidance and counseling program functions to assist all students in (1) assessing and understanding their abilities, interests, and educational needs; (2) increasing their understanding of educational and occupational opportunities and requirements; (3) helping students make the best possible use of these opportunities through the formulation of realistic goals; (4) helping students to maintain normal social relationships and to make personal adjustments.

IPad/Computer Usage

Students shall have no expectation of privacy when using school e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students are expected to use the computer system in accordance with the guidelines established in the signed Computer Acceptable Use Policy.

Any e-mail or computer application or information in our school district's computers or computer systems is subject to monitoring by the staff and/or administration.

The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Student Lockers

A locker equipped with a combination lock will be issued to each student. Assignment will be made at enrollment. If a student damages his/her lock or locker, he/she will be expected to pay for the repairs.

1. Each student will be responsible for the orderliness and cleanliness of his/her locker. All lockers will be subject to periodic inspection by the administration.
2. No writing or marks are to be placed in or on the locker. Appropriate pictures can be fastened to the inside of the locker. **NOTHING** is to be attached to the outside of the locker without principal approval. With the exceptions of lunch brought from home and water, no food or drink is to be kept in the locker.
3. It is important that the locker combination be kept secret. Students should not share locker combinations with friends since this decreases privacy and security of individual lockers. Students are prohibited from using their own locks.
4. The administration may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe that the locker contains material prohibited by law or school regulations.

Book Bags/Athletic Bags

You will not be allowed to carry your bag from class to class. Your bag should be stored in your locker when you arrive at school. You will not be allowed to leave your bag in the corner of a teacher's room. Any item that could result in a trip hazard should be stored in your locker. This includes blankets, pillows, etc.

Telephone Use

You may come to the office to use the phone with permission from a teacher or administrator and only for emergencies. For emergency calls, you may use the phone in the office. Unauthorized use of the telephone is subject to disciplinary action.

School Safety and Student Discipline Guidelines

LEVEL 1-PRODUCTIVE PERSONAL ENVIRONMENT—in class behaviors that only affect the misbehaving student

CONSEQUENCES: minimum-proximity to student
maximum-before/after school detention

- WITHOUT APPROPRIATE EQUIPMENT AND MATERIALS

- Public Displays of Affection (PDA)
- Tardy to school
- Dress code violations

LEVEL 2-PRODUCTIVE CLASSROOM

ENVIRONMENT—in class behaviors that interfere with others’ learning

CONSEQUENCES: minimum-proximity to student
Maximum-OSS

- Profanity
- Disrespect
- Disruptive behavior in an academic setting
- Violation of the Acceptable Use Policy for district technology

LEVEL 3-ORDERLY ENVIRONMENT

Behaviors in or outside of class that negatively affect orderliness

CONSEQUENCES: minimum-proximity to student
maximum–OSS

- Insubordination or Failure to Comply with the instructions of a staff member
- Behavior that compromises an orderly environment
- Instigating or videotaping a fight
- Petty Theft
- Hazing/Harassment
- Bullying/Cyberbullying
- Non-Violent Sexual Activity
- Unapproved use of a camera/video device
- Destruction of school property
- Profanity directed at another individual
- Academic Misconduct/Plagiarism

LEVEL 4-SAFE ENVIRONMENT

Behaviors intended to be mentally or physically harmful and/or illegal

CONSEQUENCES: minimum-out of school
suspension
maximum-186 days expulsion

- Tobacco violation including e-cigarettes
- Alcohol violation
- Fighting/Violence directed at another individual
- Behavior which compromises safety
- Destruction of Property/Vandalism (<\$1000)
- Sexual Harassment
- Profanity directed at a staff member
- Theft

LEVEL 5-SAFE ENVIRONMENT Con’t

Illegal behaviors/High level harmful activity

CONSEQUENCES: OSS with recommendation for due
process hearing

- Drugs/Drug Paraphernalia Possession, Use, or Distribution

- Assault or Battery
- Destruction of Property/Vandalism (>\$1000)
- High Level Threat to another person or persons
- Possession or use of a Weapon
- Burglary

Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another’s work and claiming it is your own and plagiarism, defined as the use of another person’s original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary action.

Effect of Suspension or Expulsion

Any student who is assigned a short term out-of-school suspension will not be allowed on the school premises for the duration of the suspension. The student will be allowed to make up school work missed during the period of suspension. Final exams will be taken for full credit. Students who are long-term suspended or expelled will not be allowed to make-up missed assignments or receive credit during their expulsion.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Students should discuss the problem with a teacher, SRO, nurse, counselor or administrator, who will advise them of possible avenues to pursue. Violation of this policy shall result in disciplinary action, up to and including termination, suspension, or expulsion.

Drug Free School Policy

Students shall not unlawfully manufacture, distribute, dispense, possess, or use illegal drugs, controlled substances, or alcoholic beverages 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, in addition, depending upon the nature and severity of the offense, may be subject to one or more of the following sanctions:

- (a) A punishment of a short-term suspension, a long term suspension, or expulsion from school not to exceed 186 days.
- (b) Suspension from participation on and attendance at all school activities for the remainder of the school year.

Any student placed on long term suspension or expulsion under this policy may be readmitted on a probationary

status if that student obtains an alcohol and drug evaluation at the local mental health center, makes a copy of such evaluation available to school officials, and enrolls in and/or completes a suitable and appropriate drug and alcohol rehabilitation program. If such student is readmitted on a probationary basis while enrolled in such drug and alcohol rehabilitation program, the original suspension or expulsion may be reinstated if the student fails to make satisfactory progress in the program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and K.S.A. 72-8901, 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. In the event it is agreed that the student will receive a drug and alcohol evaluation and enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the student and the student's parents. The drug and/or alcohol education and rehabilitation programs provided by the local mental health center would be deemed to be acceptable programs pursuant to this policy. In the event the student and/or the student's parents desire to enroll the student in another program, it shall be the responsibility of the student and/or the student's parents to submit such information concerning this program to school district officials in order for them to determine the suitability and appropriateness of said program. Parents or students should contact the directors of the programs to determine the cost and length of each program.

Weapons Policy

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession, handling or use of any weapon may result in suspension or expulsion from school. Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation).

As used in this policy the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or other device similar to any of these devices.

Smoking and Chewing Tobacco

State law requires the Board of Education to institute this policy, "There shall be no use of tobacco products in buildings owned by the Prairie View district."

This will create some inconvenience to district patrons who use tobacco. However, the board feels the overall effect on the health of other patrons outweighs the inconvenience to those few people who would care to use tobacco products in our buildings.

The board has long forbidden the use of tobacco products by students in our buildings or on the school grounds. Adults will be permitted to use such products on school grounds outside our building.

Smoking and chewing tobacco are prohibited by students on the campus at any time, and on all school-sponsored trips or functions. This includes vapor cigarettes and e-cigarettes. Violation of this rule will constitute grounds for suspension or expulsion. Possession of cigarettes in school will be considered to be equivalent with usage. Chewing tobacco in school will be handled in the same manner as smoking. Thus, suspension or expulsion will be used when needed. 1st Offense students may choose to complete Miami County nicotine prevention class within one week of the incident. Failure to do so will result in three days Out of School Suspension.

Time Out Learning Policy

1. If a student is sent to Time Out, he/she is expected to go directly to the office and complete a Time Out form. The student is not to stop at his/her locker, the restroom, etc.
2. The student will remain in Time Out until the end of the current class period or return to class with teacher's permission.
3. The student will be expected to follow all rules and procedures.

Consequences for being sent to Time Out:

- 1st time out—15 minute detention with teacher
- 2nd time out—30 minute detention with teacher
- 3rd time out—30 minute detention with principal

Any succeeding Time Out may result in ISS.

**Students receiving 2 or more Time Outs in one day will be assigned ISS. **

**Consequences start over at semester. **

Dress Code

Clothing that may be appropriate to wear elsewhere may not be acceptable or appropriate for wearing at school. Please review the following guidelines for proper school dress.

- No clothing or jewelry shall be worn with lettering, patches, or drawings that are disrespectful, negative, or offensive to any other person. Examples: alcohol or drug related, tobacco products, firearms, sexual innuendo, etc.
- State law requires that shirts and shoes be worn.
- Clothing that leaves the midriff exposed and see-through or mesh shirts are not appropriate for school. Revealing tops, thin straps, pajamas, and house slippers are not acceptable.
- Clothing that is designed primarily to be worn as undergarments is not acceptable attire if used as an outer garment.
- Shorts/skirts must be of appropriate length for the individual.
- No caps/ hats/hoods shall be worn in the school building during the school day.
- Hair color that is deemed by the administration to be inappropriate or creates a classroom distraction will not be allowed.
- You will **NOT** wear your coat to class. It should be placed in your locker during the school day.
- Gang-related apparel is not acceptable. Excessively baggy pants, sagging pants, and exposed chains are unacceptable.
- Administration reserves the right to ask a student to change any clothing or jewelry that disrupts, distracts, offends, or is inappropriate.
- No Blankets

Student Relations

Proper conduct in halls is expected of every student at all times. Public displays of affection are not considered proper behavior. Detentions and/or suspensions and parent contact will be used to deal with violations if necessary.

Miscellaneous Policies

- (a) The principal must approve any item displayed throughout the building or placed on a bulletin board.
- (b) The finances of all organizations will be handled through the activity fund and the organization's treasurer who should consult with the office secretary for proper procedures.
- (c) Personal electronic devices (cell phones, iPods, etc...) can be used during lunch period only. These devices are to be turned off and not used during class time. Violations will result in confiscation of the device for the remainder of the school day. After the first offense disciplinary action will be taken.

Acceptable use of Communication Devices and Social Media Applications

While individual school policies may vary regarding the privileges students may have as they pertain to cell phones and communication devices, certain restrictions and expectations apply to all USD 362 students. These restrictions and expectations apply to use or communication that is deemed to disrupt the learning environment or create a hostile environment at school, on or while utilizing school property, at school sponsored activities or events, or while using school transportation. Student cell phones and electronic devices may be searched by administration if there is reason to believe a student has used the phone or device to engage in behavior that violates any school policy, guideline, or rule or that may violate federal or state law.

USD 362 students **may not:**

- Use electronic communication devices or social media (including, but not limited to, *Facebook*, *MySpace*, and *Twitter*) in a manner that poses a threat to academic integrity at school (such as for plagiarism, cheating, modifying district-held electronic records of grades, and similar acts of dishonesty); creates a substantial or material disruption or is reasonably forecast to create such a disruption at school, on or while utilizing school property, in school vehicles, or at a school sponsored activities or events; endangers the safety of others or substantially impinges upon or invades the rights of others at school, on school property, or at school sponsored activities or events.
- Possess, solicit, view, send or share pictures or text having sexual content using the phone or device or otherwise engage in sexting while at school, on or while utilizing school property, in a school vehicle, or at a school sponsored activity or event. "*Sexting*" is defined as *sending sexually explicit messages or sexually explicit photos of themselves or others.*
- Use electronic devices in a manner that is in conflict with USD 362 Anti-Bullying Policies (JDDC and corresponding handbook language) while at school, on or while utilizing school property, in a school vehicle, or at a school sponsored activity or event.

The electronic devices include, but are not limited to, any electronic communication device, computer or applications. Students who violate this policy may be subject to disciplinary actions, up to and including, suspension and/or expulsion from school, suspension from participation in school activities; and/or losing the privileges of bringing the device on to school property and/or utilizing district issued electronic devices. Law enforcement will be contacted regarding any conduct that appears to violate state or federal laws.

iPad USE POLICY

All middle school students will have iPad access at school. Use of this technology is privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. It is understood that members of the Prairie View community will use all types of computing devices and the school’s network in a responsible, ethical, and legal manner at all times.

In order for this endeavor to be successful it will take a joint effort between the students, staff, and parents to ensure the success of this program.

DAILY SCHEDULE

School open	8:00 a.m.
1 st period	8:15 – 9:03
2 nd period	9:07 – 9:55
3 rd period	9:59 – 10:47
4 th period	10:51 – 11:39
5 th period	11:43 – 12:56
6 th period	1:00 – 1:48
7 th period	1:52 – 2:40
8 th period	2:44 – 3:15

WEDNESDAY SCHEDULE

School open	9:00 a.m.
1 st period	9:15 – 10:00
2 nd period	10:04 – 10:49
3 rd period	10:53 – 11:37
4 th period	11:41 – 12:51
5 th period	12:55 – 1:39
6 th period	1:43 – 2:28
7 th period	2:32 – 3:15

5th PERIOD AND LUNCH TIMES

First Lunch:	LUNCH 5 th period	11:39 – 12:04 12:07--12:56
Second Lunch:	5 th period LUNCH	11:43-12:56 12:05-12:30
Third Lunch:	5 th period LUNCH	11:43-12:31 12:31-12:56

WED. 4th PERIOD AND LUNCH TIMES

First Lunch:	LUNCH 4 th period	11:37 – 12:02 12:05 – 12:51
Second Lunch:	4 th period LUNCH	11:41 – 12:51 12:01 – 12:26
Third Lunch:	4 th period LUNCH	11:41 – 12:26 12:26 – 12:51

Prairie View District Bullying Policy

Prairie View School District believes that each of our students has the right to learn in an environment in which they feel safe and free from bullying behavior.

KSA 72-8256 Definition of bullying:

Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student's or staff member's property;
- c. Placing a student or staff member in reasonable fear of harm; or
- d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile devices, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of USD 362 in policies concerning bullying.

Reporting Bullying Incidents

Students shall report behaviors to their parents, teachers, counselor, principal, or other school personnel.

Parents shall pass on student concerns to classroom teachers, counselor, or principal.

School personnel are responsible for documenting each report of bullying. Report the bullying incident to the principal or counselor.

Disciplinary Consequences

Disciplinary consequences will be applied as appropriate and could include loss of privileges, parent conference, detention, school suspension, involvement from law enforcement, etc.

School District Anti-Bullying Commitment

Prairie View School District provides annual training to staff on bullying. Students are involved in anti-bullying awareness through classroom activities, counselor activities, and school assemblies.

NOTICE OF INSURANCE COVERAGE

The Prairie View School District carries only a catastrophic accident medical policy on its Prairie View athletes. This is a \$10,000 deductible with up to \$5,000,000 medical for an unlimited time period in excess of other valid and collectible insurance. No other insurance of any kind is carried for students attending Prairie View. Description of coverage is available upon request.

INOCULATIONS

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

GOLDEN AGE PASSES

Prairie View USD 362 will present a Golden Age Activity Pass to residents who live in USD 362's boundary area and are 65 years of age. The Golden Age Pass admits the holder free of charge when activities are held at Prairie View. Golden Age passes may be obtained from Janet Page at Prairie View High School office, 13731 KS Hwy. 152, LaCygne, KS 66040 or call 757-4447.

EMERGENCY TELEPHONE

The Prairie View Athletic Department has had a telephone installed in the press box for football games and track meets only. The number is 757-4447. The purpose of this phone is for the availability to contact emergency personnel if necessary, also, if someone would need to contact a participant or spectator in an emergency situation at a football or track contest. It is most important that you remember that this is only for emergency use.

NO USE OF TOBACCO PRODUCTS

State law requires the Board of Education to institute this policy, "There shall be no use of tobacco products in buildings owned by the Prairie View district.

This will create some inconvenience to district patrons who use tobacco. However, the board feels the overall effect on the health of other patrons outweighs the inconvenience to those few people who would care to use tobacco products in our buildings.

The board has long forbidden the use of tobacco products by students in our buildings or on the school grounds. Adults will be permitted to use such products on school grounds outside our building.

ASBESTOS REPORTS

Several years ago the U.S. Congress passed legislation which required school buildings be inspected for asbestos content. Asbestos materials which are friable and capable of being suspended in the air can be hazardous to the health of individuals inhabiting the buildings.

The results of our inspection show that the sprayed ceiling in the lower hall and two classrooms at Prairie View High School contained asbestos fibers. This was discovered during a 1983 inspection and the material was covered with a heavy latex paint so that it would not become friable and enter the air. During the summer of 1993, a suspended ceiling was added to this area for further protection.

The Fontana building contained asbestos in the original ceiling which has now been protected by a new suspended ceiling. The ceiling tile in the entrance lobby was found to contain asbestos. It was sealed in 1992. Pipe covering at Fontana and Prairie View contained some asbestos but they are all thoroughly wrapped and sealed.

Vinyl-asbestos tile is present in the Fontana and Prairie View High School buildings. This is not friable and will not become suspended in air unless it is removed. The regular scrubbing, sealing and waxing protects it adequately. Custodial employees have been given training about the dangers of asbestos,. Potentially dangerous areas are identified so that employees, students and patrons will be aware of the designated areas. A complete copy of the report is available in the district office.

NOTICE TO PARENTS RIGHT TO REQUEST INFORMATION ON TEACHER QUALIFICATIONS

To: Parents of Students in Prairie View USD #362

FROM: Unified School District #362

DATE: AUGUST 01, 2007

As the parent of a student attending a school that receives federal funds under the "No Child Left Behind" act, you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about each of your child's teachers.

- Whether the teacher is certified by the State of Kansas to teach the grades and subjects he or she teaches;
- Whether the teacher is teaching under an emergency or other provisional certificate;
- Whether the teacher has any advanced degrees and, if so, the subject of those degrees; and
- Whether aides or paraprofessionals provide services to your child and, if so the qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information, please call the Prairie View USD #362 District Office at (913) 757-2677.

STUDENT RECORD POLICY

THE REQUIRED ANNUAL NOTIFICATION IS AS FOLLOWS:

Notice on privacy rights - annual notification Parent(s), guardian, and/or "eligible student"

This notice informs parents and eligible students (those 18 or older) of their rights concerning access to educational records. Limitations in disclosure of record information, the opportunity to challenge the content of education records, and provisions for filing a complaint with HEW. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976 Federal Register.

The law and regulations published by the Department of Health, Education and Welfare, require educational institutions to:

Provide parents and eligible students the opportunity to inspect student educational records. That can be done by contacting the school principal.

Provide parents opportunities for a hearing to challenge the content of the student's educational record when they believe it contains information that is inaccurate, misleading, or in violation of the student's right to privacy. (Grades are NOT subject to challenge)

Limit disclosure of information from the student's record to those who have the consent of the parent or eligible student, or to officials specifically permitted within the law such as local school officials, those of other schools in which the student seeks to enroll, and under certain conditions and for specific purposes, local state and federal officials.

1. Parents of dependent students will have access to the education record. This agency will assume that the student is dependent on the Parent(s) (claim as a tax exemption) until we are otherwise notified.
2. This agency may publish directory information, collective, or individually unless a parent/eligible student, within ten days after this notice, notified the privacy officer, in writing, that any or all of the categories listed below (directory information) should not be released without prior consent.

DIRECTORY INFORMATION

1. Name and Address
2. Telephone listing
3. Date and place of birth
4. Major field of study
5. Participation in officially recognized activities
6. Student's picture
7. Student's parent or guardian's name
8. Weight, height, participation in and eligibility for officially recognized activities and sports
9. Date of Attendance
10. Degrees
11. Awards received
12. Most recent previous educational institution attended

3. Policy Available

Copies of district policy and implementation procedures are available upon request from the superintendent

4. Parents or eligible students may file a complaint with HEW, if they believe their rights under this law have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints should be addressed to: F.E.R.P.A., HEW Room 514e., 200 INDEPENDENCE AVE., S.W., Washington, D.C. 20201.

***Eligible student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.**

Title IX Notice:

The following is the adopted policy of the Prairie View U.S.D. 362:

Students, their parents, and employees of U.S.D. 362 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment activities. Any person having inquiries concerning USD 362's compliance with Title IX is directed to contact Mr. Rex Bollinger, 13799 Ks. Hwy 152, LaCygne, KS 66040 (913) 757-2677. Mr. Rex Bollinger has been designated by USD 362 to coordinate the school district's efforts to comply with Title IX.

The Prairie View Board of education has adopted the following grievance procedures:

"Certified employees" certified employees should follow the grievance procedures as outlined in the professional agreement dated June 12, 1978.

Parents, students, classified employees: All grievances should first be directed to the building principal responsible for the student activity etc. If the grievance is not resolved, a written grievance should be filed with the district coordinator for Title IX. The statement must contain the nature of the grievance. If the grievance is not resolved by the district coordinator, the grievance shall then be filed with the Board of Education for resolution. The district coordinator for Title IX will make the necessary arrangements for the complainant's appearance before the Board of Education, if such is needed or desired.

Sincerely,

Rex Bollinger, Superintendent

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. 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)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be 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.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“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.

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

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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
 - o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - o Any device used by law enforcement officers to carry out law enforcement duties; or
 - o Seatbelts and other safety equipment used to secure students during transportation.

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 the use of emergency safety interventions. 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 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 documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

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.

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 education.