

Name: _____



Student Planner 2024-2025

Harmony Middle School

10101 W. 141st Street

Overland Park, KS 66221

913-239-5200

Fax: 913-239-5248

Website: <https://www.bluevalleyk12.org/hms>

Harmony Middle School Lines of Communication

E-mail is the primary source of communication between parents and the school. Staff voice mail is still an available option. Please make certain we have your current email address on file. You may edit personal information through ParentVue.

The **HMS website** is one of the most valuable tools to keep in touch. To access the HMS website visit, <https://www.bluevalleyk12.org/hms>. From the HMS homepage you have access to the T-Bird Times, classroom information, HMS Calendar, HMS athletics and activities, HMS staff information and many more tools of communication. The T-Bird Times is e-mailed to you weekly and will help you stay current with the HMS calendar and news.

Canvas is the best way to be connected to your student's academic progress. To login to Canvas go to <https://canvasdiscover.bluevalleyk12.org/>. Through Canvas you can keep up-to-date on your student's grades, daily assignments, class announcements and teacher information. To access information about the daily/weekly assignments, please click on the tab titled "modules". This will allow you to see past and current tasks and assignments for your student. The gradebook allows you to see graded assignments. Here are a few helpful tips on how to read the gradebook:

- If an assignment has a " - " mark it could mean the assignment was an on paper submission or the assignment has not yet been assigned or is not due yet.
- If an assignment has a symbol such as a T , this means the assignment has been submitted but is waiting to be graded.
- If an assignment is missing, a teacher will indicate this by assigning a zero or marking the assignment as missing.

ParentVue is used to access fees and payments as well as past grade cards. To access ParentVue directly go to <https://bvpo.bluevalleyk12.org> or you may go through the District website at www.bluevalleyk12.org. Select Parents at the top right side of the page. A username and password is created when registration is complete. If you have questions, please contact the office. Since parents have access and the ability to change their personal information please do not give your login information to your students; students have their own login information.



BLUE VALLEY VIRTUES

RESPECT
 RESPONSIBILITY
 COMPASSION
 SELF-DISCIPLINE
 HONESTY
 COURAGE
 PERSEVERANCE



Daily Schedule

HMS Daily Bell Schedule							
6th Grade		7th Grade		8th Grade		Electives	
1st Hour Flex	7:51-8:32	1st Hour Elective 1	7:51-8:36	1st Hour Core 1	7:51-8:41	1st Hour 7th Elective 1	7:51-8:36
2nd Hour Core 1	8:34-9:23	2nd Hour Elective 2	8:40-9:24	2nd Hour Core 2	8:44-9:34	2nd Hour 7th Elective 2	8:40-9:24
3rd Hour Core 2	9:25-10:14	3rd Hour Elective 3	9:28-10:12	3rd Hour Core 3	9:37-10:27	3rd Hour 7th Elective 3	9:28-10:12
4th Hour Elective 1	10:18-11:01	4th Hour Core 1	10:16-11:07	4th Hour Core 4	10:30-11:20	4th Hour 6th Elective 1	10:18-11:01
5th Hour Elective 2	11:05-11:49	5th Hour Core 2	11:10-12:01	5th Hour Lunch	11:20-11:45	5th Hour 6th Elective 2	11:05-11:49
6th Hour Elective 3	11:53-12:37	6th Hour Lunch	12:04-12:29	6th Hour Flex	11:49-12:37	6th Hour 6th Elective 3	11:53-12:37
7th Hour Lunch	12:40-1:05	7th Hour FLEX	12:32-1:14	7th Hour Elective 1	12:41-1:24	7th Hour 8th Elective 1	12:41-1:24
8th Hour Core 3	1:08-1:58	8th Hour Core 3	1:17-2:07	8th Hour Elective 2	1:28-2:12	8th Hour 8th Elective 2	1:28-2:12
9th Hour Core 4	2:01-2:50	9th Hour Core 4	2:10-3:00	9th Hour Elective 3	2:16-3:00	9th Hour 8th Elective 3	2:16-3:00
Plan Ahead	2:50-3:00						

Nest Flex Schedule- Thursdays

HMS NEST Schedule							
6th Grade		7th Grade		8th Grade		Electives	
NEST	7:51-8:20 (29)	NEST	7:51-8:20 (29)	NEST	7:51-8:20 (29)	NEST	7:51-8:20 (29)
1st Hour Flex	8:24-8:40 (16)	1st Hour 7th Elective 1	8:24-9:03 (39)	1st Hour Core 1	8:24-9:15 (51)	1st Hour 7th Elective 1	8:24-9:03 (39)
2nd Hour Core 1	8:43-9:33 (50)	2nd Hour Elective 2	9:06-9:45 (39)	2nd Hour Core 2	9:18-10:09 (51)	2nd Hour Elective 2	9:06-9:45 (39)
3rd Hour Core 2	9:36-10:26 (50)	3rd Hour Elective 3	9:48-10:27 (39)	3rd Hour Core 3	10:12-11:03 (51)	3rd Hour Elective 3	9:48-10:27 (39)
4th Hour Elective 1	10:30-11:09 (39)	4th Hour Core 1	10:30-11:21 (51)	5th Hour Lunch	11:05-11:30 (25)	4th Hour 6th Elective 1	10:30-11:09 (39)
5th Hour Elective 2	11:12-11:51 (39)	5th Hour Core 2	11:24-12:15 (51)	4th Hour Core 4	11:34-12:25 (50)	5th Hour 6th Elective 2	11:11-11:50 (39)
6th Hour Elective 3	11:54-12:23 (39)	6th Hour Lunch	12:18-12:41 (25)	6th Hour Flex	12:28-12:50 (22)	6th Hour 6th Elective 3	11:53-12:22 (39)
8th Hour Core 3	12:26-12:48 (22)	7th Hour Flex	12:45-1:10 (25)	7th Hour Elective 1	12:53-1:32 (39)	Elective Team Time	12:22-12:53 (29)
6th Hour Lunch	12:52-1:16 (25)	8th Hour Core 3	1:13-2:05 (52)	8th Hour Elective 2	1:36-2:15 (39)	7th Hour 8th Elective 1	12:53-1:32 (39)
8th Hour Core 3	1:20-1:57 (37)	9th Hour Core 4	2:08-3:00 (52)	9th Hour Elective 3	2:18-3:00 (43)	8th Hour 8th Elective 2	1:36-2:15 (39)
9th Hour Core 4	2:00-2:50 (50)					9th Hour 8th Elective 3	2:19-3:00 (42)
Catch Up	2:50-3:00 (10)						

AM Assembly Schedule

6th Grade		7th Grade		8th Grade		Electives	
Assembly	7:51-8:55	Assembly	7:51-8:55	Assembly	7:51-8:55	Assembly	7:51-8:55
1st Hour Core 1	8:59-9:47	1st Hour Elective 1	9:00-9:37	1st Hour Core 1	8:59-9:49	1st Hour 7th Elective 1	9:00-9:37
3rd Hour Core 2	9:51-10:39	2nd Hour Elective 2	9:41-10:16	2nd Hour Core 2	9:53-10:43	2nd Hour 7th Elective 2	9:41-10:16
8th Hour Core 3	10:43-10:55	3rd Hour Elective 3	10:20-10:55	4th Hour Core 3	10:47-11:37	3rd Hour 7th Elective 3	10:20-10:55
4th Hour Elective 1	10:59-11:36	4th Hour Core 1	10:59-11:48	5th Hour Lunch	11:41-12:06	4th Hour 6th Elective 1	10:59-11:36
5th Hour Elective 2	11:40-12:17	7th Hour Core 2	11:52-12:13	6th Hour Core 4	12:09-12:58	5th Hour 6th Elective 2	11:40-12:17
6th Hour Elective 3	12:21-12:58	6th Hour Lunch	12:17-12:42	7th Hour Elective 1	1:02-1:39	6th Hour 6th Elective 3	12:21-12:58
7th Hour Lunch	1:02-1:27	7th Hour Core 2	12:46-1:14	8th Hour Elective 2	1:43-2:20	7th Hour 8th Elective 1	1:02-1:39
8th Hour Core 3	1:31-2:08	8th Hour Core 3	1:18-2:07	9th Hour Elective 3	2:24-3:00	8th Hour 8th Elective 2	1:43-2:20
9th Hour Core 4	2:12-3:00	9th Hour Core 4	2:11-3:00			9th Hour 8th Elective 3	2:24-3:00

WELCOME THUNDERBIRDS!



Welcome to Harmony Middle School. Harmony is a safe/secure and fun school where learning, responsibility, kindness, respect and cooperation are valued. We hope your time at Harmony is a positive growing experience. We are so glad you are here!

MISSION STATEMENT

The Harmony Middle School community will empower all students to become lifelong learners and responsible citizens by working together in a safe environment that encourages academic, physical, social and emotional development.

HMS GUIDELINES

ACCIDENTS

Any injury occurring at school shall be reported to a teacher, coach or the school nurse immediately.

ALCOHOL AND CEREAL MALT BEVERAGES

The use, possession or transfer of any alcoholic or cereal malt beverage, including being under the influence of such beverage, on school property or at school-sponsored activities, either within or outside the School District, is expressly forbidden. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than ten (10) school days by the school principal and may be referred to the School District's Suspension and Expulsion Committee for further action. In the event of a suspension, such student shall be prohibited from participating in school activities during the period of suspension. A suspension may be reduced if the student seeks professional alcohol assessment and provides evidence of having done so.

ARRIVAL / DISMISSAL TIME

- ◆ School classes begin at 7:51 a.m. Students should not arrive before 7:25 a.m.
- ◆ Dismissal time is 3:00 p.m. **Students should leave the school premises by 3:15 p.m. unless they are participating in a school-sponsored activity.** Students will not be kept more than two hours after school for individual help, extracurricular activities or for discipline reasons unless prior arrangements have been made. **No students can be in the building after 3:15 p.m. without adult supervision; our office closes at 4:00 p.m.**

ASSEMBLIES

Assemblies will be held at various times during the school year. Recognition assemblies and special student interest assemblies are a few examples of the programs offered and all are considered part of the overall educational program. Students are expected to be courteous and use good judgment during assemblies. Those students displaying unacceptable behavior may be removed and restricted from participating in similar programs.

ATTENDANCE

Students are expected to attend all classes in which they are enrolled unless there is a reasonable excuse not to be in attendance. **If a student arrives to school after the first hour class, it is no longer considered tardy, it is considered an absence.** The State of Kansas delegates to the Board of Education the responsibility of determining reasons for an **Excused** absence. The following are reasons for an **Excused** absence (makeup required, credit received according to the provisions of building guidelines):

- ◆ Personal illness;
- ◆ Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend);
- ◆ Necessary appointments that cannot be made outside the school day;
- ◆ Emergencies requiring a student's service or presence at home;
- ◆ Obligatory religious observances of the student's own faith;
- ◆ Family vacations arranged in advance with the school administration;
- ◆ Participation in a school approved student activity, a Kansas State High School Activities Association sanctioned activity, a district approved function, or an equivalent outside activity approved in advance by a school administrator e.g., athletic competitions which are not school sponsored, community or professional theater or music, and the like, which provides substantially the same benefits to students as those activities which are sponsored or approved by the school;
- ◆ Personal matters.

Excused Absence:

A student absent from school due to home emergencies, family vacation, medical appointments and/or procedures, and/or personal matters is allowed seven (7) excused absences per class period per school year. Additional excused absences may require documentation/verification from a parent/guardian (i.e.; medical excuse from doctor for illness and/or hospitalization).

TRUANCY: The school is required by law to report students who are not attending school. A student is truant if the student is inexcusably absent from school (a) on three (3) consecutive school days, (b) on five (5) school days in any semester, or (c) on seven school days in a school year. A "school day" means a full school day or a "significant part of a school day", which is defined as one class period or its equivalent. Any unexcused absence in excess of two per year will result in disciplinary consequences for the student. A truant student who is less than 18 years of age shall be reported to the District Attorney and the parent will be notified in writing.

REPORTING ABSENCES: Parents may call the main telephone number 239-5200, leave a message on the HMS Attendance Line @ 239-5205 or go to the HMS webpage at bluevalleyk12.org, click on the "Parents" tab, then click on "ParentVue", once in ParentVue click on "Attendance", then submit your student's absence by clicking on the blue button in the upper right corner titled "Report Full Day Absence". Once you submit the absence information a notification is sent to our HMS Attendance personnel. In the event that an absence is undetermined, our automated messaging system will notify you to report your students' absence.

Unless a deviation is approved by the building administration, students in extra and co-curricular activities are expected to be in full attendance (all day) on the day of the club/contest/game/performance/practice. If a student is absent for any part of the day without administrator approval, the student will not be allowed to participate in that day's club/contest/game performance or practice. Documentation for absences on the day of a club/contest/game/performance/practice may be required by administration.

BULLYING

Students should treat each other with courtesy and respect. Therefore, verbal and physical bullying of any kind from one person to another will not be tolerated. It is important that students realize that verbal bullying (written or spoken negative references to a person's race, religion, cultural heritage, sex, physical characteristics, etc.) is inappropriate and may result in disciplinary action and possible referral to legal authorities. Any incidents should be reported to teachers, counselors, administrators or any HMS staff member.

BUS

Blue Valley Unified School District #229 provides bus transportation free of charge for all students in grades K-12 who live more than 2.5 miles from their school. It is the intent of the Bus Company and USD #229 to provide a safe means of transportation for each student of the Blue Valley School District. Misconduct notices will be issued to those students who do not comply with the rules and regulations. The misconduct form is in triplicate; the white copy is given to the student for the parent's signature. After the student returns the white form to the driver, it is then turned in to the respective school to be placed in the student's file. A school administrator will then have a conference with the student and contact will be made with the parent; disciplinary action may result. The driver keeps the pink copy and the yellow copy is kept on file at the bus company's office. When a misconduct notice is received, the parent must sign it, and the student must return it to the bus driver. If the student does not return the notice, transportation will not be denied. However, the school will contact the parent to note the error. Should additional misconduct occur, the above procedure will be followed and suspension of bus transportation will be in the following sequence:

- 3rd Misconduct Notice – 3 day suspension from the bus
- 4th Misconduct Notice – 5 day suspension from the bus
- 5th Misconduct Notice – 10 day suspension from the bus
- 6th Misconduct Notice – 20 day suspension from the bus
- 7th Misconduct Notice – Suspended from the bus for the remainder of the school year

Student behavior that endangers the health and safety of the passengers or driver will be deemed a "Serious Offense" and will result in an immediate suspension of bus service. Notification of such an incident will come from the school administrator to the parent.

CANDY, FOOD, SNACKS

Students may not bring bulk candy, food, and snacks to keep in their lockers/backpacks and/or to distribute or sell to peers.

CANINE SEARCHES

Blue Valley Schools promote safety as an important component of effective schools. In an effort to keep our schools drug free, we do use preventative measures such as canine searches. The Overland Park police department will provide periodic searches using trained dogs throughout the school year at unannounced times. Any locker that is "identified" by the dog will be subject to search.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper use and care of all school equipment and property. Students who cause damage to school property or equipment may face disciplinary action, and possible referral to legal authorities as well as making restitution for the damage caused to property and equipment. Chromebooks are school property. Please see the "Technology Use" section for more information.

CELL PHONES and PERSONAL TECHNOLOGY DEVICES

In an effort to provide the most effective learning spaces possible and to be consistent with its application across the district, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (airpods, smart watches; CP/PTD) at the middle school level:

- CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play.

- CP/PTDs are not allowed to be in use by middle school students during the school day. The school day is defined as anytime between the beginning of the first period and end of the last period of the day (7:51am-3:00pm).
- CP/PTDs are to be in the student's locker and are to be powered off.
- Should the need arise for a student to contact parents during the school day the main office phone, courtesy phone or the classroom phone should be used for such a call.
- Should the need arise for parents to contact their child, the main office phone should be used for such a call.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

CIVILITY POLICY

The Blue Valley School District believes that interactions among individuals should be of a positive and productive nature. In accordance with this belief, a Civility Policy has been approved with the intent of treating everyone – fellow employees, students, parents, visitors, or anyone having business with the district – with fairness and respect. The district will also expect that anyone having interaction with employees of the District will treat them with professionalism, courtesy, dignity and respect. Behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing shall all be considered as uncivil behaviors. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, and written letters and/or email messages. (Policy 2055)

CIGARETTE AND TOBACCO POLICY

The use, possession or transfer of any cigarette or tobacco product both smoking and smokeless along with electronic cigarettes, on school property or at a school-sponsored activity is expressly prohibited. Additionally, the school district will adhere to Kansas Statutes regarding the possession or attempted possession of cigarettes and tobacco products by minors. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than ten (10) school days by the principal and may be referred to the District's Suspension and Expulsion Committee for further action. A suspension may be reduced if a student enrolls in a "stop smoking" or tobacco use clinic and provides evidence of such enrollment. In the event of a suspension, such student shall be prohibited from participating in after-school activities during the period of suspension.

CONTROLLED SUBSTANCES (Drugs)

The use, (including being under the influence of a controlled substance as defined by Kansas law), possession, or transfer of a controlled substance, on district property or at district-sponsored activities, either within or outside the District, shall be prohibited. The transfer of a prescription medication to any person other than the person for whom the prescription was written shall be prohibited. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than ten (10) school days by the principal and may be referred to the District's Suspension and Expulsion Committee for further action. A suspension may be reduced if the student seeks a professional drug assessment and provides evidence of having done so. The above paragraph does not apply to medication taken by a student as prescribed by his/her physician. In the event of a suspension, such student shall be prohibited from participating in after-school activities during the period of suspension.

DEODORANT – AEROSOL / BODY SPRAY – PERFUME

Roll on deodorant is recommended and can be kept in a backpack/locker. It is recommended that students avoid bringing aerosol deodorant/body spray or spray perfume. Glass containers of any kind are not allowed at school.

DETENTION

Detention refers to a period of time in which the student is assigned to before or after school as a disciplinary measure. Students should fully understand that any staff member in the building has the authority to correct misconduct at any time during the school day or at school sponsored activities.

DISCIPLINE

The Board of Education will, to the full extent of its legal power, ensure that every student has an opportunity to attend school and receive an education without fear or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of students or school personnel, to damage property, to interfere with the educational process, or to attempt to close the schools. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits any of the following acts may be subject to disciplinary action and possible referral to legal authorities.

- ◆ Violation of school rules;
- ◆ Failure to comply with reasonable request(s), defiance, and/or insubordination;
- ◆ Making threats, intimidation, extortion, and/or bodily harm;
- ◆ Obscenity, profanity, or indecency;
- ◆ Possession, transfer, consumption, sale or being under the influence of alcoholic beverages;
- ◆ Possession, transfer, use consumption or sale of narcotics, drugs, paraphernalia, other restricted substances, or being under the influence of same;
- ◆ Possession or use of a weapon;
- ◆ Smoking and/or possession of tobacco products or electronic cigarettes;
- ◆ Theft;
- ◆ Violation of compulsory attendance laws, excessive tardies, and/or absences;

- ◆ Unruly conduct which disrupts school;
- ◆ Forgery;
- ◆ Trespassing;
- ◆ Bus misconduct;
- ◆ Lunchroom misconduct;
- ◆ Physical aggression (pushing, shoving, hitting, slapping, kicking, etc.);
- ◆ Depantsing;
- ◆ Harassment;
- ◆ Bullying;
- ◆ Fighting (including play fighting, boxing, or horseplay which results in injury);
- ◆ Arson;
- ◆ Vandalism;
- ◆ Violation of Board policy; or other matters covered by 5KSA8901 et seq.

DRESS AND PERSONAL APPEARANCE

The Board of Education has adopted goals and policies, which are designed to provide for an effective school climate at Harmony Middle School. The intent of the dress code is to better our educational efforts through modesty, safety, and non-disruption of the goals of our school. Your cooperation with the intent of our code will be expected and appreciated. Students who violate the dress code will be reported to the office. Parents will be notified and the student will receive consequences.

POLICY 3513- PERSONAL APPEARANCE OF STUDENTS

Personal appearance guidelines are difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes, and parental dictates. Community groups may vary from school to school in the way they view this issue. Keeping this difference of opinion in mind, Blue Valley administrators will ensure that students follow these guidelines when faced with issues about dress.

- Clothing that disrupts learning* is not appropriate for students to wear to school. Students will be asked to change their clothes if such clothing is worn. Provocative clothing is also inappropriate.
- Parents will be encouraged to monitor student dress to support a learning environment.
- Apparel items posing a threat to the safety of school community members are not to be worn in schools (i.e. chains, studded accessories).
- Clothing and accessories that advertise illegal activities or items students cannot legally buy will not be worn in school.
- Sponsors of extracurricular activities will also be expected to have students adhere to these guidelines as appropriate.

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

- *apparel that allows a bare midriff*
- *apparel that allows underwear to show (i.e. boxers under low slung jeans, bra straps under skimpy tops)*
- *clothing that is too tight such as tube tops*
- *extremely short shorts or short skirts or skirts with provocative slits*
- *necklines that are provocative*

ELECTRONICS

Electronic devices (CELL PHONES, IPODS, IPADS, and AIRPODS etc.) are not allowed during the academic school day. Electronic devices will be confiscated and kept in the office if this policy is abused. ****Wired headphones may be used during the school day****. Parents will be notified and the student may receive consequences. The school does not take responsibility for lost, stolen or damaged electronic devices.

ELECTRONIC DEVICES AND SOCIAL MEDIA PROTOCOL:

In order to maintain a safe and private environment for all students, NO CAMERA OR CELL PHONE use is allowed in the Harmony Middle School restrooms and locker rooms. If a student needs to use their phone during a passing period, they will need to leave the restroom/locker room. If it is during the school day then the call must be made from the courtesy phone in the office. If it is after school hours then the call must be made in the hallway, not the restroom/locker room. We understand that some students use some forms of social media networking sites such as Twitter, Facebook, Snapchat, YouTube, Instagram, TikTok and others. HMS supports their appropriate use by students and athletes provided that:

- Parent is aware of, approves and monitors use.
- No sexually explicit, profane, lewd, indecent, or defamatory language is posted.
- No derogatory language regarding school personnel or other students is posted.
- No nude, sexually-orientated, indecent images or altered pictures are posted.

Harmony Middle School wants to avoid the disruptive impact of inappropriate social media postings for the morale and success of the team and our school. If it comes to our attention that any student or athlete violates this policy, the individual will be referred to the office and face disciplinary action.

EMERGENCY SAFETY INTERVENTIONS (ESI)

Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by a school employee to be inappropriate or ineffective, and when a

student's behavior presents an immediate danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger of physical harm ceases to exist.

ESI Restrictions

1. Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited.
2. A student shall not be subjected to an ESI if the school has received appropriate documentation from the student's licensed health care provider, stating the student has a medical condition that could put him/her in mental or physical danger because of an ESI. The written statement shall include the student's specific medical diagnosis, a list of reasons why ESI would be dangerous based on the diagnosis, and any suggested alternatives to ESI. A student may still be subject to an ESI if not using the ESI would result in significant physical harm to the student or others.

Campus Police Officers and School Resource Officers shall be exempt from the requirements of ESI when engaged in an activity with a legitimate law enforcement purpose. School security officers are not exempt from ESI requirements.

Seclusion

"Seclusion" occurs when a student is (1) placed in an enclosed area by school personnel; (2) purposefully isolated from adults and peers; and (3) prevented from leaving, or reasonably believes he or she will be prevented from exiting. All three conditions must be present for seclusion to occur. Use of "Time Out" where a student is temporarily removed from a learning activity without being secluded when used as part of a behavioral intervention is not considered an ESI.

Seclusion Restrictions

1. During seclusion, a school employee shall be able to see and hear the student at all times.
2. All seclusion rooms equipped with a locking door shall be designed to automatically disengage when the school employee moves away from the seclusion room.
3. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent, including well-ventilated and sufficiently lighted.

Restraint

"Physical restraint" occurs when bodily force is used to substantially limit a student's movement, except that consensual, solicited or unintentional contact to provide comfort, assistance or instruction shall not be deemed physical restraint. The use of "Physical Escort" or 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 is not considered an ESI.

Restraints Restrictions

1. The use of prone physical restraint, supine physical restraint, physical restraint that obstructs
2. 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 treatments for the student's medical or psychiatric condition by a person appropriately licensed to issue such treatments, is prohibited.
4. The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a certified law enforcement officer in carrying out law enforcement duties, and seat belts or other safety equipment when used to secure students during transportation, is prohibited.

School Documentation of Incidence

1. Each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: a) date and time of ESI; b) type of ESI; c) length of time the ESI was used; d) school personnel who participated in or supervised the ESI; and e) whether the student had an IEP, 504 plan, or behavior intervention plan at the time of the incident.
2. All documentation shall be provided to the building principal, or principal's designee who will maintain the documentation and review the data at least quarterly.
3. The principal or designee will submit the documentation on the final day of the fall and spring semester of each school year to the Superintendent or his/her designee.
4. The District designee will report incidents of using ESI to the Kansas State Department of Education ("KSDE") as required.

Parent Notification and Documentation

1. The principal or designee shall notify the parent the same day as the incident. The same-day notification requirement is satisfied if the school attempts at least two methods of contacting the parents (i.e. phone and text, or phone and email).
2. A parent may designate a preferred method of contact to receive notification.
3. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day. Documentation of ESI shall be completed and provided to the parent within one (1) school day of the incident. The documentation will include: a) events leading up to the incident; b) student behaviors that necessitated the ESI; c) steps taken to transition the student back to the educational setting; d) the date and time of the incident, type of ESI used, duration of the ESI, and the school personnel who used or supervised the ESI; e) space or an additional form for parents to provide feedback or comments to the school regarding the incident; f) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESI is the same.

4. Upon the first ESI each year, parents will be provided a printed copy, or upon written request, an email copy of: a) the ESI policy which indicates when ESI can be used; b) flyer of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy); d) the complaint process of the state board of education; and e) information that will assist the parent in navigating the complaint process including contact information for Families Together and the Disability Rights Center of Kansas. Upon the second or subsequent incident, the parent shall be provided with a full and direct website address containing all such information.
5. If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint or mechanical restraint, including handcuffs, on a student, the school shall notify the parent the same day using the parents preferred method of contact. The school is not required to provide written documentation to the parent, nor document this law enforcement action as an ESI.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. The student may be invited to attend the meeting at the discretion of the parent.

The school shall hold this meeting within ten (10) school days of receiving the parent's request. The time for calling the meeting can be extended beyond the 10-day limit if the parent is unable to attend within that time period.

1. The focus of any such meeting shall be to discuss proactive ways to prevent the need for ESI and to reduce incidents in the future.
2. For a student with an IEP, the IEP Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified.
3. For a student with a Section 504 Plan, the 504 Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified. The Team should also discuss and consider if there is a need for a special education evaluation.
4. If the student with an IEP or Section 504 Plan is placed in a private school by the parent, the meeting shall include the parent and the private school. If a formal team meeting is held, the private school will help facilitate the meeting.
5. For a student without a Section 504 Plan or IEP, the school staff and parent shall discuss the incident and consider the appropriateness of a referral for special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the parent, a school administrator, at least one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator.

Nothing in this section shall prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if the student would benefit by the measures.

ESI Complaint Investigation Procedures

1. If a parent believes that an ESI was used in violation of state law or board policy, the parent may file a written complaint within thirty (30) calendar days of notification of the disputed ESI. The "Request of Investigation of Emergency Safety Invention (ESI)" shall be accessible on the Blue Valley District website.
2. The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
3. Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE; and, if necessary, corrective actions to remedy an instance of noncompliance.
4. The written report will be submitted to the parents, the school, the Board of Education, and to the KSDE within thirty (30) calendar days from the date the complaint is received in the Superintendent's office.
5. A parent may file a request for administrative review by the Kansas State Board of Education within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

Annual Staff Training

Staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques.

1. The District designee will schedule school personnel ESI training programs consistent with nationally-recognized training programs on the use of emergency safety interventions.
2. Training will be designed to meet the needs of personnel as appropriate to their duties and potential need for use of ESI procedures. Staff members deemed most likely to need to restrain a student will be provided a greater intensity of training.
3. The District designee will maintain written or electronic documentation of training provided and lists of participants in each ESI training program. This documentation will be made available for inspection by the state board of education upon request.

Appointment of Designee

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

Board ESI Policy Notice

Board Policy 3522 is published on the District's website, on each school's website, and the entire Board ESI Policy must be available in each school's student handbook, code of conduct, or school safety plan. Parents will be notified of the online availability of this policy annually during enrollment.

B.O.E. Amended 08 Sep 2014
B.O.E. Amended 10 Aug 2015
B.O.E. Amended 08 Aug 2016
LEGAL REFERENCE: K.A.R.91-42-1 through 91-42-7.

FIRE AND SEVERE WEATHER DRILLS AND ALERTS

Safety of the students is the primary purpose for running emergency drills. It is essential that when the first signal is given, everyone obeys orders promptly and complies with all staff requests. In case of a fire drill, or alert, students will become quiet and will clear the building as quickly as possible by the designated route. In the event of a severe weather drill or alert, students will become quiet and proceed to the designated area. In either case, the teacher in each classroom will give the proper instructions and fire and severe weather routes will be posted in each classroom. It is in the student's best interest to be familiar with the proper procedure and route from any room in the building.

FIGHTING

Fighting (including play fighting/boxing or horseplay) is not appropriate and will not be tolerated. Any pushing, shoving, hitting, slapping, kicking, depantsing, and inappropriate contact with others etc. will result in a detention or suspension.

FOOD SERVICE PROGRAM

Breakfast and lunch are available in the cafeteria. Students are offered a variety of choices including a salad bar and ala carte items. Students may bring their own lunch or drink or purchase them from the school. **Meals may not be brought in or delivered from independent restaurants.** Students may have a food service prepaid lunch account or pay on a daily basis.

If students have a negative lunch account, they will only be allowed to purchase a "Type A" lunch with milk (no ala carte items) until the balance is paid.

GRADES / GRADE REPORTING PERIODS

Grades are recorded in letters ranging from "A" to "F". An "I" denotes that the grade is incomplete and must be made up. The grade "P" is given in some instances and means that the student has received credit for the course, instead of a grade. Grade reports will be issued at the end of each quarter. Where appropriate and when possible, grades will be calculated according to the following scale:

A	=	90 - 100%
B	=	80 - 89%
C	=	70 - 79%
D	=	60 - 69 %
F	=	0 - 59%

GUIDANCE AND COUNSELING

The counselors are available to meet with students individually or in small groups. Information about the student may remain confidential and is regarded in that manner. If you desire to meet with your student's counselor, please make an appointment with your student's assigned counselor. Students wishing to see a counselor must see the Registrar to make an appointment.

HALLWAY BEHAVIOR

For the safety of all, students are expected to walk at all times inside the school building. Running, screaming, horseplay, shoving, play fighting, littering, etc. are not allowed and students may be assigned disciplinary consequences if they do not exercise good judgment.

HALL PASSES

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

HEALTH SERVICES

The school nurse is available to assist students when ill, dispense medication and answer questions regarding health. The nurse provides health education individually and in the classroom. If a student becomes ill at school, the student must have a hall pass from their teacher to see the nurse. **If a student is too ill to stay at school they must first visit the nurse;** it is the nurse's responsibility to call someone to pick them up, students are not allowed to call on their own behalf. Additionally, we ask that students do not text a parent/guardian to pick them up before visiting the nurse. If students are absent from school because of an illness they should not return to school unless they have not vomited or had a fever within the prior 24-hour period.

HEALTH SERVICES / MEDICATION POLICY

Prescription medication must be sent in the currently labeled, original prescription bottle and accompanied by a WRITTEN ORDER from the physician. These orders may be transmitted to the school nurse via facsimile (fax). Insulin will be treated as a prescription medication even though some forms may be obtained over the counter. *Physician's order for medication must be reviewed and updated at the beginning of each school year and all changes in dosage require a new written order.* In grades six through twelve, students diagnosed with allergies or asthma may possess, carry and self administer prescription medication for the treatment of those conditions (e.g., inhaler, Epi-pens) pursuant to the stipulations of board policy 3611.2. Diabetic students on any level may self administer insulin. Middle level students should also self administered under the supervision of the school nurse unless physician, parents and the school nurse can

agree that the student is capable of administering insulin independently and an appropriate arrangement within the school can be determined. Documentation required, MD signature and parent signature, for self-administered medication.

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

Controlled substances, such as those medications used to treat ADD, ADHD or psychiatric behavioral disorders, must be delivered to the School Nurse by the parent/guardian. These medications will be counted and the count noted. Parents will be asked to retrieve unused portions of these substances. The medication must be in the original packaging, clearly showing the dosage by age, the ingredients and expiration date.

Over the counter medications (i.e. Tylenol, Advil) or generic equivalents that are stocked in the health room will be administered *only* by the School Nurse, at his/her discretion, or by someone who administers the medication under the supervision of the School Nurse. Student must have OTC consent on file to receive these types of medications.

INHALANTS, NON-PRESCRIPTION MEDICATION, DRUGS, AND PARAPHERNALIA

The inhaling of products such as solvents, aerosols, nitrites or anesthetics, which are not manufactured for the purpose of inhalation, shall be prohibited. The use of non-prescription (over-the counter) medication in the manner or for a purpose other than described on the product label shall be prohibited. The use, possession, or transfer of drug paraphernalia shall be prohibited. Any student who violates this policy shall be suspended (either in school or out of school) for not more than ten (10) school days by the principal and may be referred to the District's Suspension and Expulsion committee for further action. A suspension may be reduced if the student seeks a professional drug assessment and provides evidence of having done so. In the event of a suspension, such student shall be prohibited from participating in after-school activities during the period of suspension.

ISS (IN-SCHOOL SUSPENSION)

Some behavior problems result in a student being assigned ISS. ISS is a supervised all day (7:51 a.m.-3:00 p.m.) detention outside of the regular classroom. Students will be expected to do school work and will receive credit for the work done in ISS. **Students will not be allowed to participate in any after-school, extra curricular activities or practices during the period of the suspension.** Students who do not comply with the ISS rules or exhibit disruptive behavior will be subject to additional consequences such as OSS (Out-of-School Suspension).

LEAVING SCHOOL GROUNDS

Once students are on the bus and/or have arrived at school, the school accepts responsibility for their safety. After arrival at school, or on school grounds, students may not leave the school property unless appropriately excused. ***During the school day, any student who leaves the school property for any reason, must be signed out in the office by a parent/guardian.***

Students who stay for volleyball or basketball games after school must remain in the gym during the activity. Students are not allowed to return to lockers; therefore students need to take backpacks and materials to the activity. Students who leave the gym or concession stand area at break or in between games and do not return to the game will be asked to leave the school premises. Students who stay for football/track meets need to stay in the area near the football field. Students who leave during the activity will be asked to leave the school premises (unless going to the restroom or concession stand). Students who neglect to follow school guidelines regarding after school activities may receive a school consequence which could result in the inability to attend future games, matches or other after school activities.

LIBRARY MEDIA CENTER

Material may be checked out for a three-week period and may be renewed for an additional three weeks. Exceptions may be made for items in heavy demand.

LOCKERS

Lockers are assigned to each student at the beginning of the school year and will be used throughout the school day. A student may occupy only the locker to which they are assigned. Any student found damaging or abusing their locker may be asked to pay for damages. Students are expected to keep their locker organized in a manner that allows the locker to remain in good working order. *Stickers or other permanent items are not allowed on lockers.* All personal items and books, when not in use, should be kept in the student's locker. Students should report any locker difficulty to the office. Outside locks will not be permitted on any locker. Students should not tamper with another locker, share lockers or give their locker combination to anyone else. *Harmony Middle School will not be responsible for items kept in student's lockers which are lost or damaged.* Periodic locker inspection and cleaning will take place throughout the school year to minimize problems such as excess litter, unnecessary materials, and lost or overdue library books. School officials may inspect lockers as deemed necessary. *Decorating the outside of student lockers for birthdays, etc. is not allowed.*

***CANDY, FOOD, SNACKS**

Students may not bring bulk candy, food, and snacks to keep in their lockers/backpacks and/or to distribute or sell to peers.

LUNCHROOM GUIDELINES

Harmony Middle School students are expected to demonstrate responsible and appropriate behavior during lunch. Students who are disruptive or not in compliance with lunchroom guidelines will be addressed. Inappropriate lunchroom behavior may result in students being removed from their current seating assignment, detentions, or suspension. *Birthdays and other celebrations cannot be celebrated in*

the cafeteria during lunch. Due to limited space and safety issues, visitors are not allowed to eat with the students in the cafeteria. **Meals may not be brought in or delivered from independent restaurants due to food allergies.**

MAKE-UP WORK AFTER ABSENCES

Make-up work is defined as the actual schoolwork or homework assigned on the day absent or an alternative assignment equal in purpose. School work previously assigned to the student due on the date of an absence is due on the day of return.

- ◆ If students are absent for up to three consecutive days, they will have two consecutive school days for each day missed to do the make-up work required. The student will receive one additional school day for each consecutive day of absence over three days. The allotted time for make-up will begin on the day the student returns.
- ◆ For any absences arranged in advance with administration and totaling not more than eight (8) days each semester (consecutive or spaced throughout the semester) make-up work should be made up in advance or as arranged by the teacher. Teachers will not be expected to give any more than eight (8) days of work in advance.
- ◆ Students missing class because of a school-sponsored activity should submit assignments on the date due. Students who miss an assignment that is given in a class on the day they are absent because of a school-sponsored activity will have the same due date as those students who did not miss the class period.
- ◆ Generally, tests are considered “class work” and are included in the provisions above. Therefore, if a test has been previously assigned for the date of an excused absence, the student should take the test on the return day.
- ◆ Students will usually receive make-up assignments on the day they return to school. Parents and students should use Canvas class tiles to check for missing assignments.

OSS (Out of School Suspension)

Students who are suspended from school are also suspended from school sponsored activities as participants and observers during the period of the suspension. Students should not be at school or on school grounds during the out-of-school suspension.

PERSONAL PROPERTY

Students should not bring expensive or sentimental items to school. Cameras, expensive watches, large sums of money, collectibles (such as baseball cards and other valuable items), computer games, etc. should not be brought to school. We recommend these things be left at home to protect the value and ownership of each item. Further, we recommend:

- ◆ Do not bring AirPods or other electronic devices to class.
- ◆ Do not take coats or other valuable things to class.
- ◆ Do not bring any more money to school than needed.
- ◆ Do not wear valuable jewelry.
- ◆ Mark all gym equipment and personal belongings with student's name.

Please be advised that Harmony Middle School *will not* be responsible for lost or damaged items.

PLAGIARISM

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

RELEASE OF STUDENTS DURING SCHOOL HOURS

In order to ensure the safety of all students, students will only be released to their parents or legal guardians and emergency contacts. Parents must pick up students in the office and sign them out at that time.

SECURE ENTRY SYSTEM & VISITORS

All visitors **MUST** have a valid state issued driver’s license or other government issued ID, in possession in order to enter the building. You must have this for any reason when entering the building, even if you are only dropping off an item. If your child is being picked up early from someone other than the guardian, they must also have their ID. You will need to call the school ahead of pick up time and inform the front office. Thank you for your patience and cooperation to keep our students safe.

At this time, visits are made by appointment only. According to BV District policy all parents and other visitors must sign in at the reception desk in the front office when visiting the school during regular school hours, 7:30 a.m.-3:30 p.m. A visitors tag will be issued to you and must be worn during your time in our building. Parents should not go directly to classrooms, lunch area, or lockers without checking in the office first. It is very important that we provide a safe environment for our students and your compliance with this policy is appreciated. Students are requested not to bring student guests to school.

SCHOOL CLOSINGS

The superintendent determines if the school will be closed for reasons of weather or unexpected events. Notifications will also be sent out via email, Blue Valley School’s social media sites, or push notifications. Harmony is within the Blue Valley U.S.D. #229.

SEXUAL HARASSMENT

The Board of Education believes that all students and employees are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the District is prohibited. Sexual harassment is defined as sexual advance, request for sexual favor, or sex-based behavior that is not welcomed and not requested.

Examples of sexual harassment include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtations; advances or propositions; continued or repeated unwanted remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; the display in the school or work place of sexually suggestive actions, gestures, objects, graffiti or pictures.

- ◆ A student, or his or her parent or guardian, who believes that he or she has suffered sexual harassment, may report such matter to a building administrator, nurse, counselor, or teacher. If a nurse, counselor, or teacher receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Students or their parents may also notify a district level administrator in Educational Services.
- ◆ Reports of sexual harassment received from other sources will also be investigated.
- ◆ After completion of an investigation, disciplinary action will be taken if the investigator determines the claim of sexual harassment was made maliciously.
- ◆ Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the provisions of this policy.

STUDENT MESSAGES/CALLS/DELIVERIES

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

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

TARDY POLICY

Being on time for classes and school establishes good habits and reduces learning distractions for all students. Students are expected to be on time. **Students will be considered tardy to school if they are not in their first hour class by 7:51 a.m. Arrival after 8:10 a.m. will be recorded as an absence.** Students will be allowed three (3) first hour tardies for each quarter (four quarters per year). On the third 1st hour tardy, the student will meet with the Assistant Principal and be given a warning and an email will go home to the parent or guardian. The 4th tardy will result in a lunch detention for the student. Teachers will use the same tardy policy for class periods two through nine.

TECHNOLOGY USE

Communication technologies shall be defined as technologies used on District grounds or at District activities whether or not owned or operated by the District, including, but not limited to, computer networks, the Internet, and email. Student use of communication technologies shall be considered as a privilege, which may be restricted or denied. Any student who uses communications technologies in an inappropriate or unacceptable manner or in violation of Board policies or administrative guidelines, shall be subject to disciplinary action including, but not limited to temporary or permanent loss of use. Please see the Responsible Use Agreement for more information regarding 1:Learner, Chromebooks, and acceptable use at school.

TELEPHONE

There is a courtesy phone in the front office for student use. Students are allowed to make phone calls between classes, during lunch periods (with permission from lunch supervisor), and before or after school; the office closes at 4:00 p.m. **Please note all phone calls made from HMS will show up on caller I.D. as 239-5200.** If a call from HMS shows on your caller ID, **we have no way of knowing where the call came from since there are phones in all classrooms and offices.** Therefore, please instruct your student to leave a complete message on your voicemail in case they cannot reach you.

TEXTBOOKS

The textbook fees charged at registration covers the rental of student texts. Students will be responsible for textbooks which have been damaged, lost or stolen. They will be charged a replacement fee for the missing or damaged textbook. The replacement/repair fee will be charged to the student who originally was assigned the textbook by the teacher. It is recommended that students keep their assigned books safely stored in their lockers and not loan them out to other students.

WEAPONS

In compliance with federal and state law, the Blue Valley School District prohibits any student from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Board Policy 3516 addresses the possession of a "weapon" or a "weapon-like device" on school district policy. It is essential that both parents and students realize that is policy applies 24 hours a day, 7 days a week, 365 days per year, (even during the summer or other vacation times). Students

who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue the law may also be involved. The lesson here is to never bring a weapon or weapon like device onto school property.

Per board Policy 3516, "weapon-like devices" include, but are not limited to, any facsimile weapon, pocket knife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet gun, b-b guns and paint guns. As used in this policy, the term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction.

The information contained in the HMS guidelines is current and in effect at the time that they are submitted for printing. Therefore, the procedures and regulations as set forth in these guidelines may be altered or revised as dictated by necessity. Changes will be announced and posted when necessary.