Name of Handbook:	HWMS Student Handbook
Building / Department:	HWMS

Page of Handbook	Current Verbiage of Handbook	New / Proposed Changes to Handbook	Additional Notes
1	2024-2025	2025-2026	
5	2024-2025	2025-2026	
5		Kristin Bearup - Social Worker	Social Worker is not listed under the counseling department
5	Email Addresses		Delete this section and put emails next to each person's name
7	Parents will be held responsible for contacting the school by telephone within 24 hours of ~~the~~ absence.	Parents will be held responsible for contacting the school by telephone within 24 hours of an absence.	
12	Only current HWMS students will be allowed to attend HWMS dances. Students MUST have a current HWMS student photo ID for admission to all dances. Admission for dances is $5.00. All school policies concerning behavior and dress code apply.	Only current HWMS students will be allowed to attend HWMS dances. Students MUST have a current HWMS student photo ID for admission to all dances (damaged or defaced IDs will not be accepted). Admission for dances is $5.00. If a student is absent from school the day of the dance, they will not be able to attend the dance (unless school related absence). All school policies concerning behavior and dress code apply.	
14	Students whose clothing violates the district racial harassment and intimidation policy ~~will receive a three day out-of-school suspension for the first infraction, three to five day out-of-school suspension with a possible expulsion hearing for the second offense, and suspension from school pending an expulsion hearing for a third violation.~~	Students whose clothing violates the district racial harassment and intimidation policy shall be subject to consequences at the discretion of administration.	
15	At the conclusion of each school day, a 43 minute period has been established to give each student the opportunity to ~~gather the day's work prior to being released from school. Each staff member will be assigned to a Guided Study and will assist students with this task.~~	At the conclusion of each school day, a 43 minute period has been established to give each student the opportunity to complete any unfinished work.	
18	**Medications** ~~Prescribed and/or over the counter medication is given at school only upon written request from both the lawful custodian and the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated.~~		This information is found starting on page 15 under **Health Services**
18	The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds. Use of electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in sexual or racial harassment, or classroom cheating ~~may result in suspension and/or expulsion from school~~.	The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds. Use of electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in sexual or racial harassment, or classroom cheating shall be subject to consequences at the discretion of administration.	
19	When inclement weather causes the school to close, it will be communicated through our local media outlets and our automated parent notification system. Please make sure your PowerSchool account is updated regularly to ensure accuracy. ~~All scheduled extra-curricular and co-curricular school activities will be canceled on days when school is closed for inclement weather. School closing information can also be found at www.usd261.com/services and click on the School Closings link.~~	When inclement weather causes the school to close, it will be communicated through our local media outlets, school website (https://www.usd261.com), and our automated parent notification system. Please make sure your PowerSchool account is updated regularly to ensure accuracy.	
21	Substitute teachers are guests at Haysville West Middle School and are to be treated with the same respect as the regular classroom instructor.	Substitute teachers are guests at Haysville West Middle School and are to be treated with the same respect as the regular classroom instructor. Violations of student conduct may result in consequences subject to the discretion of administration.	
21			
22	**Bullying**	**Bullying (Board Policy JDDC)**	
22	~~Consequences may include, but are not limited to, the following examples: ADMONISHMENT TEMPORARY REMOVAL FROM THE CLASSROOM LOSS OF PRIVILEGES CLASSROOM OR ADMINISTRATIVE DETENTION IN-SCHOOL SUSPENSION (ALC) OUT-OF-SCHOOL SUSPENSION EXPULSION LEGAL ACTION~~	Consequences shall be subject to the discretion of administration.	

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Building / Department:	HWMS

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23	<table><tr><th></th><th>P</th><th>R</th><th>I</th><th>D</th><th>E</th></tr><tr><td>HALLWAY</td><td>· Have appropriate materials · Be to class on time</td><td>• Demonstrate proper manners · Respect ALL authority</td><td>· Do what is right even when no one is watching · Be honest and sincere</td><td>· Control hands, mouth, & feet</td><td>· Keep hallways clean and orderly</td></tr><tr><td>CAFETERIA</td><td>· Stand quietly in designated line · Make meal selections quickly · Have ID or money ready</td><td>• Demonstrate proper manners · Respect ALL authority</td><td>· Clean up all messes and throw away all trash · Be honest and sincere</td><td>· Control hands, mouth, & feet · Sit at assigned table · Once seated, stay seated</td><td>· Keep cafeteria clean, quiet, and orderly</td></tr><tr><td>CLASSROOM</td><td>· Have appropriate materials · Be to class on time</td><td>• Demonstrate proper manners · Be respectful to staff & other students</td><td>· Do what is right even when no one is watching · Be honest and sincere</td><td>· Control hands, mouth, & feet · Be an active learner</td><td>· Do your very best!</td></tr></table>	**Drug-Free Schools (Board Policy JDDA)** Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was: 1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances; 2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and 3. Used, if at all, in accordance with label directions. Student Conduct As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to suspension and/or expulsion. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.	After **Damage of School Property,** add the **Drug-Free Schools (Board Policy JDDA)**
23	No student shall conspire to commit any act that injures, degrades or disgraces a fellow student. ~~Violation will result in an automatic suspension.~~	No student shall commit or conspire to commit any act that injures, degrades or disgraces a fellow student. Consequences shall be subject to the discretion of administration.	
23	The wearer of such apparel shall be subject to ~~the following disciplinary action: 1st Offense - Warning 2nd Offense - 1-3 days of ALC 3rd Offense - 1-3 days Out of School Suspension Further violation will result in out of school suspension and possible expulsion hearing.~~	The wearer of such apparel shall be subject to consequences at the discretion of the administrator.	
23	The use of inappropriate language and/or profanity will result in disciplinary action, ~~which may include in-school and/or out-of-school suspension(s)~~.	The use of inappropriate language and/or profanity will result in disciplinary action subject to the discretion of administration.	
23	~~**Narcotics, Alcoholic Beverages, and Stimulant Drugs - BOE Policy (JCDA-R)** A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: On the school grounds during, immediately before or immediately after school hours. On the school grounds at any other time when the school is being used by any school group. Off the school grounds at a school activity, function, or event. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. In all cases where students are suspected of unlawfully using or possessing drugs or narcotics on the school premises, the building principal shall conduct an investigation to ascertain any available facts. Upon the finding of any facts that support a reasonable belief that the suspicions are warranted, the principal shall immediately suspend the student(s) from school for a period of five (5) days. Such suspension shall be administered in accordance with the policies of the board of education. The proper law enforcement authorities shall be notified of the drug or narcotic violation.~~		This is no longer a board policy

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24-25	This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.	This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes. In general, consequences for incidents of recording will be at the discretion of the administrator.	
27	Any student who steals materials from the classroom, from other students, or who obtains money or other valuables by force or threat of force, will be ~~subject to removal from classes and a disciplinary conference with the administration to determine appropriate action taken in each case~~.	Any student who steals materials from the classroom, from other students, or who obtains money or other valuables by force or threat of force, will be subject to consequences at the discretion of administration.	
27	**Tobacco Products, Possession Of, or Use Of - BOE Policy (GAOC & JCDAA)**	**Tobacco Products, Possession Of, or Use Of - BOE Policy (GAOC & JCDAA & KMA)**	