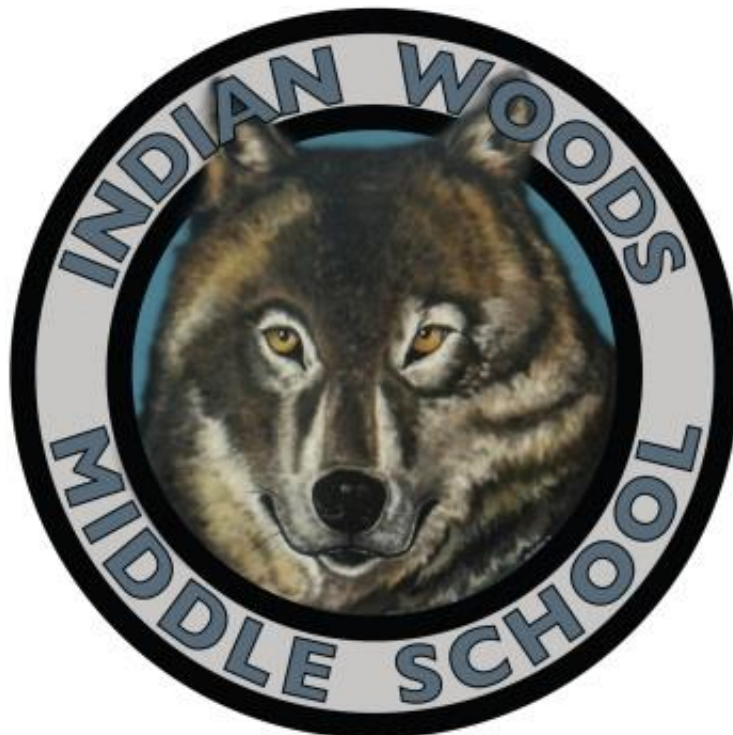


# IWMS STUDENT PLANNER

Indian Woods Middle School | 9700 Woodson Road | Overland Park, Kansas 66207  
Office: 993-0600 | Fax: 993-0799 | Attendance: 993-0612

Website: [indianwoods.smsd.org](http://indianwoods.smsd.org)

Principal: Dr. David Conrady  
Associate Principal: Dr. Vicki Porter  
Counselors: Beth Gershon and Jennifer Herrmann  
SRO: Officer Justin Seals



At Indian Woods we are the wolves and ...

We are a **PACK** that demonstrates

**P**ersonal Responsibility

**A**cademics are Essential

**C**aring for our Community

**K**indness and Acceptance for All

Please see complete student handbook on the Indian Woods Website

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Indian Woods Middle School adheres to all Shawnee Mission School District policies as spelled out in the district “Policies and Procedures” handbook. The district handbook, in its entirety, is embedded within the following student handbook. Any text that is *italicized* within the student handbook has been copied directly from the district “Policies and Procedures” handbook.

## PHILOSOPHY OF EDUCATION

*The Shawnee Mission School District will provide comprehensive education in a secure environment of cooperation and mutual respect among students, faculty, families, and the community.*

*Our curriculum will provide a rigorous academic challenge and reflect current knowledge of students and how they learn. Students will be offered an educational program appropriate for their needs, interests, and abilities. They will be taught the skills needed for successful living in a changing world.*

*The school, family, and community will work together to enable students to develop self-confidence, self-discipline, the ability to work cooperatively with others, aesthetic awareness, recognition of the inevitability of change, and a commitment to learning throughout life.*

*All students need to understand their individual rights, that responsibilities accompany those rights, and the heritage that assures those rights and responsibilities.*

*First approved by the Board of Education January 12, 1976.  
Revised May 10, 1999.*

## NON-DISCRIMINATION POLICY

*The Shawnee Mission Unified School District No. 512 believes in the principle and practice of equal opportunity under the law. The district and its employees shall not unlawfully discriminate against any person on the basis of race, color, religion, sex, age, disability, national origin, or other category protected by law in its programs and activities and shall provide equal access to the Boy Scouts and other designated youth groups. All policies and regulations of the board of education shall be enforced in compliance with this policy.*

## ACADEMIC POLICIES AND PROCEDURES

### Academic Grades

Grades will be determined solely by achievement of clearly stated instructional expectations. Inappropriate behavior will not be a factor in determining the academic grade. All grades will be based on teacher’s records of student performance. Such records will be made periodically throughout the grading period and will reflect all aspects of student classroom performance. Data for determining academic grades will include test scores, some daily assignments, and demonstration of skills. As the relative importance of each type of performance will vary from subject to subject, individual teachers will determine and communicate to the student and parents the standards to be used in each class. Attending and participating in class as well as

completing classwork and homework are essential for learning new material and skills.

### Homework

Homework is an important component of the Indian Woods academic program. Completion is the student’s responsibility. It is an extension of the daily school program and, as such, it requires thoughtful, creative consideration and planning.

Homework is designed to reinforce newly-learned skills or to prepare students for the next lesson. Making up late assignments days or weeks later significantly reduces students’ ability to master new material. It is the student’s responsibility to see that homework assignments are completed when assigned by the teacher. Parents or guardians are responsible for setting guidelines for good study habits at home. They should monitor the time allotted for homework and see that there are no interruptions other than scheduled breaks.

### Honor Roll

To be placed on the “Principal’s Honor Roll” students must earn all A’s. To be placed on the “Honor Roll” students must earn at least a 3.0 making A’s and B’s. A student can have one C.

### Communication

#### **Reporting Grades to Parents:**

*Report cards are posted in Skyward for review four (4) times per year. Parents may access student grades through Skyward at any point during the school year. Teachers will be in communication with parents of students who are failing or doing unsatisfactory work. All parents are encouraged to confer with the classroom teacher during fall and spring conference times. Any additional concerns may be addressed with the classroom teacher or building administrator. Parents are urged to participate in PTA and to attend school activities.*

#### **Parent Communication:**

Communication is extremely important to our schools. School staff members and parents all have the same objective: to support our students and to work together to provide the best education possible.

When a concern develops, we encourage an immediate contact. We hope this will avoid the development of rumors, negative reputation and an escalation of the problem. We would suggest that communication begin with those closest to the problem. If you have a concern, please contact the teacher first. If it is a larger concern regarding the student’s needs or overall performance, ask for a conference or call a counselor. Should your concerns continue, please contact the school counselor and then the administration. Parents should check the school website, teachers’ websites, and our student information management system frequently. Important information will come via weekly emails from the administration.

### Plagiarism, Copying, and Cheating

In cases where it is apparent that a student has cheated, copied, or plagiarized all or any part of a homework assignment, a major assignment, a test, a quiz, etc. from another student, printed

source, or electronic media, etc., the student will be required to redo the assignment. Credit for the assignment is up to the discretion of the classroom teacher and/or school administration.

Students who have cheated, copied, or plagiarized may receive disciplinary consequences.

## ARRIVAL/DEPARTURE INFORMATION

### Student Arrival Information

**Students should not arrive to school before 8:05 a.m. - there are no school personnel to provide supervision of students before then.**

Students who arrive before 8:40 a.m. are to proceed to the cafeteria for 7th grade students and to the gym for 8th grade students. Students are not to be at their lockers or loitering in the hallways before 8:40 a.m. **Any student who needs to meet with a teacher before school is to enter the building through the front doors in order to check-in with the front hall supervisor.** Please note that teachers are involved in professional development meetings on **Tuesday mornings** and **will not** be available to see students. On other days, teachers may be assigned morning supervision duties or be in student meetings. Students and parents are encouraged to check with teachers to determine their morning availability.

### Student Departure Information

At the close of each day at 3:45 p.m., all students have five minutes to either exit the building or report to work with a teacher, attend study hall, serve a detention, or participate in an after-school activity. School buses depart at 3:52 p.m. from the front circle drive. **The school cannot provide supervision for students who walk or ride bikes, so these students are expected to leave school grounds immediately after school.** If students are to be picked up after 4:05 p.m., they should wait in study hall. There is no supervision outside the building after 4:05 p.m. Most after-school activities end, except for athletic and musical/play practices, in time for students to ride the 4:35 p.m. late buses that run Monday through Thursday. All students who participate in after-school activities and who are not riding the late bus should be picked up by 4:35 p.m.

### Traffic Information & Flow

- Front circle drive: available for drop-off or pick-up **EXCEPT from 8:20-8:45 a.m. or 3:20-4:00 p.m. due to bus traffic**
- North Lot (97th St.): available for drop-off from 8:05-8:45 a.m. or pick-up from 3:45-4:05 p.m.
- Parents can arrange a specified pick location around the school on one of the local streets.

**During the time frames listed above, do not use the circle drive for parking. It is extremely important that cars pull forward to the beginning of the "pull forward" signs. Cars should only stop along the curb, leaving the inside lane unobstructed for moving cars.**

### Bus Service

*The school district will pay for bus service to and from school for those students who attend the school serving the area of the student's residence and reside **more than two and one-half miles** from the school. Contact the school office for information about bus service. In some cases, bus transportation may be provided for students who reside less than two and one-half miles from the school. Contact the bus company directly for more information. To help ensure compliance with necessary safety rules, video cameras may be used on school buses. Violations of bus regulations may result in the student receiving appropriate disciplinary actions, which may include being removed from the bus, and/or suspended from school. When late buses are available, all students living in the attendance area, even if they live within the two and one-half miles from the school, may ride the late bus home.*

### Bus Safety Regulations and Expectations

1. Prior to loading the bus students shall:

- Be on time. Students should be at the designated bus stop 5 minutes prior to the stated time of bus arrival. The bus cannot wait beyond its regular schedule.
- Conduct themselves in a safe manner while waiting for the bus.
- Be careful in approaching a bus. Remain ten feet from bus until the bus comes to a complete stop and the driver signals you to load.

2. On the bus students shall:

- Follow all school rules and expectations while on the bus. Show respect for self, other people, and property, including the bus and the bus driver.
- Remain seated with feet on the floor while the bus is in motion.
- Ask permission to adjust windows.
- Keep all body parts and all objects inside the bus.
- Not bring gum or food or drink aboard the bus
- Not bring animals, except service animals, on the bus.
- Not bring weapons of any type aboard the bus.
- Not bring or consume tobacco products, alcohol products or illegal drugs aboard the bus.
- Carry only backpacks, books, school supplies and coats on the bus. All other items must be approved by the driver before bringing them on the bus. The bus aisle must be kept clear.

3. When departing the bus students shall:

- When crossing the road, walk at least ten feet out and ten feet in front of the bus. The bus driver will signal when it is safe to cross the road; and student will also look to make sure that no traffic is approaching from either direction before crossing
- Only get off the bus at their regular designated stop. **The driver will not pick up or discharge riders at other places than the regular designated bus stop, or at school, unless proper authorization is received from the parent and school official.**
- Students who would like to ride a different bus home (e.g. with a friend) must provide two notes -one from their parent and one from the parent of the student with

whom they are riding - stating the reason for the change. This notification must be brought to the office before 8:45 a.m.

4. On extra-curricular trips students shall:

- Follow the direction of the driver. The driver is in charge of the bus at all times.
- Follow the above rules and regulations; they apply to any trip under school sponsorship.

**NOTE: Buses are equipped with a video camera for the purpose of promoting appropriate behavior and safety.**

Multiple or severe disciplinary infractions for misbehavior on the bus may result in loss of bus riding privileges, without refund.

#### Late Buses

Indian Woods provides late buses on most Mondays through Thursdays for students who stay after school, beginning the third week of school. The departure time will be approximately 4:35 p.m. Any student who resides in the Indian Woods attendance area may ride a late bus free of charge, as long as they have a signed late bus pass from a staff member. A late bus pass will be issued only to students who have been in a supervised after-school activity until 4:35 p.m. There will be no late buses on early release days or nights when the school is hosting after school sporting events.

#### If You Miss Your Bus

Contact your parents and the school immediately to tell them where you are. Secure a ride to or from school as soon as possible. The important issue is that you attend school and/or get home safely.

#### Bikes, Skateboards, Longboards, Roller Blades, Scooters and Motorized Vehicles

Bikes are not to be ridden on school grounds. They are to be walked for safety reasons. Bikes should be kept in the bike rack and locked. Skateboards, longboards, roller blades, and scooters may be used as transportation to and from school, but cannot be ridden, stood on, or used on school grounds. Use of these objects on school property will result in disciplinary action. Skateboards, longboards, roller blades and scooters may not be taken on the bus. Mopeds or motorized scooters are not allowed. The school assumes no loss for personal property.

## **ATTENDANCE POLICIES AND PROCEDURES**

### Shawnee Mission K-12 Attendance Guidelines - Revised 2016-2017

*All students enrolled in the Shawnee Mission School District shall be required to attend school on a regular basis to provide students the opportunity to be successful. Daily attendance records shall be maintained for each student. Absences are at times unavoidable due to illness or family concerns. The Shawnee Mission K-12 guidelines represent an effort to be fair in dealing with absences and to encourage good attendance. Building principals are responsible for enforcing Kansas State Statutes and district attendance guidelines.*

Regular attendance at school is the primary responsibility of the student and parent. We believe achievement and attendance in the classroom are closely correlated. There is no substitute for regular attendance, and many classroom experiences cannot be made up. Other than absences for school sponsored activities, a student is required to be in attendance for 85% of class periods in an 18-week semester grading period at middle schools and high schools. A student is considered to be absent when the student is not in the class assigned for a particular period of the day.

#### Absentee Reporting

1. In case of an absence from school, the student's **parents or guardians must call the Attendance Hotline at 993-0612 prior to 8:45 a.m. each day of absence.** This automated line is answered 24 hours, and requests the name of the person calling, student's first and last name (please spell last name), and reason for absence.
2. If there has been no personal communication, the absence is unexcused and the student is considered truant.
3. Vacation/Extended Absence: See No. 6 of the District's attendance policy for excused absences. A prior written request must be submitted to the school's administration.
4. If a student needs to be excused from PE class for one week or less, he/she must bring a note from a parent/guardian to the school nurse. If he/she needs to be excused from class longer than one week (10 school days), appropriate documentation is required. If documentation is not provided the student may not be allowed to participate resulting in loss of credit.

#### Appointments

A written note is required if it is necessary for a student to leave school before 3:45 p.m. This note should be presented at the counter in the front office before school to receive a permit to leave class. Students will report to the office to sign out before leaving school. If someone other than the parent is picking the student up for the appointment, parents must name this person in their note to the school. Students should miss as little school time as possible and should return to school if time remains in the school day. Upon return to school, students need to report immediately to the office to sign in and receive a pass to class. Students who need to go home early due to illness must call home from nurse's office and check out from nurse's office. Students should not text their parents, all communication should come from the nurse's office only. Parents/guardians or other individuals picking up will have their driver's license screened through the district Raptor system or present their ID each time they pick-up their student.

#### Tardies

A student is tardy to class when he/she enters the classroom after the appointed time for class to begin. *At the secondary level, any student arriving within the first ten minutes of a class period will be considered tardy. Arrival after that time will be recorded as an absence.*

Excessive tardies are subject to appropriate disciplinary measures. Admission to class following tardiness to school requires that students check-in at the front office when they arrive after 8:45 a.m. *Excessive tardies will be combined with other unexcused absences for truancy purposes.*

### Excused Absences

The Shawnee Mission School Board has approved six (6) reasons for students to be excused from school. The reasons are as follows:

1. *Personal illness. (Doctor/Dental/Medical appointments)*  
The school may, with notice to the parent, require verification from a physician of absences due to reasons of health.
2. *Serious illness or death of a member of the family.*
3. *Obligatory religious observances of the student's own faith.*
4. *Emergency situation requiring immediate action.*
5. *Participation in a Kansas State High School Activities Association activity, a district-approved function, or a school-sponsored activity.*
6. *An absence that has been requested in writing and approved in advance by the building administration.*  
**Middle school attendance will be monitored from 8:45 a.m. to 3:45 p.m.** Students are expected to attend school daily and arrive on time.

If a student arrives late or leaves early for up to three hours, or is gone for three hours during the day for an appointment described above it will be counted as a half-day excused absence. We encourage students to return to school as soon as possible from appointments during the school day. **Middle school is in session for 7 hours daily, from 8:45 a.m. to 3:45 p.m.** Students are expected to attend school daily and arrive on time.

### Make-Up Work After Excused Absences

It is the student's responsibility to make the initial contact with the teacher to make-up missed work and schedule make-up tests.

Students absent one week or less will be allowed double the amount of time they are absent in which to make-up missed work. For absences longer than one week, students will be allowed one week, plus the total number of days absent to make-up work that has been missed. Students are expected to fulfill long-term assignments as originally scheduled. Students are encouraged to keep up with their school work during absences so that make-up work does not accumulate. Students/parents should begin by checking their assignments online. If there are assignments that the student is not able to access online, please email the student's teacher.

### K-12 Reporting and Recording of Absences, Unexcused Absences & Truancies

- *An unexcused absence is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absence or if the parent or legal guardian does not follow the building attendance procedure.*
- *Parents or legal guardians are expected to call the building's attendance line to report daily absences, late arrivals, or early dismissals. If a call is not received, school personnel will attempt to contact the parent. If no contact*

*is made within 48 hours, the absence will be counted as unexcused.*

- *Absences by parent request for family and personal reasons are acceptable provided arrangements are made through the building principal in advance of the absence. These absences will count toward total absences. Students are responsible to complete all make-up work. Students are encouraged to complete work prior to absences when possible.*
- *Students with excessive absences are at risk of losing credit and/or not mastering grade level standards.*
- *When a student has reached 7 absences during the school year, the parents will be sent a reminder letter. After 10 absences, documentation will be required for all future absences. It is required for each subsequent absence/tardy for illness and appointments the student bring a doctor's note documenting the reason for the absence.*
- *Per state truancy laws and the Shawnee Mission School District truancy policy, if a student has three (3) unexcused absences in a row, five (5) in a semester, or seven (7) in a year, a truancy report will be filed with the Johnson County District Attorney's office and the parents will be notified. If the student is under the age of seven (7), a report will also be made with the Department of Children and Families (DCF).*
- **All cases of truancy are required by Kansas law to be reported to the appropriate statutory authorities. Kansas Law 72-1113 allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school. Students between the ages of 16 and 18 may be exempted from the compulsory attendance law after a parent/administrator conference has been held and written parental permission has been filed.**
- *At any time a student's school attendance is a concern, the building administration may require a meeting with the parent or legal guardian to address the issue.*

## **STUDENT TRANSFER POLICY**

*Unless otherwise specified in school board policy JBCA, it is the policy of this school district that a student shall be required to attend the school designated for the attendance area in which the student resides. A student may be permitted to transfer to a school outside of the student's attendance area. Transfer guideline procedures will be followed when determining approval and denial of transfer requests.*

**All In-District and Out-of-District transfers shall be submitted electronically by the parent to the Office of Instructional Leadership.**

### **Transfer considerations:**

- *Siblings of current In-District Transfer students receive priority consideration.*
- *In-District Transfers are reviewed first.*
- *Remaining transfer requests are considered in the order they are received.*

**Transfer Timeline:****Application**

All applications are submitted electronically to the Office of Instructional Leadership. **The online application opens March 1 @ 8:00 a.m. and closes April 30 @ 5:00 p.m.** Beginning March 2016, SMSD will no longer accept “new” Out-of-District Transfer students unless the requesting students are:

1. A sibling of an existing transfer student (currently in good standing).
2. A dependent of a current and continuing SMSD employee

New students enrolling in the district or current students moving within the district boundaries after June 1, are eligible to submit a transfer application.

An employee hired after July 1, may submit a transfer request for their child directly to the Office of Instructional Leadership.

**Approval/Denial Process:**

Approval/denial of transfers will be based on the date and time the application was received, current enrollment numbers and good standing requirements at the time of review.

Barring unforeseen circumstances, transfer decisions will be communicated by the Office of Instructional Leadership no later than June 15. Additional approvals, if enrollment permits, will be notified by August 1.

All students on transfer shall be considered to be eligible for transfer based on good standing and space available.

**Out-of-District and In-District Transfer Students**

For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents or foster parents. For purposes of this policy, “person acting as a parent” means a guardians or conservators, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

**In-District Transfer Student Enrollment**

In-District transfer students are resident students who want to attend a school outside of their attendance boundary (home-school). In-District students will be eligible based upon existing staff, class size, facility space/capacity/enrollment, and the availability of equipment and supplies. No allowance is made for transportation as it must be provided by the student or the family. In addition, students determined not to be in “good standing” (academically, behaviorally, or with regard to acceptable attendance levels) may be returned to their “home school” at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester).

**Continuing In-District Transfer Enrollment**

All transfer students in the Shawnee Mission Schools are expected to remain in good standing. Students determined not to be in “good standing” (academically, behaviorally, or with regard to acceptable attendance levels), may be revoked at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd

Semester) and the student will be required to re-enroll in their home-school. Transfer students will not be required to apply for re-admittance annually unless they are changing levels/buildings (from elementary to middle or middle to high); however, continuing transfer students will only continue to be accepted at the transferring school to the extent that staff, class size, facilities, equipment and supplies are available.

**Criteria for Out-of-District and In-District Transfer Continuing Enrollment (“Good Standing”)**

All Out-of-District and In-District Transfer students must meet the following criteria: 17

- The student must be in good standing academically at the school he/she currently attends; “Good standing”, academically, is defined as maintaining no less than a “C-” in every course on every quarterly grade report. Academic standing must be verified by official school documents.
- The student must be a citizen in good standing at the school he/she currently attends; a citizen in “good standing” is defined as having no suspensions or expulsions during the student's school career; no office referrals during the previous two school years in the Shawnee Mission School District. The student must submit as part of his/her initial non-resident/transfer application, official school documents verifying he/she is a citizen in “good standing”.
- The student must demonstrate regular attendance habits; regular attendance habits is defined as no more than ten (10) days of absences during the previous school year (tardies to school or class may accumulate as absences); student attendance must be verified by official school attendance records.

**EXTRA-CURRICULAR ACTIVITIES & PARTICIPATION**

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

Indian Woods Middle School is a member of the KSHSAA and conforms to all rules of the organization. Seventh and eighth grade students (dependent upon the sport) are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, are passing at least five classes, and meet the requirements of the Kansas State High School Activities Association.

### **Athletic Physical Examination and Parental Consent Rule**

In order to participate in a Kansas State High School Activities Association (KSHSAA) activity, no student is eligible to represent his or her school in interscholastic athletics until a physical is on file. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics, student and parent must also review and complete the athletic paperwork required by the Shawnee Mission School District.

Current sport offerings include cross country, wrestling, boys and girls basketball, and volleyball. Non-athletic KSHSAA sanctioned activities such as student council (STUCO) do not require a physical on file.

### **Behavioral Expectations for Participation in Extra Curricular Activities**

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

### **Insurance:**

*The district does not carry health or accident insurance for students. An optional accident insurance plan is available through a private company at a nominal fee. Information about this plan is sent home in the fall and is made available to new students at the time of their enrollment.*

### **After School/Event Code of Conduct**

Students at Indian Woods Middle School are encouraged to attend all after school athletic events and activities to show support for the school and peers. Attending after school events is a positive and effective way for students to become involved in their school. Any violation of this code of conduct or the policies listed at athletic events and/or activities (musical, etc.) will be subject to disciplinary action.

When attending after-school events, students are expected to be in designated, supervised student sections, or seated with their parent(s). Loitering in the hallway or outside is not permitted. Students are encouraged to cheer for their team appropriately, and will refrain from disparaging cheers, chants, etc. directed at the opposition and/or the opposition's fans. Students not meeting these expectations may be asked to leave or banned from future after-school activities.

### **Field Trips or Other Activities**

If a student is failing a class or is missing assignments, he/she may be required to miss activities that take him/her out of class. Involvement in activities may be denied due to excessive office referrals that have resulted in in-school or out-of-school suspensions. Inappropriate behavior during an activity may result in exclusion from future activities. After attending a field trip, all assignments from classes that are missed are due within two school days when the student returns to class.

## **STUDENT EXPECTATIONS**

### **Code of Conduct**

*The Shawnee Mission School District has the expectation that all interactions by staff, students, parents, and community members be conducted with professionalism, courtesy, dignity, and respect. This includes personal and private interactions as well as behaviors at any school-sponsored activity, both on and off school grounds.*

*Behaviors that are prohibited include those that are coercive, intimidating, violent, or harassing. Examples of prohibited behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's race, gender, nationality, religion, or behavior that disrupts learning or the safety of anyone in the environment. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written letters, e-mail messages, or at public events.*

*The goal of these expectations is to maintain an environment that is ethical, legal, and non-abusive towards all parties.*

### **Dress Code and Personal Appearance**

*If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the education process, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the consequences. Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols, or depictions of gangs, illegal substances, or alcoholic beverages may not be worn. Hats and head coverings will be worn outside only, except for religious purposes. For further information about the middle school dress code, refer to your school guidelines.*

The following list is **representative** of **inappropriate** and distasteful attire that **will not** be permitted at school or school sponsored activities:

- Shirts that expose the midriff.
- Clothing with excessive holes that end up being suggestive or distasteful in nature.
- Clothing which exposes undergarment (underwear).
- Excessively short shorts or short skirts.
- Excessively baggy pants, trousers or shorts worn below the waistline.
- Attire of any sort that promotes, suggests or glamorizes gang affiliation, drugs, tobacco, and or alcohol.
- Spaghetti straps (less than one-inch width strap), halter-tops, low-cut tops or muscle shirts (shirts with long armholes).
- Roller skate tennis shoes are not allowed on school premises.
- Hats or head coverings



### Dress Code and Personal Appearance (cont.)

This list is not to be considered exhaustive. The administration reserves the right to make judgments on attire and will request students who violate this code to make necessary changes or leave the school premises.

Outdoor clothing such as headgear, sunglasses, gloves, coats, etc. is to be removed upon entering the building and stored in lockers or other school designated areas.

### Use of Electronic Devices

Classroom usage of cell phones and electronic devices are not to be used in the classroom unless given permission by the classroom teacher and there is an educational purpose connected with the curriculum. To protect students and staff from cyber-bullying, no pictures, videos, and/or other media is allowed to be taken, recorded, etc. for student privacy reasons. Phones will be confiscated to the office.

Cell phones are to be turned off during the day in order to respect the educational environment of the classroom between the hours of 8:40 and 3:45. District issued MacBooks are to be used for educational purposes only per the [Responsible Use Policy](#). If you need to communicate with your child during the course of the school day, please contact the office and we will promptly deliver the message to your child. Please refrain from texting or calling your student during the school day.

### Use of Cameras and Video Recording Devices

For purposes of safeguarding against incidents of cyber-bullying and/or inappropriate uses of social media, students are not allowed to take pictures or video recordings on school property or in any vehicle used to transport students for district purposes, unless expressly required by a teacher for an assignment.

### Computer Usage

Please refer to the [Responsible Use Policy](#).

### Hallway Conduct

It is expected that students will treat others and their property in a safe, responsible and respectful manner. In order to allow for easy movement through hallways, students will be asked not to stop in hallways. Stairwells are designated with specific signage to maximize traffic flow during the school day. Students may go either direction in stairwells before school. However, after 8:45 a.m., directional markers must be followed.

### Substitute Teachers and Guest Presenters

Students are expected to treat guests to the building with respect and courtesy. Students should be helpful to guest presenters and teachers by greeting them and explaining procedures to them when they have questions. Students should not take advantage of guests or treat them with disrespect. Disruptions of assemblies (or other presentations given by a guest presenter) or classes taught by a substitute teacher will result in disciplinary action.

### Hall and Gym Lockers

Students' lockers must be kept in good condition. Students are responsible for the maintenance and care of the locker and for items in the locker. Students must not kick or slam lockers, write on lockers, or use glue to hang pictures. If a locker door will not open, report immediately to the office. Students must keep all their belongings in their assigned locker. **Mid-size backpacks are permitted to help protect their MacBook when traveling from one class to another.**

Individual gym lockers will be assigned by the physical education teachers. **Students are expected to keep ALL items locked in his/her assigned gym locker at all times.** The school and the staff are not responsible for any lost or stolen items.

### Expectations to Protect Your Belongings

- DO NOT share lockers.
- NEVER let others know your locker combination.
- **ALWAYS keep your locker locked.**
- Valuable items should be left at home or in the school office.
- Large quantities of money should not be brought to school.
- Put your name on your calculator.
- Write your name on belongings such as jackets, lunch box, etc.

All lost-and-found items are kept outside of the front office. If you have lost an item, check both of these locations. If you find any misplaced item, immediately give it to a teacher or take it to the office. Items in lost and found are donated to local agencies at the end of each quarter.

### Textbooks

Students who pay the district rental fee are furnished the use of the following materials:

- Appropriate books from the current textbook list. (Some books are furnished as individual copies and others as room copies.)
- Workbooks authorized by the Board of Education.
- Periodicals authorized on a classroom basis.
- Students are responsible for protecting the books issued to them. Students who have lost, stolen or damaged textbooks will be charged replacement costs.

### Students Exchanging Money

Students are not permitted to pass out flyers, sell items, or collect donations without permission from administrators. Gambling among students (placing bets and/or collecting money for bets placed) is not allowed at school.

## STUDENT DISCIPLINE

Book	SMSD Policies
Section	J: Students
Title	Student Discipline
Number	JCD

### **Responsibility for Maintaining Discipline**

*It is the combined responsibility of administrators, teachers and students to foster attitudes of respect, goodwill and concern for the welfare of all persons in the school community. Good order will result if all persons accept and exercise that responsibility.*

*In light of the fact that they have primary contact with students, teachers are initially responsible for maintaining student control and discipline. It is the teacher's responsibility to follow a reasonable approach in administering student control and discipline.*

*Insofar as may be reasonable, all administrators shall support and assist teachers and students in their efforts to maintain good order and discipline. A school principal has complete authority to deal with disciplinary problems in his or her school, and the district administration shall be called into a disciplinary action only when the problem exceeds the control of the individual school. In furtherance of such authority, a school principal may adopt guidelines and rules for the governance of his or her school. The district administration will support all reasonable decisions of the school principals.*

### **The Separation of Disciplinary Actions and Academic Accomplishments**

*It is our goal to provide appropriate discipline without affecting academic accomplishments. Disciplinary actions will not involve the reduction of the student's grade which has been earned prior to the point of the infraction. Student discipline may result in the student not earning participation points for the day's activity. It is also possible that a student's actions and the resulting disciplinary action will prevent the student from earning daily class credit during a period of suspension.*

### **Special Education Students**

*The progressive discipline philosophy will also apply to special education students wherever appropriate. However, individual special education services may not be denied, unless authorized by law. During in-school suspension, it is imperative special education students must be provided study materials according to their Individualized Education Program. It is desirable that the student's individual education plan will address the student's individualized needs on discipline, including which techniques can appropriately be used with the student.*

### **Destruction of School Property**

School pride is encouraged in students by having them share in the school's upkeep. Students who damage or destroy school property will be required to make restitution. In addition, appropriate disciplinary action will occur which may include long-term suspension or expulsion. Information concerning the cost and value of the school property will be given to the

student and his/her parents or guardians. "Damaging school property" includes kicking lockers and throwing textbooks.

### **Bullying or Intimidation**

Indian Woods takes seriously incidents of bullying or intimidation, defined as "any intentional written, verbal, electronic, or physical act or threat which is severe, persistent and pervasive enough that it may be expected to:

- Harm a student or damage a student's property.
- Create fear of harm to a student or fear of damage to a student's property.
- Interfere with a student's education or participation in a school-sponsored activity or event.
- Create an intimidating or threatening educational environment."

Students and parents are asked and encouraged to report any incidents of bullying to a counselor, an administrator, or the SRO, all of whom will work together to remedy the situation. When reporting bullying through the school website's bully reporting link, please give information specific enough to allow school personnel to intervene. (Providing names and/or information about exact locations or times the bullying is occurring is the most helpful information to give when reporting.)

Students found to be bullying or intimidating other students while on school property or in any vehicle used to transport students for district purposes will be subject to disciplinary action up to and including suspension and expulsion.

### **Harassment**

Discrimination on the basis of race, ethnicity, disability, religion, or sex in educational institutions will not be tolerated. Such behavior is inappropriate and in violation of **Board Policy JCE**. All complaints of harassment will be thoroughly investigated and resolved in a prompt and equitable manner. All complaints will be confidential, and reported to the appropriate authorities. Violations of this policy will be treated as serious disciplinary infractions and may result in suspension or expulsion.

### **Threats**

Threats issued to another person on school property or in any vehicle used to transport students for district purposes will be addressed by school administration. Students issuing threats will be subject to disciplinary action up to and including suspension and expulsion. Administrators will report threats to local police agencies as appropriate.

### **Contribution to a Disruptive Situation**

The intentional promotion or advocacy of severe, deviant, destructive, and/or antisocial behavior by any student for any purpose (including but not limited to graffiti, attire, or symbols on clothing, self, or belongings which represent such behavior) will be subject to disciplinary action.

### **Dangerous Weapons Guidelines**

*No student or visitor to any Shawnee Mission School District property, or school-sponsored function regardless where held, may possess, transport, display, offer for sale, barter, use,*

*threaten to use, or exchange any gun, bomb, other dangerous weapon, or any object that might have a reasonable "look-alike" resemblance to a dangerous weapon. A dangerous weapon may be defined as: "Any object which may cause a serious injury or fatal wound."*

*In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the police department. The school administration shall also suspend the student(s) involved and recommend expulsion in accordance with the board of education policies and laws of the state of Kansas.*

*In addition, any student using any object that could result in a fatal wound or serious injury to persons or property will be subject to this policy.*

#### **Possession/Use of Tobacco on Campus**

Possession of tobacco/e-cigarettes is illegal for students under the age of 18. Students are prohibited from possessing and/or using tobacco products on school property. "School property" includes all buildings, athletic fields and facilities, and parking lots. Possession of tobacco products in purses or lockers is prohibited under this policy. Students who are observed sitting in a car and using tobacco/e-cigarette products after arriving or before leaving the campus or at any period of the school day shall be deemed to be in violation of this policy. Students who violate this policy will be subject to disciplinary consequences by the school principal and may be referred to the school District's Suspension and Expulsion Committee for further action. To review policy JCDA A go to [www.smsd.org](http://www.smsd.org).

#### **Possession/Use of Alcohol on Campus**

The use or possession of any alcoholic beverage on school property or at school activities, either in-district or outside the school district is expressly prohibited. Any student who violates this policy will be subject to disciplinary consequences by the school principal and may be referred to the school district's Suspension and Expulsion Committee for further action.

#### **Possession/Use of Drugs**

*The Shawnee Mission Board of Education, recognizing its responsibility to promote the health, welfare, and safety of the students of Shawnee Mission schools, adopts the following policy to assist in the protection of students from dangers, which result from the abuse of restricted substances:*

- *The possession, use, transfer, or sale of a restricted substance (drugs) as defined by state statutes on public school property at public school activities is expressly prohibited. Any student violating this policy will be suspended or expelled from school.*
- *This includes prescription drugs or over-the-counter medications. Any medication needs to kept in the nurse's office.*

#### **Gang-Related Violence**

Students involved in gang-related violence which includes but is not limited to threats, confrontations, intimidation, extortion, fighting, injury to persons or property damage, and/or possession or use of weapons, will be suspended and recommended for expulsion. Advocating gang affiliation (through graffiti, clothing, etc.) may result in disciplinary action.

#### **Disciplinary Action for Misconduct**

The school principal or his/her designee is authorized to exclude a student from class, suspend a student from school, or recommend long-term expulsion for any of the misbehaviors outlined in the Administrative Guidelines and Procedures Affecting Students of Shawnee Mission Schools K-12, occurring on campus or at any school-sponsored activity in-district or out-of-district.

#### **Teacher Detentions**

A teacher may detain students after school for unexcused tardiness, or discourteous or unruly behavior. Failure to attend will result in an office referral. In addition, the teacher may also choose to reschedule the teacher detention. Students may also be detained for a private conference to discuss behavior, academic concerns or classroom problems.

#### **Lunch Detentions**

Lunch detentions may be assigned by the lunchroom supervisor or administration for students not meeting building expectations. Students should bring a lunch, or will be provided with a school sack lunch that is charged to the student's account.

#### **Office Detentions**

Office detentions are issued for misbehavior that happens outside of a classroom, or classroom behavior that warrants a visit from an administrator. An office detention takes precedence over any other school activity (work with teacher, intramural attendance, etc.). A missed office detention will result in two office detentions.

#### **Exclusion**

Exclusion of students is the responsibility of building principals. Exclusion may be used by the principal when deemed appropriate, but the exclusion time shall be kept at a minimum.

#### **In-School Suspension**

In some cases the principal may impose in-school suspension as an alternative to out-of-school suspension or expulsion. When in-school suspension is imposed, the offending student continues to attend his or her school but is closely supervised by specified school personnel members. Although the student does not attend his/her usual classes, he/she is expected to continue class work as assigned by the teachers and will receive credit for such work. All work for the day must be completed before the student may return to his/her regular classes. A student who is assigned in-school suspension is not in good standing and is thereby prohibited from representing his or her school in any school activity during the period of suspension (which includes after school and evening activities taking place on any day of suspension).

Office referrals resulting in excessive assignments to in-school suspension may result in parent conference, behavior plan, or out-of-school suspension. **Involvement in future activities such as field trips, community service projects and special school**

events may be lost due to excessive in-school or out-of-school suspensions.

### **Out-of-School Suspension and Expulsion of Students**

Students may be suspended or expelled for one or more of these reasons:

1. Willful violation of any published regulation for student conduct, or
2. Conduct which distresses, impedes or interferes with the operation of any public school, or
3. Conduct which substantially impinges upon or invades the rights of others, or
4. Conduct which has resulted in conviction of the student of any criminal statute of the United States, or
5. Disobedience of an order of a teacher, Shawnee Mission School District security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

A student may be suspended from school for a short-term suspension of one to 10 days. Students may not be on school grounds and may not participate in school activities during the duration of their short-term suspension. (It is the student's responsibility to acquire and complete all classwork incurred during the suspension.) However, the student will receive credit upon completion of assignments, projects, and tests, which occurred during the period of suspension.

Students may be referred to a district suspension and expulsion committee hearing for either a long-term suspension of up to 90 school days or for expulsion not exceeding 186 school days. Students will not receive a passing grade or credit, may not be on school grounds, and may not participate in school activities during the duration of their long-term suspension or expulsion. **By Kansas law, expelled students may not be permitted to enroll in other Kansas schools during the term of the expulsion.**

## **STUDENT SAFETY**

### **Safe Schools Act:**

*It is our goal to provide an emotionally and physically safe environment for each child. Safety expectations will be taught at the beginning of the school year by the principal and the teachers. This information will be reinforced continually. As part of the safety orientation, students will regularly practice fire, tornado, and lockdown drills. We will provide an emotionally safe environment for each student. We will assist our students in understanding that bullying and any kind of harassment will not be tolerated. If your child has a problem, please let the school know immediately and an appropriate action will be taken.*

*Students may also use the district-wide bullying app to report incidents or issues.*

*Please join us in teaching your child about safety in all areas. Review the district policy on student weapons and emergency safety interventions.*

Section	J: Students
Title	Weapons
Number	JCDBB
Status	Active
Adopted	November 24, 2014
Last Revised	October 26, 2015

*Possession of, handling, and/or transmitting a weapon at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity 7 days a week, 24 hours a day as defined under the Kansas Gun-free Schools Act, K.S.A. 72-89a01(h) or amendments thereto shall result in expulsion from school for a period of not less than one year. The superintendent may modify the expulsion in any manner consistent with federal law. Possession of a weapon means knowingly having direct physical control over a weapon or destructive device or knowingly having the power and the intention at a given time to exercise dominion or control over a weapon.*

*Under that act, weapon is defined as: "Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary or poison gas (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge or more than 1/4 ounce (e) mine or (f) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles, or throwing star; (8) any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term 'weapon' does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device; (4) surplus ordinances sold, loaned or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks."*

*Students shall not knowingly possess, transport, display, or offer for sale, barter, use, threaten to use or exchange any object that can be reasonably considered a weapon, at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity, 7 days a week, 24 hours a day, 365 days a year. Violation of this provision shall result in expulsion from school for up to 186 days. This*

provision covers all weapons or facsimiles of weapons which are not covered by paragraph A and K.S.A. 72-89a01(h).

Any student who brings a firearm or weapon to a school, district facility, district grounds, or on the bus or in any vehicle used to transport students for district purposes at any time 7 days a week, 24 hours a day must be referred to law enforcement as required by Kansas law.

In accordance with K.S.A. 72-89c02, whenever a pupil who has attained the age of 13 years and has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year or has engaged in behavior at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal or administrative designee of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency.

This policy is supplemental to any other administrative guidelines and procedures affecting students.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies), and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

#### **General School Safety**

Indian Woods performs monthly practice fire drills, periodic tornado drills, and periodic lockdown drills. **In the event of a school crisis, parents are asked to stay off school property in order to allow for emergency vehicles.**

- All adults in the building should wear an ID or Visitor Badge. If you see an adult without a badge – report this to a staff member immediately.
- During the school day, all outside entries will be secured, and visitors must check-in through the front office. If a person knocks on a locked door asking to be let in, **do not open the door. Students opening outside doors to allow others to enter may face disciplinary actions.** All students will need to report to the main entrance to maintain proper building security.
- If you see or hear of someone in possession of a banned object (a weapon, tobacco, drugs, lighter, etc.), report this to a staff member immediately.
- Report any serious conflict or bullying between students. Often an incident is avoided through peer mediation or meeting with a counselor or administrator. Your name will be kept confidential.

#### **Visitors**

Upon entering the building all visitors, including parents, must report to the office to have your ID scanned through the Raptor system and secure a visitor's pass. Your cooperation with this is greatly appreciated and will help maintain a safe and secure learning environment for our students. (expect for religious

purposes). Visitation of students from different schools is not allowed unless it is requested by a teacher and approved by a building administrator.

Parents/guardians desiring to observe classrooms will need to make the request twenty-four hours in advance to ensure appropriate arrangements. Approval of school visitation is ultimately at the discretion of the school principal and is determined by need. Visits may be limited in order to preserve the educational process.

#### **Trespassing**

The school district has the right to deny access to school district facilities and grounds. Visitors should have official school business and check-in at the office.

#### **Surveillance Cameras**

Indian Woods Middle School is equipped with surveillance cameras that are located in specified interior and exterior areas of the building. These cameras are monitored for the purpose of providing a safe and secure school environment for students, staff, and patrons. The local police municipalities have access to the cameras in emergency situations.

#### **Child Abuse**

Kansas law requires school personnel suspecting child abuse to report any concern to the Division of Children and Family Services (800-922-5330). A log of the call should be maintained and the building administrator informed.

#### **Interviewing Students by School Resource Officer (S.R.O.) or SM School District Police Officer**

School resource and Shawnee Mission School District police officers, as members of the school staff, work closely with teachers, administrators, students, and parents. School resource and Shawnee Mission School District police officers may interview students at school about routine police matters or investigations. The school administrators will contact the parent as soon as a determination of action to be taken has occurred.

#### **Police Interview of Students (outside police agency)**

Any officer desiring to interview a student at school must first inform the student's school administration as to the nature of the inquiry of investigation. Enforcement officers will not be permitted to interview a student during school hours concerning any activity of the student's mother, father, or legal guardian(s). In other inquiries, if an interview is to be permitted, the administrator shall determine whether, under the particular circumstances of the case, the parent/guardian should be notified prior to the interview. When an investigator wishes to interview a student and considers the student a suspect of a crime, the student's parent/guardian must be contacted. The school administrator shall use his/her discretion in allowing police interviews that involve routine police inquiries.

#### **Removal of Students by Police Officers**

An administrator shall not release custody of students to a police officer unless that police officer has the authority by Kansas Law to arrest such student. However, when a court issued warrant exists, or when officers have the authority to

arrest and detain students, administrators shall comply with the request of the officers. School resource officers shall serve as liaisons between law enforcement agencies and the schools to ensure that any removal of students is done without unnecessary disruption to the school environment.

### **Emergency Safety Interventions (ESI)**

Book	SMSD Policies
Section	G: Personnel (Licensed and Non-Licensed)
Title	Emergency Safety Interventions
Number	GAAF
Status	Active
Adopted	February 23, 2015
Last Revised	August 15, 2016

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

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

### **Incident Weather Procedures**

Parents and students will receive alerts of school closures via email or text message. You can sign up for this service at [www.smsd.org](http://www.smsd.org). School closings will also be posted on the district website. When school must be closed because of snow, the district will notify all area radio and television stations. When the decision is made during the evening prior to the day of closing, the information will be provided to the media for broadcast on the 10:00 p.m. television newscasts and on radio. If the decision is made after 10:00 p.m., the information will be provided to radio and television stations for broadcast on the 6:00 a.m. and subsequent newscasts on the day of the cancellation.

### **Inspection of School Lockers**

- The school lockers assigned to a student remain the property of the district
- Possession of the locker is not exclusive against the school and its officials
- The district retains the right to make regulations regarding what may and may not be kept in lockers
- Students do not have a reasonable expectation of privacy in the lockers
- The district reserves the right to open and inspect all lockers and their contents at any time to assure compliance with the regulations and state and federal law. The right of inspections is to be exercised in accordance with the requirements of state and federal

laws. All secondary schools use canines to periodically inspect lockers.

## **STUDENT SERVICES**

### **Student Improvement Team (SIT)**

Indian Woods Middle School uses a tiered system of supports to assist our students with academic success, social-emotional support, and/or college and career readiness. Student improvement team (SIT) designed to systematically ensure students receive the attention and support necessary to learn, succeed and excel.

Parents, staff members, and/or students can make referrals to the SIT through the guidance counseling office a student is referred for the SIT process, a team of teachers, specialists, and administration will review the given student’s referral and accompanying data, and then implement varying levels of supports or enrichment.

### **Counselors**

The counselors work with individual students or groups of students to help them learn to make wise choices in their daily lives. They also visit classrooms to present lessons to students. They provide information on county agencies for both parents and students if outside help is appropriate. The counselors will help interpret test data for students and parents, and can help students and parents with enrollment and proper placement in our educational program. Parents should feel free to contact the counselor, after speaking with classroom teachers, if there are concerns about a student’s behavior or academic performance.

### **Social Worker**

The school social worker is available for all students at IWMS. In conjunction with the school counseling department and school administration, social workers will serve as a liaison between the school and community/family resources.

### **S.R.O.**

The S.R.O. is an Overland Park police officer that works in the school every day. He or she serves as a resource for students and parents and works closely with the school counselors and administrators on issues concerning students’ safety and well-being. More information on the S.R.O. can be found in the section labeled Student Safety.

### **My Volunteer Pal (MVP)**

The Shawnee Mission School District MVP Program connects adult volunteers with youth ages five to 17. Volunteer pals choose from a range of in-school activities, including mentoring, serving as a lunch buddy, classroom volunteer, sharing special talents or career interests, tutoring in math or reading, or simply being a friend who listens. No special skills are required, only the ability to be a good listener. Volunteers enjoy flexible schedules, and all activities take place on school grounds during school hours. For more information on the program, or for directions on how to become an MVP, please visit: <http://www.smsd.org/community/pages/volunteering.aspx>.

Any student trip outside of the school where a volunteer may be alone with students must complete the tier I MVP screening process. This includes field trips off campus in which volunteers will supervise an individual group of students, overnight trips, or supervise students on a bus without teacher supervision.

### **Health Services**

The health office is maintained for the care of students who are injured or become ill at school. The nurse is on duty at IWMS daily. It is necessary to send a student home; a parent must be contacted before the student can be released. **Students are not to call a parent from a classroom phone or use a cell phone if they are not feeling well.** A phone is available in the health room for this purpose. If parents cannot be reached, the emergency number listed on the child's enrollment form will be called.

1. *Each school is served by a full time nurse. If a student is injured or becomes ill at school, parents are notified.*
2. *Kansas law requires that a Certificate of Immunization form be completed for all students. As a substitute for the required Certificate of Immunization, a student may present proof of compliance with one of the alternatives specified by Kansas law. A completed Health History and Emergency Permit form is required at the time of initial enrollment and again at the beginning of grades four, seven, and nine. Physical examinations and dental checkups are recommended. A physical examination will be required of all students eight years old or younger who are entering a Kansas school for the first time.*
3. *All medication is to be kept in the nurse's office. School personnel, including school nurses, are not authorized to dispense any medication, including over-the-counter medication, without written permission from a parent or guardian. Many medications can be given at home before and after school. When this is not possible, medication to be administered at school should be brought directly to the nurse's office and must be accompanied by the following information:*
  - (1) **PRESCRIPTION MEDICATION**
    - *Prescription medications must be sent to school in the original prescription container. The prescription label will serve as the written permission from the doctor. If the doctor has given samples of medicine, then a written note from the doctor is necessary and should include the name of the student, the name of the medication, and the dosage prescribed.*
  - (2) **NON-PRESCRIPTION MEDICATION**
    - *These medications must be accompanied by a written note from the parent and should state the student's name, the reason for taking the medicine, the time the medication is to be given, the dosage prescribed and the number of days to be administered at school. These medications include over-the-counter allergy medicine, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.*
4. *Any student who has a cast, crutches, sutures, or an incapacitating injury must bring a doctor's note detailing the amount of participation in school activities allowed.*

5. *All students are given individual hearing and vision tests at regular intervals during their elementary and secondary years. Parents are notified if the child is in need of additional examinations.*
6. *Parents are encouraged to make appointments for medical and dental services after school hours or on Saturdays.*
7. *Parents are encouraged to contact the school nurse for specific information regarding periods of quarantine for various illnesses.*

### **Communicable Illness**

Any student noted by a physician or the school nurse as having a communicable illness may be required to stay home from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The school reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

### **Food Services**

*Breakfast and lunch are available at all schools every day school is in session. Menus for breakfast and lunch are available online at <http://foodservices.smsd.org/Pages/MENUS.aspx>. All menus meet the USDA guidelines and are age appropriate. New products and menu items are evaluated with student input. Menus include all whole grain rich items, fruit (fresh, frozen or packed in light syrup), and 0 trans-fat. We're working to reduce the sodium and food dyes in food items and toward clean food labels.*

*At breakfast a student must choose a full portion of at least three items to receive a complete school breakfast and one item must be ½ cup of fruit or juice. Items include: entrée, grain, fruit/juice & milk.*

*At lunch a student must choose a full portion of at least three of the five components to receive a complete school lunch and at least one component must be a ½ cup fruit or vegetables. Components include: entrée, grain, fruit, vegetable & milk. Student have unlimited (single trip) fruits & vegetables available except for juice and potatoes.*

*Numerous a la carte options are available for purchase.*

*Meal prices are available online at <http://foodservices.smsd.org/Pages/PRICES.aspx>. Payments can be made by check or cash at the school or by credit or debit card online. Parents can monitor student purchases online. Reminder phone calls for negative balances are made to elementary and middle school students. All students will receive calls for low account balances.*

*Three lunch charges are allowed at elementary and one lunch charge is allowed at middle school. No charges are allowed at high school. A la carte items cannot be charged. Students who have charged the maximum allowance to their account and cannot pay out of pocket for their meal will be provided a*

toasted cheese sandwich and milk at no cost to the student. Account balances (positive or negative) will follow the student each year with the district. Students who withdraw from the district with a positive account balance will be refunded the money. Negative account balances need to be repaid or the debt will be sent to collections.

Any parent or guardian can apply for free or reduced meals for their children. Applications are available online or paper applications are available at each school and at the food service office. A new application (per family) must be submitted each

year. If you are approved for free or reduced meals, this includes breakfast and lunch. All breakfast and lunch choices are available for all students regardless of their eligibility status.

Any questions about food service should be directed to the cafeteria manager of your child's school or to the district food service office at 913-993-9710. This institution is an equal opportunity provider.

### Indian Woods Bell Schedules

Regular Schedule (M,W,F)			
Hour		Start	End
1		8:45	9:38
2		9:42	10:33
3		10:37	11:28
4		11:32	12:59
	1st Lunch	11:32	11:58
	2nd Lunch	12:01	12:27
	3rd Lunch	12:30	12:56
5		1:03	1:54
6		1:58	2:49
7		2:53	3:45

Early Release Schedule			
Hour		Start	End
1		8:45	9:18
2		9:22	9:55
3		9:59	10:32
5		10:36	11:09
6		11:13	11:45
4		11:49	1:09
	1st Lunch	11:49	12:14
	2nd Lunch	12:16	12:41
	3rd Lunch	12:43	1:08
7		1:13	1:45

Pack Hour Schedule (T/Th)			
Hour		Start	End
1		8:45	9:31
2		9:35	10:21
3		10:25	11:11
Pack Hour		11:15	11:45
4		11:49	1:15
	1st Lunch	11:49	12:15
	2nd Lunch	12:18	12:44
	3rd Lunch	12:47	1:13
5		1:19	2:05
6		2:09	2:55
7		2:59	3:45

Assembly/Celebration Schedule			
Hour		Start	End
1		8:45	9:28
2		9:32	10:15
3		10:19	11:02
4		11:06	12:37
	1st Lunch	11:10	11:36
	2nd Lunch	11:39	12:05
	3rd Lunch	12:08	12:34
5		12:41	1:24
6		1:28	2:11
7		2:15	2:58
Pack Hour		3:02	3:45