

# WESTRIDGE MIDDLE SCHOOL

## Student Handbook



Westridge Middle School | 9300 Nieman Road | Overland Park, Kansas 66214  
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Website: [westridge.smsd.org](http://westridge.smsd.org)

Twitter: @WRidgeMS

Instagram: @WridgeMS

Facebook: Westridge Middle

Office Hours: 8:00 AM - 4:30 PM

School Hours: 8:45 AM - 3:45 PM

Principal: Jeremy McDonnell

Associate Principals: Wendy Morris and Jenny Collier

Counselors: Pamela Brignoni, Lori Jankowitz and Kristy Wilkens

Social Worker: Amy Nine

SRO: Officer Jennifer Greear

**THE MISSION** of Westridge Middle School is to create a caring community in which students are challenged to achieve academic excellence and responsibility. We achieve this by following the Westridge Way, achieving the Goals for Life, and working to be Champions every day. **#betterTOGETHER**

### THE WESTRIDGE WAY:

Respectful - Safe - Responsible

### GOALS FOR LIFE:

- I can make good choices even when I am mad
- I can be okay even if others are not okay
- I can do something even when I don't want to or when it is hard.

**TEAM WESTRIDGE**  
*Be a Champion!*

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**Westridge 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 a 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. Neither the board of education nor any employee of this school district shall illegally discriminate on the basis of race, creed, religion, color, national origin, ancestry, age, sex, disability, or any other statutorily prohibited basis. All policies and regulations of the board of education shall be enforced in compliance with this policy.*

*As a means of assuring equal employment opportunity in this school district, the board of education has adopted an Affirmative Action Plan. The board fully supports the provisions and requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq., prohibiting discrimination on the basis of sex in education programs and activities. The board further supports the provision of S 504 of the Rehabilitation Act of 1973, 20 U.S.C. Section 706 (P.L. 93-112), concerning treatment of disabled persons; and the provisions of the Education of the Handicapped Act, 20 U.S.C. Section 1401 et seq. (P.L. 94-142), concerning education of disabled children.*

*The board fully supports the provisions and requirements of the Title II Subtitle A of the Americans with Disabilities Act of 1990 (P.L. 101-336) which protects qualified individuals with disabilities from discrimination in the services, programs, or activities, including employment practices of Shawnee*

*Mission Unified School District No. 512. This section of Title II also requires that qualified individuals with disabilities not be excluded from participating in or receiving the benefits of programs or activities provided by the school district. The district also fully supports and complies with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. Section 7905, 34 C.F.R. Part 108.*

*The district does not discriminate in the admission or access to or treatment of employment in its programs and activities. Any person believing that they have been discriminated against on the basis of disability should contact the district for a copy of their rights. Additionally, such persons may immediately contact the deputy superintendent, Dr. Rick Atha, at 8200 W. 71<sup>st</sup> St., Shawnee Mission, KS 66204; telephone number 913-993-6200. The district is also committed to providing an environment free from harassment based on gender, race, creed, religion, color, national origin, ancestry, and age. Concerned persons may also contact the Office for Civil Rights, 1010 Walnut St., Ste. 320, Kansas City, MO 64106; Phone: 816-268-0550 or 877-521-2172 (TTY); and email; OCR.KansasCity@ed.gov.*

## ACADEMIC POLICIES AND PROCEDURES

### Academic Grades

Grades will be determined solely by the achievement of clearly stated instructional expectations. Inappropriate behavior will not be a factor in determining the academic grade. All grades will be based on the 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 Westridge 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.

Academic Support is offered Monday through Thursday until 4:30. It is a quiet place for students to complete work and receive assistance as needed. A late bus is provided for students who stay.

### 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 all A's and B's. Students receive rewards at school for each quarter honor roll.

### **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 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 suggest communication begins 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 (Skyward) frequently. Important information will come via weekly Friday 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 will receive disciplinary consequences.

## **ARRIVAL/DEPARTURE INFORMATION**

### **Student Arrival Information**

**Students should not arrive at school before 8:05 a.m. - there are no school personnel to provide supervision of students before then. Breakfast is served from 8:20-8:35.**

Students who arrive before 8:35 a.m. are to proceed directly to the gym. Students are not to be at their lockers or in the hallways before 8:35 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 Academic Support, serve detention, or participate in an after-school activity. School buses depart at 3:52 p.m. from the bus 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 be with a teacher. 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. unless the activity requires the student to stay longer.

### **Traffic Information & Flow**

- Bus drive: We have many buses, so this area is only used for bus traffic. No cars should be in this area.
- Parking Lot: should not be used for drop-off or pick-up. Please use extreme caution in order to keep everyone safe.
- Students need to utilize crosswalks.

**Car traffic will be stopped to allow for our buses to depart. When dropping off students in the morning or picking up students at the end of the school day, it is extremely important that cars use the car lane. Cars should only stop along the curb to pick up or drop off students. Students should not be entering or exiting cars from the parking lot. Use extreme caution in the parking lot; student safety is of utmost importance.**

### **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 the 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 students will also look to make sure that no traffic is approaching from either direction before crossing the road. Students should never cross the road behind the bus.
  - 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

Westridge 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 4:40 p.m. Any student who resides in the Westridge attendance area may ride a late bus free of charge, as long as they have a signed late bus pass from a staff member. Students must check-in with the late bus supervisor before getting on their late bus. 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.

#### 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 get home safely.

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

Bikes should be walked while on campus for safety reasons. Bikes should be kept in the bike rack and locked. Skateboards, longboards, rollerblades, 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, rollerblades, 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. Research shows that 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 993-1312 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, the student's first and last name (please spell the last name), and the 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 which will impact their grade.



### 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 the nurse's office and check out from the nurse's office. Students should not text their parents to pick them up; 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 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.

**Out-of-District Student Enrollment**

Out-of-District students are those who do not meet the qualification of a resident student. As of March 2016, Shawnee Mission USD 512 shall not

accept new Out-of-District students with the exception of children whose parents are employees of the district (parent as defined above in this policy) or as otherwise specified herein. An employee is defined as KPERs eligible.

Siblings of currently enrolled Out-of-District students, who are students in good standing, will be allowed to apply for admittance. New Out-of-District students (employee children and siblings of previously enrolled students only) 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 this must be provided by the student or the family.

Students in grades Pre-kindergarten through Grade 12 inclusive who are not legal residents of the school attendance area on the opening day of the school year, but whose parents present evidence of having signed a contract to buy, build, lease or rent a dwelling that is to be occupied by them sometime during the first semester, will be granted permission to begin the school year in the school attendance area in which they will reside.

When students move outside the district after the beginning of the school year and are in the fourth consecutive semester of enrollment as a resident, they may be allowed to finish the school year without tuition if the student is in good standing and if an application is completed and approved.

If a student's district residency is determined to be fraudulent, said student does not qualify for continuing non-resident enrollment and will be immediately withdrawn from the Shawnee Mission School District.

**Continuing Out-of-District Enrollment**

All transfer students in the Shawnee Mission School District 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 withdrawn from the Shawnee Mission School District at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester). 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.

**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 are 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 extracurricular 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.

Westridge Middle School is a member of the KSHSAA and conforms to all rules of that League and 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. Students and parents must also review and complete the [athletic paperwork](#) required by the Shawnee Mission School District.

Current sports 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 results in disruptive behavior on school property, and violent acts off-site that pose a threat to the safety of students or staff, or disrupt the learning environment.

### **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 Westridge 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 the code of conduct or the policies listed at athletic events and/or activities (musical, etc.) will be subject to disciplinary action.

We have an organized Pep Club for any students who wish to attend a sporting event without a parent. Students must be a member of the club so that students can be supervised and accounted for. The cost of the club is \$5.00 and includes a pep club t-shirt. When attending after-school events, students are expected to sign-in and be in designated, supervised student sections with the Pep Club. Students may attend athletic events without being a member of Pep Club if they come and sit with their parent(s). Loitering in the hallway 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 must sign out with the Pep Club supervisor before leaving.

### **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 will be worn outside only. 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.
- Halter-tops, low-cut tops or muscle shirts (shirts with long armholes).
- Roller skate tennis shoes are not allowed on school premises.
- Hats should not be worn in the building.

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 for educational use only and it is solely up to the discretion of the classroom teacher. However, no pictures, videos, and/or other media is allowed to be taken, recorded, etc. for student privacy reasons (unless for educational purposes and directed by the teacher). This could result in disciplinary action.

Cell phones are to be turned off during the day and in your locker in order to respect the educational environment of the classroom. This policy also applies to extracurricular activities as well. 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.** As needed, students will be able to use a phone in the office to contact parents. 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 remember the MacBook is a school-issued device. Any inappropriate activity on the device, whether done at home or at school, could result in school, district, and legal ramifications. 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.

### Our Guests: Substitute Teachers and Speakers/Presenters

Students are expected to treat guests to the building with respect and courtesy. Students should be helpful to guest presenters and substitute 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 it immediately to the office. Students must keep all their belongings in their assigned lockers. **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.

All lost-and-found items are kept in the lost-and-found box in the front hallway. If you have lost an item, check this location or the front office. 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. Some textbooks are online.)
- 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 (including class novels) 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
Status	Active
Adopted	November 24, 2014
Last Revised	June 22, 2015

### **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, vandalizing furniture, and throwing textbooks.

### **Bullying or Intimidation**

Westridge 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 DRO, 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 when it impacts the school day), on any school-issued device at any time, or in any vehicle used to transport students for district purposes will be subject to disciplinary action up to and including suspension and expulsion.

### **Physical Contact**

Physical contact is not permitted in any form and will result in consequences.

### **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 police as appropriate.

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

Promoting fighting or displaying disorderly conduct during any situation is inappropriate. 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, including vapes. "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 click here.](#)

### **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.*

### **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 and will be reported to our DRO.

### **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 will be provided with a school sack lunch that is charged to the student's account or they can bring a lunch from home.



### **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 additional consequences determined by the administration.

### **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**

An in-school suspension may be imposed as an alternative to out-of-school suspension or expulsion. During in-school suspension, the offending student continues to attend school but is closely supervised by specified school personnel. Although the student does not attend classes, he/she is expected to continue classwork 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 the school in any school activity during the period of suspension (which includes after school and evening activities taking place on day of suspension) unless approved by administration.

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 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.*

Book	SMSD Policies
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.

Notwithstanding any other language to the contrary, it shall not be a violation of this policy for a student enrolled in Navy Junior Reserve Officers Training Corps (NJROTC) to possess NJROTC equipment for the purposes of participating in adult-supervised NJROTC activities.

## **General School Safety**

Westridge 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.**
- 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. Any visitation of students from different schools must be requested in writing and approved by building administration at least two days prior to the visit.

Visitors 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**

Westridge 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 the 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 (DRO) 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/guardian prior to an officer interviewing a student.

### **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.*

### **Definitions**

*"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.*

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

*"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.*

*"Incident" means each occurrence of the use of an emergency safety intervention.*

*"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state of any Kansas municipality. This term includes a campus police officer.*

*"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.*

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

*"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.*

*"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.*

*"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.*

*"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.*

*"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.*

*"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving, the enclosed area.*

*"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.*

### **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, **except**:
  - Protective or stabilizing devices required by law or used in accordance with an order from person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officers to carry out law enforcement duties; or
  - Seat belts and other safety equipment when used to secure students during transportation.

### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent, the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contact the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, 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 the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the 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 to 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 in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) 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 first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

*Law Enforcement, School Resource, and Campus Security Officers*  
Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

### **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. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a section 504 plan such student's IEP team or section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private schools shall help facilitate such meeting.

For a student without an IEP or section 504 plan the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

### **Inclement Weather Procedures**

Parents and students can 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)**

Westridge Middle School has a tiered system of supports to assist our students with academic success, social-emotional support, and/or college and career readiness. The Student Improvement Team (SIT) is designed to systematically ensure students receive the attention and support necessary to learn, succeed and excel.

Parents, staff, and/or students can make referrals to the SIT through the guidance counseling office. When 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 clasDROoms 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 clasDROom 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 Westridge. 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 who works in the school every day. He 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. MVP's choose from a range of in-school activities, including mentoring, serving as a lunch buddy, clasDROom 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>.

### **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 WMS daily. If 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 clasDROom 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. Please make sure numbers are up-to-date.

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. 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**

**Food Service welcomes every student to enjoy FREE school breakfast and lunch for the 2021-22 school year.**

Once again, the United States Department of Agriculture (USDA) has put into effect nationwide waivers allowing school food service departments to continue to serve healthy school meal options free to all students.

**There are no Free & Reduced Meal Applications for 2021-22 school year since meals are FREE for all students.**

#### **Families are encouraged to complete a Household Economic Survey (HES) as part of the Parent**

- Even though all students will be able to eat breakfast and lunch at no cost this year, the HES form generates additional state funds for our schools.
- If your family qualifies, the district will receive funds to help support programs providing additional support for learners with a variety of needs.
- Additionally, qualifying on the HES provides other benefits to families which may include free/reduced transportation fees and PreK enrollment. If families do not complete the HES, State funding for our school district may be reduced.
- **Do not complete the HES form if you are Directly Certified to receive free meals.** If you receive state assistance, call the SMSD Food Service office before completing the HES form.

Eligibility determination will be made according to the guidelines established by the Kansas Department of Education. Please contact the SMSD Food Service office with any questions.

Food service information is available on the district's web site at <https://www.smsd.org/about/departments/food-service..> You are welcome to contact 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.

# WESTRIDGE MIDDLE SCHOOL

2021-2022

## Bell Schedules

<b>BELL SCHEDULE</b>			
<b>7<sup>th</sup> Grade</b>		<b>8<sup>th</sup> Grade</b>	
8:20 – 8:40	Students enter the building, & go to breakfast or WCH	8:20 – 8:40	Students enter the building, & go to breakfast or WCH
8:45 – 9:14	Mascot Hour	8:45 – 9:14	Mascot Hour
9:18 – 10:04	1 <sup>st</sup> Hour	9:18 – 10:04	1 <sup>st</sup> Hour
10:08 – 10:54	2 <sup>nd</sup> Hour	10:08 – 10:54	2 <sup>nd</sup> Hour
10:58 – 11:47	3 <sup>rd</sup> Hour	10:58 – 12:22	3 <sup>rd</sup> Hour
		11:25-11:50	1 <sup>st</sup> Lunch
		11:53-12:18	2 <sup>nd</sup> Lunch
11:51 – 1:15	4 <sup>th</sup> Hour	12:26 – 1:15	4 <sup>th</sup> Hour
12:20-12:45	3 <sup>rd</sup> Lunch		
12:47-1:12	4 <sup>th</sup> Lunch		
1:19 – 2:05	5 <sup>th</sup> Hour	1:19 – 2:05	5 <sup>th</sup> Hour
2:09 – 2:55	6 <sup>th</sup> Hour	2:09 – 2:55	6 <sup>th</sup> Hour
2:59 – 3:45	7 <sup>th</sup> Hour	2:59 – 3:45	7 <sup>th</sup> Hour



# TEAM WESTRIDGE

## *Be a Champion!*

*I am a champion.*

*I believe in myself.*

*I have the will to win.*

*I set high goals for myself.*

*I surround myself with winners.*

*I am cool, positive, and confident.*

*I am willing to pay the price of success.*

*I love the struggle and the competition.*

*I am relaxed and in control at all times.*

*I focus all my energy on the job at hand.*

*I take responsibility for all of my results.*

*I have the courage to endure and persist.*

*I vividly imagine what victory will feel like.*

*I am a champion and I will win.*