

IWMS STUDENT HANDBOOK

Indian Woods Middle School | 9700 Woodson Dr. | Overland Park, Kansas 66207

Office: 993-0600 | Fax: 993-0799 | Attendance: 993-0612

The Kansas School Safety Hotline 1-877-626-8203

Website: indianwoods.smsd.org

Principal: John Bartel

Associate Principal: Jennifer Juday

Counselors: Jennifer Herrmann and Beth Gershon

Social Worker: Julie Johnson

SRO: Officer Daniel Fleming

STAY ON TRACK							
	Classrooms	Hallways	MPR	Restrooms	Assemblies	Before School	After School
SAFE	<ul style="list-style-type: none"> •Use equipment as intended •Follow rules and procedures •Be in assigned place 	<ul style="list-style-type: none"> •Walk with purpose •Use my own locker and keep it locked •Follow up/down stair rules 	<ul style="list-style-type: none"> •Remain seated •Report spills •Enter and exit calmly and quietly •Use appropriate doors 	<ul style="list-style-type: none"> •Wash hands •Report problems to an adult •Restroom business only 	<ul style="list-style-type: none"> •Sit quietly where assigned •Be attentive to all instructions •Enter and exit calmly and quietly •Use stairs on bleachers 	<ul style="list-style-type: none"> •Walk with purpose to designated area •Walk on the right side of the hallways •Follow up/down stair rules 	<ul style="list-style-type: none"> •Walk with purpose to designated area •Be on the bus, on your way home or in an activity by 3:50pm •Follow bus departure procedure
RESPECTFUL	<ul style="list-style-type: none"> •Be attentive while others are speaking •Use only my belongings •Listen to others ideas 	<ul style="list-style-type: none"> •Use conversational voice level •Maintain space between myself and others •Keep windows closed 	<ul style="list-style-type: none"> •Clean up after myself •Use conversational voice level •Use manners •Be polite to staff and peers 	<ul style="list-style-type: none"> •Respect school property •Be polite to staff and peers 	<ul style="list-style-type: none"> •Listen to presentation •Demonstrate positive school spirit •Show appreciation appropriately 	<ul style="list-style-type: none"> •Maintain space between myself and others. •Use conversational voice level •Follow adult instructions 	<ul style="list-style-type: none"> •Maintain space between myself and others. •Use conversational voice level •Follow adult instructions
RESPONSIBLE	<ul style="list-style-type: none"> •Be an active learner •Complete my own work •Be honest •Be on time 	<ul style="list-style-type: none"> •Keep hands, feet, and property to myself •Open/use only my own locker 	<ul style="list-style-type: none"> •Pay for my own lunch •Use my own ID card •Ask an adult to leave the MPR •Clean up my space when finished •Place all items in correct locations 	<ul style="list-style-type: none"> •Use restroom only as intended •Throw away trash in trash can 	<ul style="list-style-type: none"> •Sit where assigned •Represent Indian Woods positively 	<ul style="list-style-type: none"> •Keep track of my own possessions •Move to MPR, GYM or teachers' classrooms quickly 	<ul style="list-style-type: none"> •Keep track of my own possessions •Load the bus quickly and quietly •Move to scheduled activity by 3:50pm

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

INDIAN WOODS MISSION STATEMENT

Our mission is to recognize the unique needs of all students. We will provide a nurturing environment that encourages responsibility and respect while emphasizing academic achievement that prepares students to live, communicate, and work in an international community.

INDIAN WOODS VISION STATEMENT

The Indian Woods Middle School personnel, in partnership with parents, students, and other members of the community will provide an academic atmosphere in which the students can safely do the following:

- enjoy learning in a safe environment
- practice respect for the diversity of our community
- grow to their full potential
- solve problems by thinking
- effectively use instructional technology for a 21st Century world
- learn to solve real-world problems

INDIAN WOODS VALUES STATEMENT

We are a **P.A.C.K.!**

P - Personal Responsibility

- Be invested in the mission of our school
- Be clear and timely in communication to all stakeholders
- Be conscientious, professional, and respectful when working with others
- Be adaptable and approach all situations with an open mind

A - Academics are Essential

- Challenge all students through rigorous coursework
- Hold high expectations for all students
- Be knowledgeable in your content and best practices through continuous learning
- Be innovative in delivering a guaranteed and viable curriculum
- Be passionate and authentic

C - Caring for Community

- Foster positive relationships with students, families, and colleagues
- Be conscientious and respectful
- Be aware of and support the strengths and needs of those in our community
- Be equitable
- Be invested in the wellbeing of our community

K - Kindness and Acceptance of All

- Create a supportive and collaborative environment where everyone feels emotionally, mentally, and intellectually safe
- Be patient with all
- Be kind to all
- Be empathetic and willing to listen

NON-DISCRIMINATION POLICY

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

ACADEMIC POLICIES AND PROCEDURES

Academic Grades

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

Homework

Homework is an important component of the Indian Woods academic program. Completion is the student's responsibility. It is an extension of the daily school program and, as such, it requires thoughtful, creative consideration and planning. Homework is designed to reinforce newly-learned skills or to prepare students for the next lesson. Making up late assignments days or weeks later significantly reduces students' ability to master new material. It is the student's responsibility to see that homework assignments are completed when assigned by the teacher. Parents or guardians are responsible for setting guidelines for good study habits at home. They should monitor the time allotted for homework and see that there are no interruptions other than scheduled breaks.

Honor Roll

To qualify for the Principal's Honor Roll, students must earn all A's. To qualify for the Honor Roll, students must have a 3.000-3.999 GPA, no more than 1 C, and no D's or F's.

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.

Parent Communication:

Communication is extremely important to our schools. School staff members and parents all have the same objective: to support our students and to work together to provide the best education possible. When a concern develops, we encourage an immediate contact. We hope this will avoid the development of rumors, negative reputation and an escalation of the problem. We would suggest that communication begin with

those closest to the problem. If you have a concern, please contact the teacher first. If it is a larger concern regarding the student's needs or overall performance, ask for a conference or call a counselor. Should your concerns continue, please contact the school counselor and then the administration. Parents should check the school website, teachers' websites, and our student information management system frequently. Indian Woods sends weekly News at a Glance and monthly Wolfpack Newsletters via email. These are also posted to our school website.

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 to school before 8:20 a.m. - there are no school personnel to provide supervision of students before then.

Students who arrive before 8:35 a.m. are to proceed to the MPR for breakfast or their assigned Wolf Pack classroom. Students may also participate in morning walking club. Students are not to be at their lockers or loitering in the hallways before 8:40 a.m. **Any student who needs to meet with a teacher before school is to enter the building through the front doors in order to check-in with the front hall supervisor.** Please note that teachers are involved in meetings every **Tuesday** morning. On other days, teachers may be assigned morning supervision duties or be in student meetings. Students and parents are encouraged to check with teachers to determine their morning availability.

Student Departure Information

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

Traffic Information & Flow

- Front circle drive: available for drop-off or pick-up **EXCEPT from 8:20-8:45 a.m. or 3:20-4:00 p.m. due to bus traffic**
- North Lot (97th St.): available for drop-off from 8:05-8:45 a.m. or pick-up from 3:45-4:05 p.m.

During the time frames listed above, do not use the circle drive for parking. There are no left turns allowed out of any parking lot between 8:15-9:00 a.m. and 3:40-4:30 p.m. When picking up students at the end of

the school day in the north (97th St), it is extremely important that cars pull forward and only stop along the curb, leaving the inside lane unobstructed for moving cars.

Bus Service

*The school district will pay for bus service to and from school for those students who attend the school serving the area of the student's residence and reside **more than two and one-half miles** from the school. Contact the school office for information about bus service. In some cases bus transportation may be provided for students who reside less than two and one-half miles from the school. Contact the bus company directly (DS Busing, 913-384-1190) for more information. To help ensure compliance with necessary safety rules, video cameras may be used on school buses. Violations of bus regulations may result in the student receiving appropriate disciplinary actions, which may include being removed from the bus, and/or suspended from school. When late buses are available, all students living in the attendance area, even if they live within the two and one-half miles from the school, may ride the late bus home.*

Bus Safety Regulations and Expectations

1. Prior to loading the bus students shall:

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

2. On the bus students shall:

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

3. When departing the bus students shall:

- When crossing the road, walk at least ten feet out and ten feet in front of the bus. The bus driver will signal when it is safe to cross the road; and student will also look to make sure that no traffic is approaching from either direction before crossing 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

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

If You Miss Your Bus

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

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

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

ATTENDANCE POLICIES AND PROCEDURES

Shawnee Mission K-12 Attendance Guidelines

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

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

Absentee Reporting

1. In case of an absence from school, late arrival or early dismissal, the student's **parents or guardians must call the Attendance Hotline at 993-0612 prior to 8:45 a.m. each day of absence.** This automated line is answered 24 hours, and requests the name of the person calling, student's first and last name (please spell last name), and reason for absence.
2. If there has been no personal communication, the absence is unexcused and the student is considered truant.

3. Vacation/Extended Absence: See number 6, in the excused absence section 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 medical documentation is required. If documentation is not provided the student may not be allowed to participate, resulting in loss of credit.

Appointments

A written note or message on the Attendance Hotline is required if it is necessary for a student to leave school before 3:45 p.m. If sending a note, it 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. A doctor's note should be provided upon return to school. Students need to report immediately to the office to sign in and receive a pass to class. Students who need to go home early due to illness must call home from Nurse's Office and check out from the Nurse's Office. Students should not text their parents; all communication should come from the Nurse's Office only. Parents/guardians or other individuals picking up their students will have their driver's license screened through the district Raptor system.

Tardies

A student is tardy to class when he/she enters the classroom after the appointed time. *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 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 Shawnee Mission School Board. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absences.*
- *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.*

EXTRACURRICULAR 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.

Indian Woods 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 a physical examination and is physically fit to participate in interscholastic athletics. The student and parent must also review and complete the [athletic paperwork](#) required by the Shawnee Mission School District. Current sport offerings include cross country, wrestling, boys and girls basketball, and volleyball. Non-athletic KSHSAA sanctioned activities such as student council (STUCO) do not require a physical on file.

Behavioral Expectations for Participation in Extracurricular Activities

Each student who participates in extracurricular 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.

After School/Event Code of Conduct

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

When attending after-school events, students are expected to be in designated, supervised student sections, or seated with their parent(s). Loitering in the hallway 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.

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

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.

No dress code guide can specifically address all situations that can occur. 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.

Use of Electronic Devices

Classroom usage of cell phones and electronic devices 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.

District issued MacBooks are to be used for educational purposes only per the [Responsible Use Policy](#). If you need to communicate with your child during the course of the school day, please contact the office and we will promptly deliver the message to your child. Please refrain from texting or calling your student during the school day.

Use of Cameras and Video Recording Devices

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

Computer Usage

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

Digital Citizenship

SAFE:

- Demonstrate online safety
- Demonstrate cyber security
- Report cyber predators and cyberbullying
- Keep personal information confidential

RESPECTFUL:

- Use proper netiquette [Netiquette Home Page -- A Service of Albion.com](#)

- Follow copyright guidelines
- Cite sources to identify ownership of intellectual property

RESPONSIBLE:

- Demonstrate appropriate care and use of materials and equipment
- Charge device daily
- Use device for educational and school purposes only
- Evaluate databases, apps, and websites for content, credibility, relevance, validity, and bias

Hallway Conduct

It is expected that students will treat others and their property in a safe, responsible, and respectful manner. 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

Substitute Teachers and Guest Presenters

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

Hall and Gym Lockers

Students' lockers must be kept in good condition. Students are responsible for the maintenance and care of the locker and for items in the locker. Students must not kick or slam lockers, write on lockers, or use glue to hang pictures. If a locker door will not open, report it immediately to the office. Students must keep all their belongings in their assigned lockers. **Mid-size backpacks are permitted to help protect MacBooks 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 front office or front hall. If you have lost an item, check both of these locations. If you find any misplaced item, immediately give it to a teacher or take it to the office. Items in lost and found are donated to local agencies at the end of each quarter.

Textbooks

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

- Appropriate books from the current textbook list. (Some books are furnished as individual copies and others as room copies.)
- Workbooks authorized by the Board of Education.

- Periodicals authorized on a classroom basis.
- Students are responsible for protecting the books issued to them. Students who have lost, stolen or damaged textbooks will be charged replacement costs.

Students Exchanging Money

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

STUDENT DISCIPLINE

Student discipline is extensively covered in the district's [Middle School Student Handbook](#).

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.

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.

Office Detentions

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

Exclusion

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

In-School Suspension

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

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

Out-of-School Suspension and Expulsion of Students

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

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

A student may be suspended from school for a short-term suspension of one to 10 days. Students may not be on school grounds and may not participate in school activities during the duration of their short-term suspension. It is the student's responsibility to acquire and complete all classwork incurred during the suspension. 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

General School Safety

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

- All adults in the building should wear an ID or Visitor Badge. If you see an adult without a badge – report this to a staff member immediately.
- During the school day, all outside entries will be secured, and visitors must check-in through the front office. If a person knocks on a locked door asking to be let in, **do not open the door.**
- 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 their Driver's License 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

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

Child Abuse

Kansas law requires school personnel suspecting child abuse to report 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 (S.R.O.) or SM School District Police Officer

School resource and Shawnee Mission School District police officers, as members of the school staff, work closely with teachers, administrators, students, and parents. School resource and Shawnee Mission School

District police officers may interview students at school about routine police matters or investigations. The school administrators will contact the parent as soon as a determination of action to be taken has occurred.

Police Interview of Students (outside police agency)

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

Removal of Students by Police Officers

An administrator shall not release custody of students to a police officer unless that police officer has the authority by Kansas Law to arrest such student. However, when a court issued warrant exists, or when officers have the authority to arrest and detain students, administrators shall comply with the request of the officers. School resource officers shall serve as liaisons between law enforcement agencies and the schools to ensure that any removal of students is done without unnecessary disruption to the school environment.

Emergency Safety Interventions (ESI)

Inclement Weather Procedures

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

Inspection of School Lockers

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

STUDENT SERVICES

Student Improvement Team (SIT)

Indian Woods Middle School 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 that students receive the attention and support necessary to learn, succeed and excel.

Parents, staff members, and/or students can make referrals to the SIT through the 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 classrooms to present lessons to students. They provide information on county agencies for both parents and students if outside help is appropriate. The counselors will help interpret test data for students and parents. They can help students and parents with enrollment and proper placement in our educational program. Parents should feel free to contact a counselor, after speaking with classroom teachers, if there are concerns about a student's behavior or academic performance.

Social Worker

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

S.R.O.

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

My Volunteer Pal (MVP)

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

Health Services

The health office is maintained for the care of students who are injured or become ill at school. The nurse is on duty at IWMS daily. 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 classroom phone or use a cell phone if they are not feeling well.** A phone is available in the health room for this purpose. If parents cannot be reached, the emergency number listed on the child's enrollment form will be called.

1. *Each school is served by a full time nurse. If a student is injured or becomes ill at school, parents are notified.*
2. *Kansas law requires that a Certificate of Immunization form be completed for all students. As a substitute for the required Certificate of Immunization, a student may present proof of compliance with one of the alternatives specified by Kansas law. A completed Health History and Emergency Permit form is required at the time of initial enrollment and again at the beginning of grades four, seven, and nine. Physical*

- examinations and dental checkups are recommended. A physical examination will be required of all students eight years old or younger who are entering a Kansas school for the first time.*
3. *All medication is to be kept in the nurse's office. School personnel, including school nurses, are not authorized to dispense any medication, including over-the-counter medication, without written permission from a parent or guardian. Many medications can be given at home before and after school. When this is not possible, medication to be administered at school should be brought directly to the nurse's office and must be accompanied by the following information:*
 - *(1) PRESCRIPTION MEDICATION*
 - *Prescription medications must be sent to school in the original prescription container. The prescription label will serve as the written permission from the doctor. If the doctor has given samples of medicine, then a written note from the doctor is necessary and should include the name of the student, the name of the medication, and the dosage prescribed.*
 - *(2) NON-PRESCRIPTION MEDICATION*
 - *These medications must be accompanied by a written note from the parent and should state the student's name, the reason for taking the medicine, the time the medication is to be given, the dosage prescribed and the number of days to be administered at school. These medications include over-the-counter allergy medicine, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.*
 4. *Any student who has a cast, crutches, sutures, or an incapacitating injury must bring a doctor's note detailing the amount of participation in school activities allowed.*
 5. *All students are given individual hearing and vision tests at regular intervals during their elementary and secondary years. Parents are notified if the child is in need of additional examinations.*
 6. *Parents are encouraged to make appointments for medical and dental services after school hours or on Saturdays.*
 7. *Parents are encouraged to contact the school nurse for specific information regarding periods of quarantine for various illnesses.*

Communicable Illness

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

Food Services

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

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

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

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

Three lunch charges are allowed at elementary and one lunch charge is allowed at middle school. No charges are allowed at high school. A la carte items cannot be charged. Students who have charged the maximum allowance to their account and cannot pay out of pocket for their meal will be provided a toasted cheese sandwich and milk at no cost to the student. Account balances (positive or negative) will follow the student each year with the district. Students who withdraw from the district with a positive account balance will be refunded the money. Negative account balances need to be repaid or the debt will be sent to collections. Any parent or guardian can apply for free or reduced meals for their children. Applications are available online or paper applications are available at each school and at the food service office. A new application (per family) must be submitted each year. If you are approved for free or reduced meals, this includes breakfast and lunch. All breakfast and lunch choices are available for all students regardless of their eligibility status.

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

Indian Woods Middle School Bell Schedule

Wolf Pack 8:45 - 9:14 (29)

1st Period 9:18 - 10:04 (46)

2nd Period 10:08 - 10:54 (46)

3rd Period - 7th Grade 10:58 - 12:22 (55)	1 st Lunch 11:00 - 11:25	3rd Period - 8th Grade 10:58 - 11:47 (49)	
	2 nd Lunch 11:27 - 11:52		
4th Period - 7th Grade 12:26 - 1:15 (49)	3 rd Lunch 11:54 - 12:19	4th Period - 8th Grade 11:51 - 1:15 (55)	3 rd Lunch 11:54 - 12:19
			4 th Lunch 12:21 - 12:46
			5 th Lunch 12:48 - 1:13

5th Period 1:19 - 2:05 (46)

6th Period 2:09 - 2:55 (46)

7th Period 2:59 - 3:45 (46)

1st Lunch	2nd Lunch	3rd Lunch	4th Lunch	5th Lunch
DeWinter	Caresio	Cole	Baker	Dougherty
Donahoo	Carnahan	Hoelscher	Broll	Hannan
Jenkinson	Godfrey	Huffman	David	Hilding
Richards	Oglesby	Lancaster	Dierking	Lukinac
Schluben	Staley	Longoria	Kipper	Rhomberg
Scruton	Tripp	Ottesen	Stack	Welton
Seals		Phillips	Switzer	
		Sims-West		
		Tate		