

HWMS Student Handbook Revisions for 2023-2024

Pg #	2022-23 Handbook	2023-24 Handbook Changes
1	2022-2023 Student Agenda	2023-2024 Student Agenda
5	Parents' Page – 2022-2023	Parents' Page – 2023-2024
7	<i>Under Absences Heading:</i> Parents will be held responsible for contacting the school by telephone within 24 hours of the absence. Call: 554-2370 ~~and ask for the attendance clerk.~~ Notes from parents will not be accepted. Students who arrive at school after 7:35 a.m. must report to the office to sign in. Students who are habitually late to school will lose the ability to be excused. ~~Students with inexcusable absences will be reported to the proper authorities as per KS 72-1113. According to the State of Kansas law 72-1113 (c) (1) "Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the attendance of such child." Parents may obtain make-up work for extended absences by contacting the school office at 554-2370. In general, two days are allowed for each day of excused absence to complete make-up work. A maximum of five (5) days will be allowed for any extended absence. The individual classroom teacher can make exceptions to this time limit rule. Students taking vacations or trips with parents must make up the work in advance. With the instructor's permission, homework can be turned into the teachers no later than the first day back in class. Students who are suspended must turn in their work on the day that they return from their suspension.~~	Parents will be held responsible for contacting the school by telephone within 24 hours of the absence. Call: 554-2370 for HWMS Front Office. Notes from parents will not be accepted. Students who arrive at school after 7:35 a.m. must report to the office to sign in. Students who are habitually late to school will lose the ability to be excused. We added the new USD 261 Board Policy: Absences & Excuses (JBD) in its entirety under the above paragraph under the bulleted heading Absences.
11	<i>Under Crisis Plan Heading:</i> The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crisis from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. ~~Persons wishing to know more about the crisis plan should contact their building administrator.~~	The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crisis from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. The district uses the Standard Response Protocol procedures when announcing an emergency to staff and students and will use signage on the main doors if an emergency protocol is in progress. We added this new paragraph: In the event of an actual crisis, we will follow The Standard Reunification Method to unite students and parents. This process may be necessary due to weather, a

		power outage, or if a crisis occurs at the school. Students will only be released to a parent or guardian who is identified through PowerSchool and has proper identification. Please make sure your PowerSchool account is updated regularly to ensure accuracy. Persons wishing to know more about the crisis plan should contact their building administrator.
12	<i>Under Directory Information Heading:</i> OPT OUT – If you do not want USD 261 to disclose directory information from your child’s education records, you must notify the District in writing by ~~September 9, 2021. Send such notification to: Superintendent of Schools,~~ 1745 W. Grand, Haysville, KS. 67060. If the refusal is not filed, USD 261 assumes there is no objection to the release of the above-mentioned information designated. ~~Annual notification is given per District policy JRB approved by BOE on July 7, 2003.~~	OPT OUT – If you do not want USD 261 to disclose directory information from your child’s education records, you must notify the District in writing within two weeks of your enrollment date. Please send your written opt-out request to Adia Ludwig, Communication Director, 1745 W. Grand, Haysville, KS 67060. If the refusal is not filed, USD 261 assumes there is no objection to the release of the above-mentioned information designated. The district policy is reviewed annually by the Board of Education.
13	<i>Under Drills Heading:</i> ~~Tornado, fire and building evacuation drills are held on a regular basis for students’ safety. The school follows established procedures from the state fire marshal’s office and the district crisis plan for these drills. In the event of an actual emergency, parents/guardians may pick up your child at the designated evacuation site. We will not release children to other adults or by telephone calls from parents.~~ ~~o Fire Drills:~~ ~~o All personnel and students will participate in all fire drills. Drills will be held at regular intervals during the school year.~~ ~~o Fire drills will not be announced in advance after the first drill.~~ ~~o If a stairway or door is blocked, use the alternate route as assigned.~~ ~~o At the sound of the fire alarm, students will leave all work immediately. All books and notebooks will be left on desks.~~ ~~o When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least 50 feet away from the building.~~ ~~o The teacher will be responsible for closing the classroom door and windows in addition to turning out all lights when the last student has made his/her exit. All teachers should take their laptops and follow their groups in the fire drill. Teachers should take role when arriving at their destination outside of the building.~~ ~~o An announcement will be made to signal the all clear and okay to return to class. Do not enter the building until the all clear signal has sounded.~~ ~~o Tornado Drills:~~	The state requires schools to conduct a minimum of 9 crisis drills throughout the school year, including fire, tornado, and varied crisis drills. HWMS will follow the district’s Standard Response Protocol procedures when conducting drills.

	~~o All students shall move with their classes, following the designated procedure as outlined for the specific class they are in at the time of the alert. Students not in a class (such as in the hall or going to the media center) shall proceed to any designated assigned area.~~ ~~o Under no condition shall students run, but shall walk rapidly. Remain calm, alert, and quiet so announcements can be heard. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the all clear is given. All teachers should take their laptops and lead their group.~~	
15	<i>Under Lockers Heading:</i> The lockers in the district schools shall be under the supervision of the building administration and/or designee, and assigned to the student for the storage of school materials and personal belongings such as ~~coats and/or lunches~~. Each student will be assigned a locker. Combination locks are built into lockers. Students should not share lockers or combinations. Students are not permitted to switch lockers with other students. The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. Each individual student is responsible for the contents of his/her locker at all times. Students will be held accountable for the contents of their assigned locker. If a student is issued a PE lock, the student is responsible for returning the lock at the end of the semester. If it is not returned, the student will need to pay the replacement cost of \$7.50 per lock.	The lockers in the district schools shall be under the supervision of the building administration and/or designee, and assigned to the student for the storage of school materials and personal belongings such as backpacks, purses, coats, student lunches, etc. Each student will be assigned a locker. Combination locks are built into lockers. Students should not share lockers or combinations. Students are not permitted to switch lockers with other students. The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. Each individual student is responsible for the contents of his/her locker at all times. Students will be held accountable for the contents of their assigned locker. If a student is issued a PE lock, the student is responsible for returning the lock at the end of the semester. If it is not returned, the student will need to pay the replacement cost of \$7.50 per lock. We added this paragraph under the "Locker" heading: For safety and security reasons, students are to store jackets/coats and bags in their lockers. Backpacks, purses, handbags, and jackets/coats are not to be carried or worn from class to class. Students are to utilize passing periods to store and retrieve needed classroom materials.
17	<i>Under Weather Heading:</i> When inclement weather causes the school to close, it will be ~~announced on the following radio stations between the hours of 6:00 a.m. and 8:00 a.m. Radio stations are KFDI AM 1070 & FM 101.3, KTHR 107.3, KZCH 96.3, B98 98.3, and KZSN 102.1.~~ All scheduled extra-curricular and co-curricular school activities will be cancelled on days when school is closed for inclement weather. School closing information can also be found at www.usd261.com/services and click on the School Closings link. ~~We will also use the schoolmessenger system when applicable.~~	When inclement weather causes the school to close, it will be communicated through our local media outlets and our automated parent notification system. Please make sure your PowerSchool account is updated regularly to ensure accuracy. All scheduled extra-curricular and co-curricular school activities will be cancelled on days when school is closed for inclement weather. School closing information can also be found at www.usd261.com/services and click on the School Closings link.