Haysville West Middle School

"Home of the Gorillas"

Nicki McMullin – Principal
Jenny Campbell – Asst. Principal
Ty Hamilton – Asst. Principal / A.D.



Name:_____

2022-2023 Student Agenda

STUDENT LOG IN INFORMATION PAGE

Student Bar Code Label

Student Powerschool Label

Google Log-In/Clever

UN:_____@usd261.com

PW:_____@usd261.com

Destiny Quest Log-In

UN:_____@usd261.com

PW:_____@usd261.com

You are not alone!
Help is available!

SUICIDE PREVENTION LIFELINE

1-800-273-TALK (8255)



CRISIS TEXT LINE

Text HOME to 741741

LGBTQ CRISIS HELPLINE

1-866-488-7386

Sponsored by Haysville Healthy Habits

Parents' Page – 2022-2023

(Please remove this page and keep it for your reference)

Address:

1956 W. Grand
Haysville, KS 67060
316.554.2370 – Office
316.554.2377 – Fax

Administration:

Nicki McMullin – Principal
Jenny Campbell – Assistant Principal
Ty Hamilton – Asst Principal/AD

Counseling Dept:

Shelly Swearingen – Counselor
Stacy Parks - Counselor
Jessica Quinn – School Psychologist

Email Addresses:

nmcmulli@usd261.com
jcampbell@usd261.com
thamilton@usd261.com
sswearingen@usd261.com
sparks@usd261.com
jquinn@usd261.com

Schedule:

1st hour: 7:35 – 8:24
2nd Hour: 8:28 – 9:14
3rd Hour: 9:18 – 10:04
4th Hour: 10:08 – 10:54
5th Hour: 10:58 – 12:22
6th Hour: 12:26 – 1:12
7th Hour: 1:16 – 2:02
8th Hour: 2:07 – 2:50

Website Information: usd261.com/HWMS/

GENERAL POLICIES

- **Absences**
  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.

- **Activities**
  An athletic director is available for scheduling and organizing athletic events and related school-sponsored activities. The athletic director also has the necessary forms and information concerning student participation and eligibility for interschool athletics and academic competitions. A well-rounded program of activities is available for grades 7 and 8. In order to be eligible to participate in school activities an individual must:
    - Demonstrate satisfactory work in all subject matters and be in good standing.
    - Demonstrate proper conduct in and out of school. Your sponsor will explain to you the specific requirements as to proper conduct and citizenship.
    - Have on file in the office a completed physical form and concussion form provided by the Kansas State High School Activities Association, and signed by the student, a doctor and a parent. Physical exams must occur after May 1 each year to be valid for the following school year.

  Attending activities is considered to be a privilege. Students, who are asked to leave a school-sponsored activity for violations of any nature, may not be allowed to attend future events.

- **Activity/Athletic Trips**
  All students who ride the bus on activity and/or athletic trips must return on the bus. Exceptions must be cleared through the individual sponsor of that activity. No exceptions can be, nor will be made to the provision that all participants must ride district provided transportation to the event in question. All students who do ride the bus back to school must be picked up at the school within 30 minutes of arriving at school. Any student that has been suspended from the bus by the transportation department may not participate in any school activity that requires bus transportation.

- **Agenda Books**
  All teachers require students to have their HWMS agenda book with them and use it daily. The agenda book is a part of the textbook requirements. The agenda book is a learning and organizing tool intended to enhance academic performance. The agenda book also contains the Parent/Student Handbook. Additional agendas can be purchased for $10.00.

- **Announcements**
  Announcements will be read on a daily basis. As necessary announcements will be made using the intercom system.

- **Arrival and Departure**
  Students are to arrive at school no earlier than 7:10 a.m. for breakfast services, or 7:25 a.m. otherwise. Students are to be out of the building by 3:00 p.m. each day. Exceptions to these times are athletic practices, other extracurricular activity practice, or detention.

- **Bell Schedule**

1st hour	7:35 – 8:24
2nd hour	8:28 – 9:14
3rd hour	9:18 – 10:04
4th hour	10:08 – 10:54
5th hour	10:58 – 12:22 (Lunch included)
6th hour	12:26 – 1:12
7th hour	1:16 – 2:02
Guided Study	2:07 – 2:50

- **Bus Schedule & Regulations**
  For all students who qualify, bus transportation will be provided to and from school. Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. Transportation can be reached at 316- 554-2213.

- **Care of Property**
  Students should refrain from marring desks, tables, hall lockers, walls, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property.

- **Change of Address or Telephone**
  Inform the main office of any address or telephone number changes immediately. Log into PowerSchool and update information in demographics. The office must maintain current information in the event of an emergency and/or to communicate important information.

- **Character**
  Good character involves understanding, caring about, and acting upon core principles such as caring, honesty, fairness, responsibility, attitude, tolerance, citizenship, trustworthiness, leadership, and respect for self and others. HWMS believes today's students need to learn life skills to successfully manage tasks,form relationships, solve everyday problems, and adapt to the demands of simply growing up. We stand committed to character development for every student's academic, emotional and social growth.

- **Computer Usage**
  Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally

wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy. Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration. Email, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It is the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

- **Counseling Services**
  A staff of counselors will provide guidance services. Their purpose is to aid in solving problems, making adjustments to various situations such as personal problems, academic difficulty, schedule changes, and interpret various assessments.

- **Crime Stoppers**
  Students with information helpful in solving crimes at HWMS may call the Crime Stoppers Hotline with their anonymous tip @ 1-877-626-8203, use our district Speak Up hotline @ 316-267-2111 or visit usd261.com/district/speakup or call 554-2370 and ask to speak with an administrator or the School Resource Officer.

- **Crisis Plan**
  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.

- **Dances**
  Only current HWMS students will be allowed to attend HWMS dances. **Students MUST have a current HWMS student photo ID for admission to all dances**. Admission for dances is $5.00. All school policies concerning behavior and dress code apply.

- **Deliveries**
  In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to school, HWMS places the following restrictions on such items:
    - The school strongly discourages the delivery of flowers, balloons, or other gifts.
    - **Latex** deliveries of any kind **WILL NOT** be accepted.
    - The internal distribution of items by students or faculty groups must be approved in advance by the principal.

- **Directory Information**
  USD 261 will be releasing information and photos to the media throughout the coming school year of various activities and programs. For purposes of the Family Educational Rights and Privacy Act (FERPA), USD 261 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, and photographs. Such information may be used in publications such as yearbook, honor roll lists, playbills, web-site, media releases, and newsletters.

  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.

- **Distribution of Grade Cards**
  Grade cards are issued after each 9 week grading period. When applicable, grade cards will be distributed during parent-teacher conferences. Any grade card not picked up during these conferences will be distributed to students as soon as possible the next week. Grade cards will be distributed during the week immediately following the conclusion of grading periods not concluded by parent teacher conferences.

- **Dress Code**
  The Haysville West Middle School Dress Code is intended to enhance the educational atmosphere in which students develop to their greatest individual potential. Pupils should develop acceptable standards that reflect appropriateness for the occasion, which do not create a disturbing influence in the educational setting, and which are not contrary to public good taste. Proper clothing and good grooming play an important part in the educational growth and development of all age students. The guidelines provided will help students evaluate their appearance. The following is to be used by students and administration (when it becomes necessary) to make judgment on the acceptability of students' appearance.
    - Clothing is expected to fit properly and be worn in good taste. "Sagging" is not allowed.
    - Footwear is to be worn at all times. Soft sole slippers will not be allowed.
    - Pajamas are not to be worn to school.
    - **Dress displaying messages contrary to school supported programs and ideals will not be considered appropriate.**
    - Items of apparel displaying alcoholic beverage, drug advertisements, or associated with gang involvement or racially motivated issues are all considered inappropriate for school dress.
    - Face painting will not be allowed.
    - Students will not wear hats, bandannas, or scarves during the school day. Students will be instructed to not wear these items once they enter the building, and to refrain from until they exit the building.
    - Showing of undergarments is not acceptable.

- Common sense and good judgment is to prevail in all modes of dress.
- Some items of clothing such as but not limited to, are considered inappropriate:
  - Halter tops, bare midriffs, muscle shirts, net t-shirts, spaghetti strap shirts.
- **This list is not intended to be all-inclusive. Students will be given the option of changing or calling home to get different clothing.**
- For safety purposes, shoes that contain wheels are not acceptable.

Students who are in violation of the dress code will receive consequences ranging from being asked to change or alter their clothing up to suspension. Students whose clothing violates the district racial harassment and intimidation policy will receive a three day out-of-school suspension for the first infraction, three to five day out-of-school suspension with a possible expulsion hearing for the second offense, and suspension from school pending an expulsion hearing for a third violation.

- **Drills**
  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.
- **Fire Drills:**
  - All personnel and students will participate in all fire drills. Drills will be held at regular intervals during the school year.
  - Fire drills will not be announced in advance after the first drill.
  - If a stairway or door is blocked, use the alternate route as assigned.
  - At the sound of the fire alarm, students will leave all work immediately. All books and notebooks will be left on desks.
  - 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.
  - 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.
  - 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.

  Tornado Drills:
  - 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.
  - 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.

- **Family Educational Rights and Privacy Act**
  Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those that are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - We have prior written consent for disclosure;
  - The information is considered directory information and you have not objected to the release of such information, and
  - Disclosure without consent is permitted by law.
- The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may preset evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 261 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 261 policies for complying with FERPA. A copy may be obtained from your school office or by contacting the Human Resources Office at 1745 W. Grand in Haysville, or at 554-2200.

- **Grading System**
  There will be a total of four formal grading reports during the year. These reports will be distributed every nine-weeks. Students are not required to bring the reports back to the school.

- **Guided Study**
  At the conclusion of each school day, a 43 minute period has been established to give each student the opportunity to gather the days work prior to being released from school. Each staff member will be assigned to a Guided Study and will assist students with this task.

- **Hall Passes**
  When permission is granted to be away from a classroom, students MUST use the passes provided in their agenda book. Students are not to use other students' agendas.

- **Health Services**
  The school health aide advises and assists the principals and teachers in planning and carrying on a school health program. The school health aide **DOES NOT** diagnose any condition. She/he administers over the counter or prescribed medication in the original container, **ONLY** with specific physicians' order and parents' written consent. Medication forms are available in the health aide's office or the physician's order may be faxed to the school. The health aide plans, schedules, and assists with all school screening examinations she/he interprets and follows up on all matters pertaining to the health of the pupil.

  Except in emergencies, students should always report to class first, obtain a pass and then go directly to the health room when ill. Students are not to stop between classes unless given permission by the health aide. Students who are too ill to remain in the classroom will be sent home.

- **Homework Policies**
  Students are responsible for completing and returning homework assignments on time as designated by their instructor.

- **Honor Roll**
  Honor rolls are determined on the 4.0 point system. The Academic Excellence honor roll is for students that have a 4.0 grade point average (GPA). The Principal's honor roll is for students who accumulate a 3.5 to 3.99 GPA. The Academic honor roll is for students with GPA's of 3.0 to 3.49. Any student with a grade of an "F" on their grade card will not be eligible for any of the honor roll programs.

- **ID Cards**
  It is strongly recommended and encouraged by administration that the student photo ID card be visibly displayed on the outside of outer clothing during school hours. Student photo ID cards are used to check out books from the media center, and as the student lunch card. **Lost, defaced, or destroyed student photo ID cards will be replaced at a charge of $5.00 per card. ID cards are required for admittance to all school dances**. Labels for student agendas will be provided and distributed by staff for use in the event the student does not have their photo ID. These labels can only be used with an intact agenda, and then only in the media center and cafeteria. Labels can be replaced at the cost of $1.00.

- **Insurance**
  Any injury or accident that occurs while on school property or at a school activity, must first be filed on the parent/guardian insurance plan. HWMS does not carry an accident insurance policy on its students.

- **Lockers**
  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 forthe contents of their assigned locker**. If a student is issued a PE lock, the student is responsible forreturning 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.

- **Lost and Found**
  Any articles found should be turned into the lost and found immediately. Lost or stolen articles should be reported to the office immediately. Items that are not claimed are periodically donated to various charitable organizations.

- **Lunch**
  Lunch is served at a minimal price to all students. HWMS has a closed lunch period. Checking a student out for lunch counts against his/her classroom attendance. Free or reduced lunches are available by application through Food Service, 554-2219. Per federal regulations, free and reduced lunch cards may only be used for the published meal only, may only be used by the person owning the ID card, and only be used once per day. In the event any student does not have their ID card, or their planner so as to purchase a lunch, an alternative lunch may be served. **Lunch Funds** - Money may be placed on the student ID card before school from 7:10– 7:30 a.m. Students may also place money on their card if they are at the end of their line as their class proceeds through the lunch line. Parents may choose to utilize the online program "MySchoolBucks" to deposit money on their child's lunch account. You can find the link to "MySchoolBucks" on the district website and

create an account for your convenience. Delivery of outside food to a student must go through the main office. Lunch Balance for students may be found at www.usd261.com/parents by logging into PowerSchool. Parents must have their username and password information to be able to log onto the system to utilize this feature.

- **Media Center**
  The Library Media Center contains a wide variety of books and other material to help students succeed at Haysville West Middle School. There are materials that can be used for assignments and for personal recreational reading.
  Students come to the Media Center each week at a regularly scheduled time with their language arts teacher. Students may come at other times with permission from their classroom teacher. A student identification card is required when they check out material. Students will not be able to use their card if it is defaced so that their photo is not recognizable, or so that the barcode cannot be scanned. The Library Media Center does not charge fines for late books, however, students will be charged for any material that is lost or damaged. Students are responsible for everything that is checked out on their ID card - students should not check out books for others. Students may have three items checked out at a time. Books from the general collection are usually due back in two weeks. Back issues of magazines may be checked out for three days. One magazine may be checked out at a time. During breaks, magazines may not be checked out. If students are sent to the Library Media Center by themselves, or in a small group, they MUST have their agenda or a pass which is signed by their teacher, and which has the time that they left the classroom. When students arrive in the Library Media Center, they should stop by the counter and have their pass initialed by a member of the Library Media Center staff, or a student aide.

- **Medications**
  Prescribed and/or over the counter medication is given at school only upon written request from both the lawful custodianand the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated.

- **Parent/Teacher Conferences**
  Please refer to the district's school calendar for the fall and spring conference schedules.

- **Personal Property**
  Students should not bring personal items such as; laser pointers, wallet chains, digital cameras, radios, skateboards, roller blades, or electronic games to school unless they have been requested by a teacher and are a useful part of their class work**.** Cell phones are not necessary for educational purposes. Cell phones should not be heard or seen while at school. This list is not meant to be all inclusive and additional items of concern will be dealt with on an individual basis by the principal. **The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds. Use of electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in sexual or racial harassment, or classroom cheating may result in suspension and/or expulsion from school**.

- **Physical Education**
  Requirements for all students participating in Physical Education classes will be as follows: All 7th and 8th grade students enrolled in P.E. need to have a school issued uniform. Due to safety concerns, athletic type shoes need to be worn and worn properly at all times. Effective use of daily deodorant

is suggested for good personal hygiene. If any middle schoolstudent is unable to participate in gym class because of an illness or accident, a parent's note will beacceptable for only one day. After the first day, a doctor's note will be required for the student to be given permission not to participate. An alternative assignment may be given to the student to complete for points, if parent or doctor notes are given to the teacher.

- **Promotion & Retention**
  The HWMS staff assumes the responsibility for designing and providing the educational plan for each and every student enrolled at HWMS. Included with this responsibility is the need to either "promote" or "retain" individual students for the following school year. Students shall be required to successfully complete these requirements:
  1. **Three of the four core classes** (language arts, math, science, and social studies), and
  2. **Four of the Six electives*** enrolled in for the school year.

  If the above criteria are not met, successful completion in six of the seven classes, the student will not be considered for promotion and will be scheduled for retention in the next school year. Guided study period will not be a graded consideration for promotion and/or retention purposes. Summer school may be an option offered for a fee. **Eighth grade students who have not met the requirements to be promoted to the 9th grade or who have outstanding obligations/fees will not be allowed to participate in the 8th grade recognition/promotion night.**

- **School Resource Officer**
  The SRO is a full-time law enforcement officer who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:
  - Positive Role Model – for children who are not exposed to many such role models in today's society.
  - A Law-Related Teacher – who can provide class length presentations on various topics.
  - A Resource - acting as a link to support services in and out of the school setting.
  - An Advisor - providing guidance regarding law enforcement questions.
  - A Law Enforcement Officer – whose primary purpose is to "keep the peace."

- **School Violence Hotline**
  The State of Kansas, in conjunction with all local Kansas schools, has established a statewide school safety hotline. The hotline will be staffed by the Kansas Highway Patrol and is designed to allow students or parents to report impending school violence. The caller will be interviewed over the phone, and all information will be forwarded to the local police. It is important to remember that the phone calls are directed to the Kansas Highway Patrol and must be legitimate in nature. The hotline number is: **1-877-626-8203.**

- **Student Relations**
  Students are expected not to show their affection to others while on school premises. These behaviors are not appropriate for the educational environment. This includes school sponsored activities.

- **Tardiness to Class**
  Students may be counted tardy if they are not in their assigned seat by the beginning time for class. Tardies to class will be recorded by the classroom instructor. Consequences for tardies will be assigned according to the number of incidents recorded by the classroom teacher and may include ALC or detentions. Any student more than 10 minutes late to class will be counted as absent, and may subsequently be counted as truant.

- **Telephone Use**
  In the event of an emergency, to be determined by the administration, it is possible that your child may be called out of class; however, the preferred means of communication would be a message to be delivered to your child through the office. HWMS will not impede the educational process and call your child out of class to take a telephone call. The telephones at Haysville West Middle School are for business purposes only.

- **Visitors**
  All visitors to HWMS must check in at the office and register for a visitor badge.

- **Weather**
  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.

HWMS Behavior & Discipline Policy

- **School-wide Discipline Plan**
  All student conduct expectations noted in this section apply to students while they are on school district property and at any school sponsored activity, including those contests being held at another school. The HWMS discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents while grounded in the philosophy of Positive Behavior Intervention Support (PBIS) system. The primary purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching are maximized. As this primary purpose is accomplished through procedures that support a positive atmosphere, the staff of HWMS teaches and models the expected behaviors. Students have the responsibility to respect other students and the HWMS staff, to comply with school and classroom rules and policies, and be ready to accept the consequences of their actions if they violate these rules or policies. Adults should serve as positive role models. It is their duty to objectively determine accurate facts in discipline situations and listen attentively to students before administering disciplinary measures. HWMS students are rewarded through the PBIS program for demonstrating the expected behaviors throughout the building.

  The foundation of PBIS (Positive Behavior Interventions and Supports) is to
  define, **teach**, and **support** appropriate student behaviors in order to create a
  more positive school environment. These definitions, teachings, and supports must be consistent throughout the entire building. Our district chose the acronym P.R.I.D.E. (Preparation, Respect, Integrity, Discipline, Excellence) to help focus our efforts in teaching appropriate social and academic behaviors. Each building was then given the challenge to determine what PRIDE looked like in specific areas of their own buildings. PRIDE at HWMS:

	P	R	I	D	E
HALLWAY	• Have appropriate materials • Be to class on time	• Demonstrate proper manners • Respect ALL authority	• Do what is right even when no one is watching • Be honest and sincere	• Control hands, mouth, & feet	• Keep hallways clean and orderly
CAFETERIA	• Stand quietly in designated line • Make meal selections quickly • Have ID or money ready	• Demonstrate proper manners • Respect ALL authority	• Clean up all messes and throw away all trash • Be honest and sincere	• Control hands, mouth, & feet • Sit at assigned table • Once seated, stay seated	• Keep cafeteria clean, quiet, and orderly
CLASSROOM	• Have Appropriate materials • Be to class on time	• Demonstrate proper manners • Be respectful to staff & other students	• Do what is right even when no one is watching • Be honest and sincere	• Control hands, mouth, & feet • Be an active learner	• Do your very best!

- **Student Conduct**
  A basic right of each student is the right to learn without interference by the behavior of another student. Every student has the basic right to study, receive instruction, and learn, without interference from others. Students who disrupt the learning of others will not be tolerated.
  Basic expectations for **ALL** staff and students of HWMS include:
  Pride – Respect – Integrity – Discipline - Excellence
  Substitute teachers are guests at Haysville West Middle School and are to be treated with the same respect as the regular classroom instructor.

- **Alternative Learning Center (ALC)**
  Placement of students into ALC has been designed for students who have violated policies to the extent that exclusion or suspension from regular classes and extracurricular activities is warranted. The purpose of the ALC placement is to minimize the loss of academic learning during exclusion or suspension.
  Student behavior that is unacceptable while in ALC will result in an out-of- school suspension.

- **Bullying**
  As defined by the State of Kansas, bullying is an intentional act that is severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment. HWMS prohibits acts of bullying. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and school's ability to educate students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff, students, and volunteers. Bullying is repeated intentional or harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves an imbalance of power where a bully targets a student who has difficulty defending him or herself.

  Bullying behavior can take place person to person, with the use of another person, or utilizing technology. Consequences for a student who commits an act, or acts, of bullying shall be unique to the individual incident and will vary in method of severity according to the nature of the behavior. Punitive measures shall be designed to: correct the problem behavior; prevent future occurrences of the behavior; and protect the victim/target of the act. Consequences may include, but are not limited to, the following examples:

  - ADMONISHMENT
  - TEMPORARY REMOVAL FROM THE CLASSROOM
  - LOSS OF PRIVILEGES
  - CLASSROOM OR ADMINISTRATIVE DETENTION
  - IN-SCHOOL SUSPENSION (ALC)
  - OUT-OF-SCHOOL SUSPENSION
  - EXPULSION
  - LEGAL ACTION

- **Classroom Disruptions – Positive Behavior Intervention Strategies (PBIS)** If as a parent or student you are aware of a situation where the learning environment in the classroom is not productive, please contact your school administrator. Each classroom teacher will establish expectations that will be enforced within their classroom. Students who choose to disrupt the learning environment within the classroom will be dealt with in the following manner:
  - **Major Disruptions**: This type of disruption will be referred to the ALC (Alternative Learning Center) room with a "Discipline-Slip". Consequences for these behaviors could include conferencing with the student and in many cases the parent, in-school suspension, out-of-school suspension, and out- of-school suspension with a due process hearing scheduled. The consequences at this level will be at the discretion of the administrator. The classroom teacher will make contact with the home for each "Discipline- Slip" that they write.
  - **Minor - Repetitive Disruptions**: These are the behaviors, which continually diminish the quality of education in the classroom. The teacher will document the student behaviors and the strategies that he/she has used to correct them. The teacher will determine when it is appropriate to schedule a conference with the student to determine future expectations for the student in the classroom. The teacher will notify the parent of the problem and let him/her know that future problems will result in a teacher assigned in-school suspension from his/her classroom. Should an in-school suspension be enforced, a conference will be held during the time of the suspension to establish a probation procedure to be followed for the remainder of the class. Please note that this conference will be held during the school day. The parties to be present during this conference will include the student, parent/guardian, teacher, and administrator. A contract will be written during this conference which outlines future consequences for the student disrupting the classroom.

Students will start over on classroom discipline every semester. Students who reached the "step" levels on the behavior management form during the first semester will have a reduced number of incidents allowed during the second semester.

- **Damage of School Property**
  Vandalism, defacing, or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated in any act of vandalism and, where warranted, charges may be filed with the Police Department. The justifiable value of school property lost, damaged or destroyed by a student will be charged to that student.

- **Fighting and Hazing**
  No student shall conspire to commit any act that injures, degrades or disgraces a fellow student. Violation will result in an automatic suspension.

- **Gang Related Issues**
  No student on or about school property or at any school activity shall wear, possess, use, distribute, produce, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in a gang. Any wearing of apparel which, in the opinion of administration, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to the following disciplinary action.
  1st Offense - Warning
  2nd Offense - 1-3 days of ALC
  3rd Offense - 1-3 days Out of School Suspension
  Further violation will result in out of school suspension and possible expulsion hearing.

- **Inappropriate Language**
  Inappropriate language has no place in or around an educational institution. This type of behavior can bring nothing but discredit to the school and the individual. The use of inappropriate language and/or profanity will result in disciplinary action, which may include in-school and/or out-of-school suspension(s).

- **Narcotics, Alcoholic Beverages, and Stimulant Drugs - BOE Policy (JCDA-R)**
  A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:
  - On the school grounds during, immediately before or immediately after school hours.
  - On the school grounds at any other time when the school is being used by any school group.
  - Off the school grounds at a school activity, function, or event.

  Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. In all cases where students are suspected of unlawfully using or possessing drugs or narcotics on the school premises, the building principal shall conduct an investigation to ascertain any available facts. Upon the finding of any facts that support a reasonable belief that the suspicions are warranted, the principal shall immediately suspend the student(s) from school for a period of five (5) days. Such suspension shall be administered in accordance with the policies of the board of education. The proper law enforcement authorities shall be notified of the drug or narcotic violation.

- **Racial Harassment - BOE Policy (GAACA & JGECA)**
  District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially harass another

student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Racial harassment shall include, but not be limited to:

- Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the recipient.
- Harassing conduct (e.g., physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
- Treatment, which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.
- Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the recipient.
- Harassing conduct (e.g., physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
- Treatment, which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her principal, counselor, or another certified staff member. Initiation of a racial harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

- In general, incidents of racial harassment shall result in:
- 1st offense - warning
- 2nd offense - 1 day in-school suspension
- 3rd offense - 3 day out of school suspension
- 4th offense - 5 day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion

It should be noted that the step process could be jumped at any time based upon the seriousness of the offense and the need for immediate action to prevent further incidents of harassment.

- **Repeated Violations of School Rules**

  Students may be placed in ALC, suspended, or expelled from school for repeated violations of school rules. Every attempt will be made to work with the student, staff, administration, and parents to create a solution before taking these disciplinary actions.

- **Sexual Harassment - BOE Policy (GAAC & JGEC)**
  District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.
  Sexual harassment shall include, but not be limited to:
  - Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse.
  - Subtle pressure or requests for sexual activity.
  - Creating a hostile school environment, including the use of innuendoes or overt or implied threats.
  - Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body.
  - Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity.
  - Sexual assault or battery as defined by current law.

  Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

- **Suspension and Expulsion: Kansas Law 72-8901 (summary)**
  The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:
  - Willful violation of any published, adopted student conduct regulation.
  - Conduct, which substantially disrupts, impedes, or interferes with school operation.
  - Conduct which endangers the safety or substantially impinges upon or invades the right of others.
  - Conduct which constitutes the commission of a felony.
  - Conduct which constitutes the commission of a misdemeanor.
  - Disobedience of an order of a school authority if the disobedience could reasonably be anticipated to result in disorder, disruption, or interference with school operation or substantial and material impingement upon or invasion of the rights of others.

  The following violations may result in a short-term suspension, a long-term suspension, expulsion or other disciplinary measures:
  - Use or possession of tobacco products.
  - Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia.
  - Disrespect, intimidation or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
  - Fighting.
  - Vandalism and destruction of property.
  - Discharging or possession of fireworks, explosive devices, other incendiary devices, or

simulations thereof.

- Throwing food, containers, utensils or other items.
- Inappropriate use of fire alarms.
- Possession or use of matches or lighters.
- Setting or attempting to set any fires.
- Use of inappropriate language or inappropriate language directed toward any staff members.
- Committing an act that is dangerous or potentially dangerous to students or staff members.
- Stealing or possession of stolen items.
- Repeated violations of school policies.
- Carrying or possessing a weapon or simulation of a weapon on USD #261 property or at any school-sponsored activity.
- The use of a weapon or simulation of a weapon on USD #261 property or at any school sponsored activity with the intent of harassment, intimidation or defense.
- Participation in any student strike, walkout and/or student demonstration will result in out-of-school suspension.
- Computer violations.
- Assault and/or battery to another student or a staff member.
- Terroristic threats.

This list is **not intended to be all-inclusive**. Acts outside of this list will be handled on an individual basis.

Students who are suspended or expelled cannot be on school property or at school activities. During the time of suspension or expulsion, violation of this policy will be considered criminal trespassing and will be handled by the police department. Students who are placed on long-term suspension during the first semester will automatically be placed on a disciplinary probation during the second semester.

- **Thefts**
  Any student who steals materials from the classroom, from other students, or who obtains money or other valuables by force or threat of force, will be
  subject to removal from classes and a disciplinary conference with the administration to determine appropriate action taken in each case. Theft may be treated as a crime according to State Law.

- **Tobacco Products, Possession Of, or Use Of - BOE Policy (GAOC & JCDAA)**
  The use of tobacco products is prohibited at all times in or on all district owned or leased personal or real property. At no time are students permitted to possess or use tobacco products on school property. Students participating in school sponsored activities, regardless of the location, are prohibited from the possession or use of tobacco products. Students are not to carry lighters or matches at any time. If any of these products are displayed, they will be asked for and confiscated. The use and/or the possession of tobacco could warrant a parent contact, police contact, potential for ticket from the Haysville Police Department, and a suspension.

- **Weapons - BOE Policy (JCDBB)**
  A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school- sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to Social Rehabilitation Services or the Commissioner of Juvenile Justice.

This handbook has been prepared to enable students and their parents or guardians to know and understand the procedures, policies, and regulations of Haysville West Middle School. It is not intended to be an all-inclusive listing of rules and regulations.* ***Items that fall outside those listed in this handbook will be handled at administrative discretion**. To the best of our ability, every effort will be made to recognize the human dignity and worth of each individual student attending Haysville West Middle School.*

**It is the responsibility of each student/parent to become familiar with the contents of this handbook. This handbook can be accessed online at www.usd261.com and go to the Haysville West Middle School link.*

Preparation

Respect

Integrity

Discipline

Excellence