Haysville West Middle School

"Home of the Gorillas"

Nicki McMullin - Principal
Judith Morales - Asst. Principal
Robbie Wright - Asst. Principal / A.D.



Name: _____

2026-2027 Student Agenda

STUDENT LOG IN INFORMATION PAGE

Student Bar Code Label

Kite State Assessment Log-In

Google/Clever/PowerSchool Log-In

UN: _____@usd261.com

PW: _____

HWMS ATTENDANCE MATTERS!			
IF YOU MISS:	THAT EQUALS:	WHICH IS:	OVER YOUR SCHOOL CAREER:
1 DAY EVERY 2 WEEKS →	20 DAYS PER YEAR →	4 WEEKS PER YEAR →	ALMOST 1.5 YEARS
1 DAY PER WEEK →	40 DAYS PER YEAR →	8 WEEKS PER YEAR →	OVER 2.5 YEARS
2 DAYS PER WEEK →	80 DAYS PER YEAR →	16 WEEKS PER YEAR →	OVER 5 YEARS
3 DAYS PER WEEK →	120 DAYS PER YEAR →	24 WEEKS PER YEAR →	ALMOST 8 YEARS

988
SUICIDE & CRISIS LIFELINE

If you or someone you know needs support now,
CALL OR TEXT: 988
CHAT: 988lifeline.org

Talk with us.



SPEAK UP
SEE SOMETHING SAY SOMETHING

Speak Up, is a 100% anonymous tip program coordinated through Haysville Public Schools and in partnership with the Crime Stoppers of Wichita and Sedgwick County.

SCAN QR CODE TO:

Submit a Tip

GET IT ON Google Play

Download on the App Store

How Do I Submit a Tip?

1) Download the free P3 Tips app from the App Store or Google Play.
2) Call (316) 267-2111.
3) Go to usd261.com/district/speakup or scan the QR Code below

Parents' Page - 2026-2027
(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 - nmcmulli@usd261.com
Judith Morales - Assistant Principal - jmorales@usd261.com
Robbie Wright - Assistant Principal/Athletic Director - rwright@usd261.com

Counseling Department:
Shelly Swearingen - Counselor - sswearingen@usd261.com
Stacy Parks - Counselor - sparks@usd261.com
Jessica Quinn - School Psychologist - jquinn@usd261.com
Kristin Bearup - Social Work - kbearup@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:
www.usd261.com/HWMS/

GENERAL POLICIES

- **Absences**

Parents will be held responsible for contacting the school by telephone within 24 hours of an 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.

USD 261 Board Policy: Absences & Excuses (JBD)
Attending school every day will help children as they progress through their academic careers. Helping your child get to school on time every day is an important way you can promote your child's academic success. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school (see statute below).

K.S.A. 72-3121 (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 school attendance of such child.*

Chronic Absenteeism: According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Excused/Unexcused Absences
The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School: A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence: Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

K.S.A. 72-3121 (d) (1): *Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.*

USD 261 Excessive Absence/Truancy Procedure	
Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive (in a row) unexcused absences	Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF or District Attorney.
5 unexcused absences per semester	Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF or District Attorney.
7 unexcused absences per year	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF or District Attorney.
10 excused or unexcused absences	A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences.

Vacations: All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments: To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

School Sponsored Activities: All absences which result from students participating in school sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class: An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

- **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.
- Submit 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 April 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; inappropriate usage of AI; 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 email, 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 email, 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 under Parents & Students 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 crises 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.

  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.

- **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. Students absent from school the day of the dance, will not be able to attend the dance.

- **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 yearbooks, 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 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.

- **Distribution of Grade Cards**

  Grade cards are issued after each 9 week grading period. Grade cards will be distributed to students during the week immediately following the conclusion of grading periods. The fourth nine weeks' grade cards will be mailed at the conclusion of the school year.

- **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 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 beverages, drug advertisements, associated with gang involvement, or racially motivated issues are all considered inappropriate for school dress.
  - Face/Body 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 undergarments is not acceptable.
  - Common sense and good judgment is to prevail in all modes of dress.
  - For safety purposes, shoes that contain wheels are not acceptable.
  - 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.

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 shall be subject to consequences at the discretion of administration.

- **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.

- **English Speakers of Other Languages (ESOL) Program:** The goal of ESOL services at Haysville USD 261 is to provide support for qualifying students to attain grade-level content standards while increasing their ability to listen, speak, read, and write English.
  - **What is ESOL?**
    - ESOL stands for English for Speakers of Other Languages, ESOL teaches academic language skills to support students' success in the classroom.
    - ESOL curriculum is aligned with the grade-level reading/language arts curriculum.
    - ESOL teachers meet regularly with grade-level teams and/or classroom teachers to ensure that ESOL services support and supplement content taught in the classroom.
    - The ESOL program provides instruction in reading, writing, listening, and speaking academic English to build Cognitive Academic Language Proficiency (CALP).
  - **Who is eligible?**
    - Federal law requires all parents to complete a home language survey. Anytime there is another language spoken in the student's life, the student will be assessed to determine eligibility for ESOL services. The language assessment will determine the language support needed for each ESOL student. Parents/Guardians are notified and the student begins ESOL support. Haysville USD 261 wants to see all students succeed in their education with our help.
  - **ESOL services can be provided in the following way:**
    - Students may be pulled out during school-wide scheduled intervention times to receive small group instruction.
    - Classroom teachers who are ESOL certified provide modifications in the classroom.
    - ESOL paraprofessional support may be provided to students in/out of the classroom.
    - During core subjects, the ESOL teacher may work in the classroom to co-teach.
    - High school students may enroll in ESL English and Survival Skills classes for course credits.

- **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 present 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 complete any unfinished work.

- **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 prescribed medication in the original container, **ONLY** with a medication form or order signed by the physician and parents' written consent. Short-term prescription medications, such as eye drops and oral antibiotics, may be given without a physician's order, provided the

medication label contains all necessary student identifiers and dosing directions. Over the counter medications may be given per package instructions with parental written consent. Medications must be in original packaging. Dosing that exceeds package instructions requires a physician order. Aspirin and homeopathic medication may not be given without a physician order. Medication forms are available on the USD 261 website and 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**
  Students are expected to have their student IDs on them at all times. 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 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.

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.

- **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. 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.

- **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 present 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 shall be subject to consequences at the discretion of administration**.

- **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 school student is unable to participate in gym class because of an illness or accident, a parent's note will be acceptable 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.

- **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 the classroom before the bell rings for the start of 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, detentions, or consequences at the discretion of administration.

- **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 communicated through our local media outlets, school website (https://www.usd261.com) and our automated parent notification system. Please make sure your PowerSchool account is updated regularly to ensure accuracy.

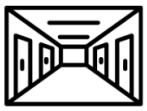
HWMS Behavior & Discipline Policy

- **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:

SHOW HWMS P.R.I.D.E.

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

Preparation-Respect-Integrity-Discipline-Excellence

- **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: Preparation – 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. Violations of student conduct may result in consequences subject to the discretion of administration.

- **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 shall be subject to the discretion of administration.

- **Classroom Disruptions –** Each classroom teacher will establish expectations that will be enforced within their classroom. Students who choose to disrupt the learning environment may be dealt with in the following manner:
  - **Office Discipline Referral (ODR) -** Students who receive an ODR may be sent to ALC for violating school and/or classroom expectations. Consequences for these behaviors may include conferencing with the student and/or parent, in-school suspension, or out-of-school suspension. The consequences at this level will be at the discretion of the administrator.

- **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.

- **Drug-Free Schools (Board Policy JDDA)**
  Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

  Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

    - 1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
    - 2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
    - 3. Used, if at all, in accordance with label directions.

  <u>Student Conduct</u>

  As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

  Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to suspension and/or expulsion.

  Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

  A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

- **Fighting and Hazing**
  No student shall commit or conspire to commit any act that injures, degrades or disgraces a fellow student. Consequences shall be subject to the discretion of administration.

- **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 consequences at the discretion of the administrator.

- **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 subject to the discretion of administration.

- **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, consequences for incidents of racial harassment will be at the discretion of the administrator.

- **Recording: Concealed Observations - Board Policy (KGB)**
  Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes. In general, consequences for incidents of recording will be at the discretion of the administrator.

  Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

  Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

- **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 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 consequences at the discretion of administration. Theft may be treated as a crime according to State Law.

- **Tobacco-Free School Grounds for Students/Staff/Visitors - BOE Policy (GAOC & JCDAA & KMA)**

  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