

MISSION

The Lakewood staff, in partnership with the community, will educate students to their highest potential academically, technologically, and socially within a safe, respectful environment.

Student Handbook 2009-2010

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1135 Lakewood Circle
Salina, Kansas
67401

Telephone: (785) 309-4000

This Middle School Agenda belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____ Prime Time _____

Notice of Nondiscrimination

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Deputy Superintendent, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

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All students are required to have their Agenda with them daily in ALL CLASSES. If lost, replacement cost will be \$2.00. Teachers will check Agendas regularly for assignments; therefore it is important to keep the recording of assignments up to date. **The Agenda will also be used by students as a hallway pass to leave class, will contain each student's library bar code, and internet license -- good reasons to always carry the Agenda.**

WELCOME

The faculty and staff at Lakewood welcome all of you to a new school year. We feel we have a fine school and an outstanding educational program for you. You need to get to know all of us and take part in the activities that are available for you. During this year, you will grow in many ways, which will help you in your future. We hope you enjoy your year here and make a place for yourself in our LAKEWOOD community.

Remember that your success during this year will depend on how much effort you put into each day. Lakewood will be as good as you make it.

BELL SCHEDULE

7th & 8th Grade

7:25	Entry Bell
7:33	Warning Bell
7:35 - 8:25	First Hour
8:29 - 9:15	Second Hour
9:19 - 10:06	Third Hour
10:10 -10:57	Fourth Hour
11:01 -11:49	Fifth Hour
11:53 - 1:14	"Lunch" Sixth Hour
1:18 -2:06	Seventh Hour
2:10 -2:30	Prime Time/MIRP

6th Grade

7:25	Entry Bell
7:33	Warning Bell
7:35 - 8:25	First Hour
8:29 - 9:15	Second Hour
9:19 - 10:04	Third Hour
10:08 - 10:53	Fourth Hour
10:57 - 12:03	*Lunch* Fifth Hour
12:07 - 12:52	Sixth Hour
12:56 - 1:41	Seventh Hour
1:45 - 2:30	Eighth Hour
2:34 - 3:19	Ninth Hour

The school day begins at 7:35 a.m. Students arriving earlier must report directly to the cafeteria or wait in the main gym. The building should be cleared by 2:40 unless a student has a conference or detention time assigned.

START OFF ON THE RIGHT FOOT . . .

Classroom conduct is an important factor in student success at school. Student classroom responsibilities are:

1. To be present.
2. To be on time and prepared.
3. To be courteous, respectful and attentive.

4. To complete all assignments on time.
5. To participate in class discussions and activities.
6. To follow classroom rules.

APPLICATION OF STUDENT RULES

All rules and policies set out in the student handbook shall apply to the school building and grounds and to all school-sponsored activities.

DAILY PROCEDURES

1. Lakewood Middle School students will show respect for school property, self, and others. Students will be expected to treat ALL students and staff members respectfully. Behavior expectations are extended to school sponsored activities also.
2. Running in the hallways or on the sidewalks around the building is prohibited. If students walk on the right side of the hallway when possible, traffic will move more smoothly and much more quickly.
3. Under NO circumstances is a student permitted to leave school for any reason whatsoever without first checking out through the office.
4. Students should check with the office before bringing a guest to school.
5. Gym bags, book bags and backpacks may not be carried to individual classes.
6. Coats will not be worn to classes. They should be left in the student's locker.
7. Students must always use the intersection crosswalk when crossing the street.
8. Passenger loading zones are designated around the Lakewood Building. These areas should be used when loading and unloading.
9. Every classroom has reasonable rules. The administration will support these rules.

ATTENDANCE POLICIES

Kansas Compulsory Attendance law requires middle school students to attend school on a regular basis. Regular attendance is essential to make progress in school.

ABSENCE PROCEDURE:

- **The parent or guardian must contact the school office before 8:00 a.m. if the student will be absent.** Messages can be left on the school's answering machine during non-school hours. Please call the school at 309-4000.
- If the student is not in attendance and the school has not received parent/guardian notification, the absence will be recorded as unexcused.
- For the safety of the student, an attempt will be made to contact the parent.
- If the school initiates this contact, the absence will still be recorded as unexcused.
- Notes will not be accepted.

All absences will be recorded as excused or unexcused. The following are valid reasons for excused absences: personal illness, family illness, death in the family or of friends, doctor/dental/counseling appointments, court proceedings and religious observances. Please bring back appropriate verification from any medical or legal appointment.

Parents must consult with and receive prior approval from the building principal to receive an exception to the above-approved reasons for absence.

If you know in advance that you are going to be absent, have your parents call the school office several days prior to the absences. You will be given a form that explains your absence and allows you to make arrangements for assignments that will be missed. Every attempt should be made to complete the work prior to the absences. If the work is not turned in prior to the absence, a due date will be established, as per school policy, so full credit can be received for the completed work. If advance arrangements are not made, the absence will be considered unexcused.

Unexcused absences will be reported to parents or guardians. All work for unexcused absences will be graded and reduced 20%. On or before the fifth unexcused absence in a semester, a parent conference will be held. Continued attendance problems will result in a referral to the Salina Truancy Review Board.

TRUANCY REPORTS: According to Kansas Compulsory Attendance Law, when a student has unexcused absences on **3** consecutive school days or **5** school days in a semester or **7** school days in a school year, whichever occurs first, a report of truancy will be made to the County Attorney for legal action.

MAKE-UP WORK: All schoolwork missed may be made up without penalty following an excused absence. Two days are allowed to make up work for each day of absence.

TARDIES: Tardies will be recorded and monitored. Students who arrive late must report directly to the office. After 60 minutes, the child's tardy will be recorded as an unexcused absence.

Each student is allowed three (3) "free" tardies to school 1st hour per semester. On the 4th and 5th tardies to 1st hour, the student will receive a 30 minute office detention. On 6+ tardies to 1st hour, the student will receive a 60 minute office detention per tardy. In addition, a parent conference may be held as well as additional administrative consequences.

If a student arrives at school after 8:35 a.m., it will be counted as an absence, not a tardy. This means that your parent or guardian must call the office to excuse the absence.

Tardies to all other classes will be handled by the teachers, and detention time may be assigned.

ACTIVITY PARTICIPATION: When students participate in school sponsored activities it is the responsibility of the student to contact their teachers regarding assignments the day before they are going to miss class for the school activity. All work shall be turned in during the next session of that class.

A student absent from school may not practice or participate on that day unless:

1. He/she is in attendance by 10:00 a.m. or
2. Permission is granted by the principal

ON-LINE GRADES

A parent may view his/her student's grades on-line by contacting the school registrar at 309-4006 for instructions and the password to access grades.

GRADE CARDS

Grade cards for each student will be distributed quarterly.

The final grade card will be mailed to the student's home within two weeks after school is out.

Parents are encouraged to go over each grade card, and if they have any questions, to call the school.

Progress reports are sent home midway through each nine-week period. Progress reports serve as an early warning signal for developing problems or let a parent know a student is succeeding.

USD 305 GRADING SCALE: The Salina Board of Education has adopted a standardized grading scale for all schools in the district. Grades will be determined according to the following scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
Below 59 = F

HONOR ROLL: An Honor Roll will be prepared at the end of each semester based upon a 3.0 average with no failing grades.

Our school participates in the President's Academic Excellence Program for eighth grade students who meet specific requirements.

PROMOTION AND RETENTION

The following guidelines will be observed for the promotion of students in the secondary schools. In order to enter the next grade, a student must meet the following criteria:

A student must receive a minimum of at least a D average, 1.0 grade point average, in all subjects with no more than one F in any subject.

Students not achieving this minimal standard shall be required to successfully complete summer school

or an appropriate alternative approved by the district.

The final decision in any case pertaining to acceleration, promotion, or retention shall rest with the appropriate building principal.

GUIDANCE AND COUNSELING

The guidance counselors are here to help you with any of your concerns or problems. If you find your school work too hard, your grades too low, or you want to talk about your educational goals or personal problems make an appointment to visit your counselor.

Parents are urged to call the Counseling Center for any guidance or counseling concerns.

SCHOOL SAFETY

A safe place for learning is of the utmost importance to the schools in Salina USD 305. The schools must have the support and cooperation of students and parents to keep our schools safe. Disruptive behavior, threats, and weapons will not be tolerated and may have serious consequences, as spelled out in district policy.

REPORTING SAFETY CONCERNS – When students have a concern about safety at school or knowledge of an unsafe situation, they must report it at once to the principal, a teacher, or other staff member. **Failure to report may have serious consequences up to and including expulsion.**

HOTLINE PHONE NUMBERS -- USD 305 middle and high schools each have a CRIME STOPPERS hotline for anonymous tips about crime and threats of violence. Lakewood's CRIME STOPPER number is 309-4040.

The Kansas Legislature has also established a statewide school safety hotline to encourage Kansas students to report threats of school violence.

The *Kansas School Safety Hotline* number is **1-877- 626-8203** and is staffed by the Kansas Highway Patrol.

THREATS OF VIOLENCE – All threats (verbal, written, or physical) will be taken seriously by school personnel and each and every threat will carry a consequence. Parents need to impress upon students that no threat is “just joking” and no threat will be ignored. (1) All threats should be reported to school staff immediately. (2) Administration and staff will investigate to determine the seriousness and circumstances surrounding the threat. (3) Any necessary disciplinary action will follow district policy, and may include notification of parents and law enforcement officials.

CRISIS MANAGEMENT – Keeping students safe while at school is a priority. The Salina Public Schools have a Crisis Management Plan in the event of natural disasters or other emergency situations. The staff at each school is to review their plan annually and should know procedures and their responsibilities in the event of an emergency.

ACTIVITY TICKETS

A student activity ticket costs \$25.00 including tax. A parent activity ticket costs \$25.00. That covers admission costs to all home middle school athletic events. The student activity ticket includes a copy of the yearbook. The total value of these items would be approximately \$49.00. (Students must pay \$1.00 to attend each game if they do not have an activity ticket.) In case an activity ticket is lost, a duplicate ticket costs \$1.00.

ATHLETICS

Participation: All eligible seventh and eighth grade students are encouraged to try out for inter-scholastic athletics. Eighth grade girls' sports include volleyball, basketball, track, cheerleading, wrestling, and tennis. Eighth grade boys' sports include football, basketball, wrestling, cheerleading, track, and tennis. Seventh grade boys may participate in wrestling, track, cheerleading and tennis; and seventh grade girls may participate in track, wrestling, tennis and cheerleading.

All participants will furnish their own shoes and practice clothing. An athletic locker will be assigned to each

athlete to store clothing. The rest of the equipment is furnished by the athletic department.

A physical examination, parent-athlete responsibility acknowledgement form, insurance statement and a notarized emergency medical authorization form are required before a student may participate in an athletic or cheerleading practice. A Participation Fee must be paid. This is a one time, non-refundable charge per year that covers all activities. Limited insurance coverage is provided for students participating in Kansas State High School Activities Association approved activities. It is an excess coverage policy with \$25,000 deductible. It does not apply to intramural, physical education, or other school activities.

ELIGIBILITY

Students must be passing in five (5) subjects of unit weight on a bi-weekly basis. Monitoring will be on a weekly basis, but students will be allowed to continue to participate until being placed on the ineligible list for two consecutive weeks. Once removed from the list, a student would again have to be on the list two consecutive weeks before being withdrawn from competition.

Teachers must notify students when they are failing.
Teachers will submit a list of failing students to the office each week.
Activity supervisors will receive a list of failing students.

An ineligible student may not accompany team members on athletic trips, to contest or wear the school uniform.

A student must pass in five (5) credit classes the previous semester in order to be eligible the following semester.

Summer school classes will not apply towards eligibility for the following year.

BICYCLES

Safety requirements for bicycles at school:

1. Bicycles should not be ridden on the sidewalk. Upon arrival at the school the student should get off and walk their bike to the parking rack.
2. Bicycles should be parked in the racks provided. Bicycles should be locked in some way.
3. Bicycle identification or serial number should be recorded at home in case of loss or theft.
4. Bicycles should have a light and reflectors for safety in early morning darkness.
5. These rules also apply to scooters, skateboards, and roller blades.

BUS POLICIES

Bus riders should have received a handout of bus rules and procedures. Parent or guardian and student should read through and discuss those rules.

Expectations are:

Treat the bus driver and other students with respect and courtesy

Observe safety rules

However, if a problem occurs, students will be subject to the following:

1st offense: Conference, parent contact, warning. (Depending on the offense)

2nd offense: Conference, parent contact, removed from bus 1 week.

3rd offense: Conference, parent contact, removed from bus 2 weeks.

4th offense: Conference, parent contact, removed for remainder of year.

STUDENTS SHOULD BE SURE TO CARRY THEIR BUS PASS **DAILY**. THE BUS DRIVER MAY REQUIRE A STUDENT TO SHOW IT BEFORE ALLOWING HIM/HER TO RIDE THE BUS.

The bus loading and unloading zone is at the northeast side of the Lakewood building. A student should never step between buses for any reason.

EMERGENCY DRILLS

A serious emergency has never occurred at Lakewood Middle School. However, we certainly want to be ready if one should occur.

That means that we must take our fire and tornado drills seriously.

Each student should know how and where to exit each classroom and the building.

When the alarm or signal sounds, students must walk quickly to the assigned areas. Loud talking, laughing and pushing or shoving are inappropriate.

ELECTRONIC MAIL & INTERNET

Students may be provided the opportunity to access the Internet and electronic mail to connect with educational resources all over the world. Computer technology will help propel today's schools into the information age by allowing students and staff:

- * to use information sources from distant computers
- * to communicate with individuals or groups of other students and staff, and
- * significantly expand their knowledge base.

While the purpose of the school is to use Internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the Internet on school computers. Students are responsible for appropriate behavior when using school computers. The use of computers and access to the Internet is a privilege, not a right, and may be revoked by the school if abused.

CELL PHONES/ELECTRONIC DEVICES

In order to protect our learning environment, cell phones and other electronic devices including MP3 players, CD players, and radios are not to be seen at Lakewood Middle School during school hours.

When arriving at an entrance door to the school at the beginning of the day, students will turn off their cell phones/electronic devices and put these items in their pocket/bag/purse. Cell phones/electronic devices will remain turned off for the remainder of the school day.

Cell phones/electronic devices must be put in the student's locker before 1st hour and remain in the locker for the rest of the school day.

Students may remove their cell phone/electronic devices from their locker at the end of the day and use these items once they exit the school building. Students may use cell phone/electronic device for curricular purposes upon teacher request. If this is the case, the cell phone/electronic device must be retrieved at the beginning and returned to the locker at the end of that class period.

Students should never lend cell phones/electronic devices to each other. If a student is caught with someone else's cell phone, both students are in violation of this policy.

The school is not responsible for stolen, damaged, or lost cell phone/electronic devices brought on school property by students or families.

Violation of these rules and expectations may result in the consequences listed on the discipline chart

HALL PASSES

During class periods, students may go on legitimate errands such as to the office, to the nurse's office, or to the counseling center. The student's agenda contains hall passes. Staff members must sign, date, and record leaving and return times on all hall passes.

LIBRARY POLICIES

HOURS: The library is open from 7:05 a.m.-2:45 p.m. every school day. Students may use this time to

check out or return books, use reference materials, and use the technical resources.

PASSES: Students must have a library pass signed by the librarian or classroom teacher to use the library during class time. When entering the library, students must show the pass to the library staff and sign in on the clipboard on the counter. When leaving the library, students must have the pass signed and cross-out their name from the clipboard.

BAR CODES: Bar codes will be placed in agendas for students to check out library materials. Materials cannot be checked out unless the student has his/her agenda.

CHECKING AND LOAN PERIODS: Students may check out three (3) books for two (2) weeks at a time. Magazines may be checked out for 1 day. They must be returned before school the next day. Reference materials may not be checked out by students.

LOST OR DAMAGED BOOKS: The student will be expected to reimburse the library for any books or materials lost or damaged. Students with over-dues will not be able to check out any library materials until the items are returned or paid in full.

INTERNET LICENSE: Along with the bar code, each student who has a signed appropriate use policy form will get an Internet license to place in his/her planner. It should be displayed every time the student accesses the Internet.

LOCKERS

Each student will be assigned a locker. The school is lending the locker to students; therefore any locker may be inspected by school officials.

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employees.

Keep your locker combination to yourself! If you're the only one who knows it, then you're the only one who can open your locker!

If you have any trouble with opening your lock, please contact the assistant principal or a teacher.

PERIODIC LOCKER "CLEAN-OUTS" WILL OCCUR THROUGHOUT THE YEAR!

Students should plan trips to lockers carefully. It may not be practical to go to a locker after every class. Students may need to carry books and materials for several classes at a time.

LOST AND FOUND

1. Put your name or personal code on all items brought to school.
2. Take lost and found items to the office.
3. If an item is lost, please report it to the office immediately.
4. Report any lost text books to your classroom teacher.
5. Do not bring large amounts of money to school. Lost or stolen money is seldom recovered.

LUNCHES

Account Information:

Students will have a lunch account with a PIN number.

An initial minimum payment of two weeks is required. Larger payments are encouraged.

Lunch room procedure:

All students go to the lunch room during the assigned lunch period.

Students may bring a sack lunch or buy a hot lunch.

No candy or soft drinks are allowed.

Students remain seated at their class's assigned tables until dismissed.

Permission is required to leave the table or room.

Lunch room attendants will dismiss classes and monitor permission to leave tables.

Food cannot be removed from the lunchroom.

SCHOOL NURSE

If you become sick in school, you will need a hall pass to the nurse. Get one from your teacher. Our

school nurse is located in the main office.

If a student needs medication while at school, he/she must have a written "Permission For Medication" from their doctor and parent/guardian on file with the school nurse. This will then allow the nurse to assist the student with proper dosage. Medication must be kept in the office at all times, with the exception of prescribed inhalers which may be carried by the student, with proper authorization. This includes all non-prescription medications such as aspirin. There is a procedure that allows the school nurse and/or designee to administer a few over-the-counter medications up to 4 times per semester, provided a parent has signed the medication consent form. Students should never have any medication in their possession or in their lockers.

The complete policy on Administration of Medication is available from the office.

PHONE USAGE

A pay phone is located in the gym hallway for student use after school. The office and teacher phones require staff approval before student use. Parents may call the office and leave a message for their student.

PHYSICAL EDUCATION

P.E. is a required subject for all boys and girls. If you cannot physically participate in P.E., a parent note will be accepted for 1 day, anything beyond 1 day needs a note from your physician to give to the nurse.

A P.E. uniform consists of maroon shorts and gray T-shirt for 7th/8th grade students enrolled in P.E. class. Students are expected to have appropriate gym clothing to wear each day and will be issued a gym locker to store them in. A fee will be charged for lost padlocks. Sixth grade students do not wear a P.E. uniform.

BE SURE TO WRITE YOUR NAME WHERE IT CAN BE SEEN ON EACH ITEM OF P.E. CLOTHING!

If something is lost or stolen, it is much easier to find it if your name is visibly marked on it.

PLANTS AND ANIMALS IN THE SCHOOL

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Specific rules regarding the bringing of animals or plants to school must be agreed to before permission will be granted by the principal.

PRIME TIME-MIRP (MONITORED INDEPENDENT READING PRACTICE)

Prime Time is a time at the end of the school day for students to read a book and answer questions with their teacher. This is a structured period when students are expected to report to their Prime Time to read and be accountable for the time.

WEB-SITE DEVELOPMENT/USE

School web sites and home pages are maintained by the school site managers. All material must be academic, school or department related. No personal pages are allowed. Student pictures and names may only be published with the written and dated permission of the parent/guardian and will not include the student's address, phone number, e-mail address, or other identifying personal information. In the development of web site material, copyrighted material may not be published or down loaded without written permission of the owner. Original materials produced by students will not be posted on sites without permission of the student (parent/guardian).

Academic Honesty Policy

Salina Public Schools has established a high expectation for academic integrity. Academic dishonesty in any form will not be tolerated. Students who violate this standard will be subject to disciplinary procedures.

Communication of this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences as listed on the discipline chart.

SCHOOL CONDUCT

Respect: We expect students to be respectful toward fellow students, teachers, and other staff. Proper language, courtesy, good manners, and proper care are a part of showing respect to people and property.

Fighting: (including play fighting/boxing) is not appropriate and will not be tolerated. Any pushing, shoving, hitting, slapping, kicking, etc. will result in a detention or suspension. Profanity, lewd and obscene language and behavior, defacing property, possession of dangerous weapons, and abuse or misuse of privileges are not permitted.

Prohibited Substances: The use or possession of tobacco, alcoholic drink, or drugs is prohibited. These conduct rules apply in the building, on the school grounds, and at any school sponsored function.

Disruptive Personal Conduct: Personal conduct which disrupts or interferes with normal class procedures has no place in school.

STUDENT DRESS AND APPEARANCE

Students wearing inappropriate school clothing at any school function may, after contact has been made with the home, be sent home to change. Inappropriate clothing may be;

- A danger to physical health or safety of the student.
- A danger of physical harm to others.
- An obscene or indecent appearance.
- A distraction to the classroom.

Examples of inappropriate clothing include, but are not limited to:

- Exposed undergarments
- Cutoffs, boxer shorts, short shorts, pajama bottoms
- Short shirts and/ or skirts
- Halter tops, spaghetti straps, bare midriffs (gap between shirt and pants), swimwear
- Strapless garments
- Tank tops (low cut under the arms), or revealing side slit
- Low cut shirts, (no visible cleavage)
- See through shirts showing bras
- Huge pants that do not stay at natural waist line (must be belted up to natural waist)
- Accessories with spike or chains
- Students will not be allowed to wear hats except for medical reasons, religious observances, special events or other good cause as determined by the administration.
- Unnatural hair color as identified by an administrator
- Clothing with alcoholic, tobacco, or inappropriate printed messages
- House slippers, "skate" shoes, or
- Clothing with unnecessary holes.

The building administrator will have the final determination in whether student dress is inappropriate. Students wearing inappropriate school clothing will be required to change clothes or remove accessories. All class time missed will be unexcused.

GANGS

A group of students who initiate, advocate, or promote activities that threaten the safety, well being of persons, school property, or which disrupt school activities will not be tolerated.

The types of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

- A. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.
- B. Present a physical safety hazard to self, student, staff and other employees;
- C. Create an atmosphere in which a student, staff or other person's well-being, is hindered by undue

pressure, behavior, intimidation, overt gesture, or threat of violence; or
D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.
Violation will be handled according to Policy JCDA- Behavior Code.

HARASSMENT (SEXUAL AND RACIAL)

Harassment, sexual or racial, will not be tolerated in the school district. Harassment of students of the district by board members, administrators, staff members, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified staff member. Any report not made in good faith or made with malice is also a violation of these policies. Ask your building administrators for posted locations of the complete BOE policies (JGEC/JGECA) on Sexual and Racial Harassment.

BULLYING

A safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Everyone has a right to feel safe, valued and respected in the school environment.

A student is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more students, either personally or through electronic means. All victims of bullying and persons with knowledge of such behavior are encouraged to report the bullying immediately to the building principal, another administrator, a counselor, or another certified staff member. The school will promptly investigate all complaints of bullying and take prompt corrective action to end the behavior.

Any report not made in good faith or made with malice is also a violation of this policy. BOE Policy.JDDC

TOBACCO POLICY

The use and/or possession of tobacco products by all students is prohibited in school buildings at all times and on school grounds. See discipline chart for consequences for violation of this policy.

POSSESSION OF DANGEROUS WEAPONS

Any student who is found to have brought or to have been in possession of a dangerous weapon shall be expelled from school. Dangerous weapon means any article that is commonly used or is designed to inflict bodily harm. Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension or possible expulsion.

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified. This could be made on a case-by-case basis under the provision of Board Policy JDC. Students violating this policy shall be referred to the appropriate law enforcement agency (ies).

POLICY ON PROHIBITED SUBSTANCES

Students who sell, use, or are under the influence of or possess drugs or alcohol on school property will be detained immediately with the evidence. A school administrator will contact the Police Department and the student's parents. A short-term suspension (5 school days) will be imposed and a formal hearing will be scheduled, and the student may be subject to a long term suspension. In the event a long-term suspension is imposed, the student may be referred to the Alternative School. Prior to readmission to the student's regular school, or to the Alternative School, the student will be referred for a substance abuse evaluation to

an agency licensed for same by the State of Kansas and located in the City of Salina.

Failure to complete the required evaluation as scheduled will result in a hearing for a long-term suspension.

A list of available programs along with name and addresses of contact persons for the program is on file with the board clerk. Parents or student should contact the directors of the program to determine the cost and length of the program.

The provisions of this policy shall also apply to all USD 305-sponsored activities off the school grounds. In addition to the above policy, students who sell, use, or are under the influence of or possess (including the car) drugs or alcohol at a school dance or on school premises during, before, or after a dance will not be allowed to attend future dances for the remainder of that semester.

DETENTION TIME/ OFFICE ASSIGNED DETENTION TIME

Conferences or detentions are a regular part of our school day. If a student is assigned time and does not report, parent contact will be made and additional time or more serious discipline action may occur.

If more than one teacher assigns a student detention, the teacher who assigned the time first has priority. It will be the student's responsibility to show the second teacher a make-up pass that they have a prior detention period. The student will need to make arrangements to work out the conflict.

Office assigned detention time may be the result of not completing detention for a teacher or getting a referral to the office from a teacher. Detention time will be made up as assigned by the principal or assistant principal. Failure to complete office detention will result in additional time, or placement in ISS.

Detention Room Rules

1. A student must arrive before the assigned time, or he/she will not be allowed in; it will be reported as a "no show" and time can be doubled.
2. Students must have enough work with them to keep busy the entire time assigned. If not, time will be doubled.
3. After detention, students will not be allowed to go anywhere before leaving the building, not to the telephone, not to the locker, etc. Students must take everything with them that they want to take home.
4. Students may not re-enter the building following afternoon detention.
5. All students in detention will stay the full time.

ISS

The ISS (In-School Suspension) Program is primarily for students who have been suspended from the regular classroom setting.

Students assigned to ISS, are placed in an isolated area under strict supervision for the seven-period school day where schoolwork may be continued. Students displaying consistent behavior problems in a particular class may also be placed in ISS. Students placed in ISS will report to school at 8:30 a.m. and be excused at 3:30 p.m.

Students placed in ISS cannot attend or participate in school events. Any exception must have administrative approval.

OUT OF SCHOOL SUSPENSION DISCIPLINE GUIDELINES

Students given an out-of-school suspension are not to be at school, on the school grounds, or at a school-sponsored activity during the suspension period.

All homework must be completed during any out of school suspension will be graded and reduced 20%.

Repeated violation of school policy may result in suspension for the remainder of a semester or expulsion for a school year after a due process hearing.

PARENT NOTIFICATION

Written notification that a student has been suspended, in-school or out-of-school, shall be mailed to the parents or guardians within 24 hours of the suspension.

Lakewood Middle School PBIS
Major Discipline Definitions and Consequences

Behavior	Major	Consequence
Academic Dishonesty/ Plagiarism	Cheating or misrepresentation of one's work.; copying another's paper or test; copying from a book or internet source without citing work	1 st - Zero on assignment or test; parent/guardian contact 2 nd -Zero on assignment or test and detention; parent/guardian conference held 3 rd - 3 days ISS
Bullying/Harassment/ Intimidation/Threats	Causing emotional distress; name calling; verbal assault; spreading rumors	1 st – 3 days ISS 2 nd –3-5 days ISS
Cell Phones / Electronic Devices	Failure to be turn-off phone/ electronic device upon entering building; failure to place in lockers before 1 st hour;	1 st -Cell phone/ electronic device taken by staff member & taken to office. Student can pick up device at end of school day. 2 nd -Same as 1 st , but Parent/ guardian must pick up phone/ device. 3 rd -Same as 2 nd above and conference with administrator before picking up device; student is required to check in phone/ device in office each morning and pick it up at the end of the school day.
Cutting or Skipping Class	Intentionally and without permission failing to attend class	1 st – Detention 2 nd – 3 days ISS 3 rd – 5 days ISS
Defiance	Blatant or repeated refusal to comply with a reasonable request which creates an obvious disruption	1 st – Detention 2 nd – 3-5 days ISS
Disruption	Disorderly outburst, physical or verbal, which results in a disruption of learning environment or jeopardizes the safety of students/staff	1 st – Detention 2 nd - 1 day ISS 3 rd – 3-5 days ISS
Dress Code	Repeated violation of dress code policy	1 st - Conference; asked to change

		2 nd - Referral for Defiance
Indecent Acts	Socially unacceptable or vulgar behavior	1 st - 3 days ISS 2 nd - 5 days ISS 3 rd - 3 days OSS
Obscenity/Profanity/ Abusive language	Continued use of offensive, insulting or vulgar language directed at a person (swearing or cussing)	1 st - Detention 2 nd - 1 day ISS 3 rd - 3-5 days ISS
Property Damage/ Vandalism	Permanent or intentional damage to any property that does not belong to the individual.	1 st - 3 days ISS 2 nd – 5 days ISS
Public Display of Affection	Repeated, inappropriate contact of a sexual nature	1 st - Conference 2 nd - Parent/guardian contact 3 rd -referral for defiance
Tardies to School (three “free” per semester)	Arriving after 7:35 am	4 th & 5 th tardy- 30 minute office detention 6 th + tardy – 60 minutes office detention
Technology- Misuse of	Inappropriate use of technology and any violation of the Technology Use Agreement (including viewing or attempting to view inappropriate websites. Use of permissible technology without permission, including e-mail; use of computer for off task activities.	1 st - Conference 2 nd - Phone call home; restricted from internet use for two weeks 3 rd - Phone call home; Restricted from internet use remainder of semester
Theft/Forgery	Student in possession of or is responsible for removing someone else’s property or has signed a person’s name without that person’s permission. Examples: stealing and or signing passes, signing a parent’s name, parent/teacher signature, use of computer name without permission	1 st – 3 days ISS 2 nd – 3-5 days ISS
Alcohol or other drugs	Possession, use or under the influence of alcohol or other drugs or other substances used for the purpose of obtaining a high	1 st - 3-10 days OSS and long-term suspension and/or expulsion hearing; Police Notified
Arson	Student plans and/or participates in malicious burning of property.	1 st - 3-10 days OSS and long-term suspension and/or expulsion hearing; Police notified

Bomb threat/ False alarm	Student delivers a message suggesting possible explosive materials and/or pending explosions being on or near school grounds. Activating fire alarm when there is no fire.	1 st - 3-10 days OSS and long-term suspension and/or expulsion hearing; Police notified
Breaking of School Rules Repeatedly	Receiving repeated office referrals	1 st – 3 days OSS 2 nd – 5 days OSS 3 rd – 5-10 days OSS and long-term suspension and/or expulsion hearing
Combustibles/ Incendiary devices and explosives	Students in possession of substances/objects capable of easily igniting and burning, devices designed to start a fire, or a device capable of exploding by way of chemical reaction or release of compressed gas.	1 st – 5 days OSS 2 nd - 5-10 days OSS and long-term suspension and/or expulsion hearing
Fighting/Physical Aggression /Assault and/or Battery upon another person	Physical contact escalates to an unsafe environment; continued punching or hitting	1 st – 3 days OSS 2 nd -3-10 days OSS and long-term suspension and/or expulsion hearing
Tobacco	Violation of school rules and policies that are also violations of the Kansas Juvenile Code, Salina City Ordinance, or Kansas law may be referred to the appropriate court for prosecution in addition to the consequences set out in this student handbook.	1 st – 3 days ISS 2 nd – 3 days OSS 3 rd – 3-10 days OSS and long-term suspension and/or expulsion hearing
Weapons	A student shall not knowingly possess, handle, or transmit at school, on school property, or at a school sponsored event, any object that can reasonably be considered a weapon.	1 st - 3-10 days OSS and long-term suspension and/or expulsion hearing; Police notified

DISTRICT POLICIES

NON-DISCRIMINATION

Lakewood Middle School does not discriminate on the basis of race or ethnic background, sex, or disability in its admissions or access to programs, its treatment of students, or its employment of staff. The district complies with Title IX of the 1972 Education Amendment and Section 504 of the Rehabilitation Act of 1974.

SCHOOL CLOSINGS

In the event that bad weather forces the closing of school, an announcement will be made by at least 6:00 a.m. on all local radio stations and the Wichita TV stations. In all such cases, the final decision about whether a child may safely attend school rests with the parent.

SECONDARY SCHOOLS

The dividing line for middle school and high school students is the center of Republic Avenue. Those students to the north of Republic attend Lakewood Middle or Central High, and those living south of Republic attend South Middle or South High.

TRANSFERS

Transfer requests should be made through the principal at a student's assigned neighborhood school.

TRANSPORTATION

Transportation is provided for those students living more than 2 ½ miles from their assigned neighborhood school. Transportation is not provided for transfer students to a school of choice. Regular bus passes are issued to eligible students at enrollment. Students and parents who have questions about busing should contact the school principal.

SPECIAL EDUCATION

A full range of special education services is provided through the Central Kansas Cooperative in Education to twelve area school districts. All disabled children are guaranteed a free and appropriate education under the Individuals with Disabilities Education Act (IDEA). Disabled children are defined as mentally disabled, specific learning disabled, physically disabled, hearing impaired, language or speech impaired, or visually impaired. Children identified as gifted are also served in the Salina Public Schools.

Parents are informed as soon as their child is referred for one of the special programs, and will not receive an evaluation unless the parent has been previously informed and given consent. Parents are closely involved with the school's special team decisions. To help provide appropriate education, a written individualized education plan (IEP) is developed for each exceptional child. Parents have due process hearing and appeal rights.

Questions should be directed to the building principal. Additional information, as well as resources on services, rights, and procedures, is available from the Central Kansas Cooperative in Education (Betty Amos 827-0301) and the State Department of Education (1-800-332-6262).

STUDENT RECORDS

All student records are confidential and primarily for local school use. Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. Parents can request a hearing to challenge the content of their child's school records to ensure accuracy. Certain information, called directory information, is not covered by the privacy law and is made available to the public when requested. It includes the student's name, address, telephone number, date of birth, picture, dates of attendance, and other information. Parents may request that a child's information not be released by sending the request in writing to the principal.

PARENT AND COMMUNITY INVOLVEMENT

Parents and patrons have an important role to play in students' education. Volunteers are always needed for one-on-one tutoring; special presentations on professions, hobbies, or interests; and assistance with school events. Parent volunteers are especially needed to help with athletic contests. Prospective volunteers should contact the building administrators to find out what activities Lakewood Middle School has available.



YOUTH "YELLOW" PAGES

Coordinated by



The following information was collected as a resource for you to use by the Healthy Community/Healthy Youth Initiative. If you need help or information regarding any of these issues, please call immediately for assistance. Email the organizations for additional information.

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Drugs/Alcohol

For information regarding drug or alcohol related abuse, call one of the following organizations:

Central Kansas Foundation www.c-k-f.org (785) 825-6224

Also get current meeting times and locations for the following support groups:

- Alcoholics Anonymous (for recovering alcoholics)
- Al-Anon (for family members and friends of alcoholics)
- Alateen (group for teens of recovering alcoholics)
- Narcotics Anonymous (for recovering drug addicts)

Regional Prevention Center of North Central KS (785) 825-6224 bhaaga@c-k-f.org

St. Francis Community Outreach. (785) 825-0563 or Toll Free (800) 822-4363

IMPACT Coalition bhaaga@c-k-f.org (785) 825-6224

Social and Rehabilitation Services (785) 826-8000

USD 305 Prevention Specialist (785) 309-3718

Eating Disorders

For information regarding treatment of eating disorders such as anorexia nervosa or bulimia, call one of the following organizations:

Central Kansas Mental Health Center (785) 823-6322 or Toll Free (800) 794-8281
After hour Emergencies (785) 823-6324 or Toll Free (866) 823-6380
Salina/Saline County Health Department-Health Education (785) 826-6600
Veridian Behavioral Health, Inc. (785) 823-3654 or Toll Free (800) 284-6027

Education

For non-traditional high school degree completion or equivalency, call one of the following organizations:

Heartland Programs (785) 309-5000 rosie.sickler@usd305.com
Salina Adult Education Center (785) 309-4660 kelly.mobray@usd305.com
Smoky Hill Education Service Center (785) 825-9185
The Learning Center (785) 825-0435
KANSAS KIDS GEAR-UP (785) 826-8000x339

Employment

For information about how to get a job, write a resume or practice interviewing, call the following organization:

Salina Job Service Career Center (785) 827-0385

En Español

Catholic Charities (Caridades Catolicas) (785) 827-4517 www.catholiccharitiessalina.org
CDC en Espanol SIDA (Telefono para solicitar ayuda) (800) 232-4636
CDC en Espanol EST (Telefono para solicitar ayuda) (800) 232-4636
Child Advocacy Prevention Services (Prevencion de Abuso Infantil) (785) 825-4493
caps@salhelp.org
Salina-Saline Co. Health Dept. (Departamento de Salud de Salina-Saline County) (785) 826-6600
The Salvation Army (Ejercito de Salvacion) (785) 823-2251
General Numbers to Know
Dickinson Theatres Movie Hotline (785) 825-9105
KCVS Radio 90.7 (785) 823-5200
KILS The Zoo 92.7 (785) 825-4631
KINA AM 910.... (785) 825-4631
KSAJ Oldies 98.5 (785) 823-1111
KSAL AM 1150.....(785) 823-1111
KSKG Eagle Country 99.9 (785) 825-4631
KQNS Mighty Oz 95.5 (785) 825-4631
KY94.....(785) 823-1111
KZBZ Classic Hits 104.9 (785) 823-1111
The City (785) 827-2203
Time and Temperature (785) 825-1311

HIV/AIDS

For HIV/AIDS information, testing, or for treatment, call one of the following organizations:

Salina/Saline County Health Department - Clinic. (785) 826-6602

Salina/Saline County Health Department - Health Education. (785) 826-6600
diana.pancake@salhelp.org

Toll-free Hotlines:

CDC National AIDS Hotline (800) 232-4636
CDC Hearing Impaired AIDS Hotline (800) AIDS-TTY
National Gay & Lesbian Youth Hotline (800) 246-7743
Gay, Lesbian, Bi-Sexual & Transgender Hotline (800) 347-8336

Pregnancy and Teen Parenting

For information or support, call one of the following organizations:

Birthright of Salina, Inc. (785) 823-3113 or Toll Free 24-hour emergency hotline (800) 550-4900

Catholic Charities ccharsal@salhelp.org (785) 825-0208 or Toll Free (888) 468-6909

Child Advocacy Prevention Services caps@salhelp.org (785) 825-4493

Heartland Programs

Child Care Partnership julie.leiker@usd305.com (785) 309-5000

Early Education Program (785) 309-5000
rita.gedney@usd305.com or charyl.zier@usd305.com

Healthy Families (785) 309-5000 stephanie.sutton@usd305.com

Marian House Ministries (785) 826-9419

Pregnancy Service Center (785) 823-1484

Salina Regional Health Center (785) 452-7000

Salina/Saline County Health Department. (785) 826-6600

Expectant Parent Classes (785) 452-4590

Healthy Start (785) 452-4590

Well Child (785) 826-6602

Woman Infant Child (WIC) Program (785) 826-6602

Social and Rehabilitation Services(785) 826-8000

Rape or Sexual Assault

For information or support, call one of the following organizations:

Central Kansas Mental Health Center (785) 823-6322 or Toll Free (800) 794-8281

After hour Emergencies (785) 823-6343 or Toll Free (866) 823-6380

Domestic Violence Association of Central KS (DVACK) (785) 827-5862 or Toll Free (800) 874-1499 (ages 16 & above) dvack@salhelp.org

Child Advocacy Prevention Services (CAPS) (785) 825-4493

(ages 15 & under) caps@salhelp.org

Veridian Behavioral Health, Inc (785) 823-4930 or Toll Free (800) 284-6027

Recreation & Arts

For non-school extracurricular activities to occupy your free time, call one of the following organizations

AMF All Star Lanes(785) 827-6730

Boy Scouts of America - Coronado Council 785) 827-4461
www.coronadoscout.org

Girl Scouts of Kansas Heartland (785) 827-3679 or Toll Free (800) 888-0872

www.girlscoutsckc.org

4-H Youth Development (785) 309-5850 www.centrankansas.ksu.edu

Jumpin' Joes Family Fun Center (785) 827-9090

Lakewood Discovery Center (785) 826-7335

www.salina-ks.gov

River Bend Golf Course & Lighted Driving Range

(785) 452-9333

Rolling Hills Zoo and Museum (785) 827-9488

Salina Art Center (785) 827-1431

artcenter@midusa.net

Salina Arts & Humanities (785) 309-5770

www.salinaarts.com

www.riverfestival.com

Salina Art Cinema (785) 452-9868

Salina Community Theatre (785) 827-6126 or Box Office (785) 827-3033

Salina Municipal Golf Course/First Tee (785) 826-7450 www.thefirstteesalina.org

Salina Parks and Recreation (785) 309-5765

www.salina-ks.gov

Salina Public Library (785) 825-4624

www.salpublib.org

Salina Speedway (785) 825-0077

Smoky Hill Museum (785) 309-5776

www.smokyhillmuseum.org

Starlite Skate Center (785) 827-6861

The City (785) 827-2203

www.thecityonthenet.com

The Salvation Army (785) 823-2251

YMCA (785) 825-2151 www.salinaymca.com

Runaways

For shelter and/or support, call one of the following organizations:

Oasis Runaway & Homeless Youth Program (877) 282-1745

28th District Community Corrections, Juvenile Intake and Assessment(785) 826-6590

Sexuality

For information and/or support, call one of the following organizations:

Central Kansas Mental Health Center (785) 823-6322 or Toll Free (800) 794-8281

After hour Emergencies (785) 823-6324 or Toll Free (866) 823-6380

National Gay & Lesbian Youth Hotline (800)246-7743

Salina/Saline County Health Department-Health Education (785) 826-6600

diana.pancake@salhelp.org

Veridian Behavioral Health, Inc. (785) 823-3654 or Toll Free (800) 284-6027

Sexually Transmitted Diseases (STDs)

For STD information, testing or for treatment, call one of the following organizations:

Salina/Saline County Health Department-Clinic (785) 826-6602

Salina/Saline County Health Department-Health Education (785) 826-6602

diana.pancake@salhelp.org

StatCare Family Medical Clinic - Minor Emergency Medical Center (785) 827-6453

Toll-free Hotlines:

National Gay & Lesbian Youth Hotline (800) 347-TEEN

National Herpes Hotline 919-361-8488

National HPV Hotline 919-361-4848

Suicide

For immediate crisis intervention, call one of the following organizations:

Central Kansas Mental Health Center (785) 823-6322 or Toll Free (800) 794-8281
After hour Emergencies (785) 823-6324 or Toll Free (866) 823-6380
Hotline Crisis, Information & Referral, Inc. (785) 827-4747 or Toll Free (888) 887-9124
hotline@salhelp.org
National Suicide Prevention Lifeline (800) SUICIDE
Veridian Behavioral Health, Inc.(785) 823-3654 or Toll Free (800) 284-6027

The Law and You

Community Corrections, 28th Judicial District (785) 826-6590
Salina Police Department (785) 826-7210
Saline County Sheriff's Department (785) 826-6500 or (785) 826-6502
School Resource Officer
Ell-Saline Jr. and Sr. High Schools _____
Lakewood Middle School _____
Salina High School Central _____
Salina High School South _____
Southeast of Saline Middle and High Schools _____
South Middle School _____

STOP UNDERAGE DRINKING...REPORT IT (785) 825-TIPS
State Underage Drinking Report Number Toll Free (866) 687-8221

Violent Behavior

To get help for yourself or someone you care about, call one of the following organizations: _

Child Advocacy and Parenting Services caps@salhelp.org (785) 825-4493

Central Kansas Foundation (785) 825-6224
Central Kansas Mental Health Center (785) 823-6322 or Toll Free (800) 794 8281
After hour Emergencies (785) 823-6324 or Toll Free (866) 823-6380
Domestic Violence Association of Central KS (DVACK) (785) 827-5862 or Toll-Free (800) 874-1499
dvack@salhelp.org
Social and Rehabilitation Services (785) 826-8000
Veridian Behavioral Health, Inc. (785) 823-3654 or Toll Free (800) 284-6027

Volunteering

To find volunteer opportunities for youth, call one of the following organizations:

Big Brothers Big Sisters of Salina, Inc. julieg@bbbssalina.org (785) 825-5509
Community Access Television of Salina, Inc. accesstv@salnet.org (785) 823-2500
Salina Public Library (785) 825-4624
Salina Regional Health Center (Summer Program) (785) 452-7541
The Volunteer Connection volunteer@nckvc.org (785) 823-3128
YMCA www.salinaymca.com (785) 825-2151