

Southwest Middle School



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Lawrence, Kansas 66047
785-832-5550
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Kristen Ryan, Principal

Mary Susan Cooper, Vice-Principal

Southwest Middle School seeks to provide a challenging academic environment, a nurturing and safe climate, and a bridge to the community. Our firm commitment is that through the teamwork of students, staff, parents, and community, all students will become responsible citizens who demonstrate respect for themselves and others.

Dear Parents/Guardians:

We'd like to share a few changes to the middle school master schedule that will go into effect this next 2019-2020 school year. The changes to the new master schedule do not change course offerings, rather the minutes of instruction. Over the last few years, our District Master Schedule Committee, with representation from all four middle schools, has reviewed student performance data, survey data, and identified a vision in addressing specific needs of our students. From the many items discussed, there were several key targets identified as goals in reviewing and revising our Middle School Master Schedule: 1) More instructional time for mathematics, 2) More elective options for students, 3) Retaining an Advisory period for Social Emotional Learning Standards and Relationship Building, and 4) Keeping an intervention opportunity for students who need it. The why behind the changes identified below is to increase student achievement, provide opportunities for integrated core instruction, decrease transitions for students throughout the day, and provide a progressive model for instruction that is aligned with research and effective practice.

The schedule changes for this year encompass Phase 1 of the Middle School schedule which focuses on minutes of instruction and when courses are offered. Phase 2 will focus on assessing and redesigning elective options for our students, and as we review the curriculum needs of our students, we will be asking for parent input as part of this process! For this next year, the changes you can expect to see are as follows:

6th and 7th Grades:

- Each core class of Math, Science, English Language Arts, and Social Studies will be 55 minutes in length. For Math, Science, and Social Studies, this is an increase of 12 minutes of instruction in each area from the 43 minutes of instruction in prior years.
- The "double block" of two 43 minute English Language Arts classes has been reduced to one 55 core block of integrated English Language Arts skills, and all four core areas have expectations to support literacy standards through their content.
- There is no change to elective course options or offerings. While core classes will be 55 minutes long, all students will still have 43 minute elective courses and Physical Education and Guided Studies (now called Flex Time) will rotate every other day. Electives were kept at 43 minutes to maximize options and exposure for each student.
- Advisory may be offered at a different time of day than first thing in the morning, but will remain 23 minutes.
- Your child will have 7 classes throughout the day plus Advisory, instead of 8 classes plus Advisory, which eliminates one more transition they previously had to navigate during the day.
- Your student's core classes are also scheduled back to back with intention so that teachers can more efficiently plan field trips or integrate cross curriculum activities without changing the master schedule and affecting elective course instructional minutes.
- An example schedule below is a visual of the change:

Prior 6 th Grade Schedule	Minutes of Instruction	Example of New Schedule	Minutes of Instruction
Advisory	23 min	Elective	43 min
Elective	43 min	Elective	43 min
Elective	43 min	Advisory	23 min
Science	43 min	Science	55 min
English Language Arts	43 min	Math + lunch	55 min
Social Studies	43 min+ lunch	Social Studies	55 min
Math	43 min	English Language Arts	55 min
English Language Arts	43 min	Flex/PE	43 min
Guided Studies/PE	43 min		

Your child's schedule they receive at the start of school will reflect these changes. We thank you for your trust in us as we partner to provide your student the most of their middle school experience with us!

8th Grade:

- Science, Social Studies, English Language Arts, and Math classes will increase from 43 minutes of instruction to 55 minutes of instruction, creating a 7 period day plus Advisory instead of an 8 period day plus Advisory. This will minimize the amount of transitions for our students and also addresses recommended math instruction of 60 minutes of daily exposure at this level.
- Students will still have Advisory period although it may be at a different time of day than first thing in the morning.
- Physical Education will be the same amount of time as before, but instead of rotating with Guided Studies (now called Flex Time) throughout the year, it will be offered daily either 1st or 2nd semester. There may be opportunity for your child to take both 1st and 2nd semester Physical Education. Please speak with your child's counselor if you are interested in this.
- Eighth grade students are not required to have a Flex Time (formerly Guided Studies), so they will have the equivalent of 2.5 year long elective courses or 5 different semester course options. Students receiving special education services will not be asked to give up an elective to receive services. If your child receives special education services, your child's case manager should be reaching out to you to discuss a myriad of personalized options that best suits your child's needs.
- There will be little change to the electives your child already signed up for and no need to redo any enrollment forms already submitted. The only change was to required courses at the 8th grade level: Integrated Technology was a 9-week course eliminated this year due to outdated curriculum and will be revised to meet Computer Science state standards as an elective for next year. Career and Life Planning was a 9-week course that rotated with Integrated Technology. This has been extended to a semester due to a packed curriculum that needed to expand to include Individual Plans of Study, career exposure, career preparation, leadership, peer friendships, and healthy decision making.
- Your student's core classes are also scheduled back to back with intention so that teachers can more efficiently plan field trips or integrate cross curriculum activities without changing the master schedule and affecting elective course instructional minutes.
- An example schedule below is a visual of the change:

Prior 8 th Grade Schedule	Minutes of Instruction	Example of New 8th Grade Schedule	Minutes of Instruction
Advisory	23 min	Math	55 min
Science	43 min	ELA	55 min
Guided Studies/ PE	43 min	Advisory	23 min
Elective	43 min	Science	55 min
Elective	43 min	Social Studies + lunch	55 min
English Language Arts	43 min+ lunch	Elective	43 min
Math	43 min	Elective	43 min
Social Studies	43 min	Elective/PE	43 min
Elective	43 min		

Your child's schedule they receive at the start of school will reflect these changes. We thank you for your trust in us as we partner to provide your student the most of their middle school experience with us!

School Supplies:

All grade levels: a backpack – Note: Backpacks may be brought to school but must be stored throughout the day in a locker that is 6 1/2 inches wide and 11 inches deep.

Note: Additional items will be requested by your student’s teachers depending on their core teams and electives.

<u>6th grade supply list:</u>	<u>7th grade supply list:</u>	<u>8th grade supply list:</u>
3-24 pks of pencils 2 pink erasers 1 pk of dry erase markers 2 highlighters 2 single subject spiral notebooks 1 pkg of graph paper 4 glue sticks 1 pencil bag (with 3 holes for binder) 3 boxes of tissues 1 pk of lined notebook paper 1 container of sanitizing wipes 1 set of earbuds 1 pk of black, blue or red pens 1 pk of markers 1 pk of colored pencils 1 box gallon-size Ziploc bags <p style="text-align: center;">*6th grade only* Binders and Dividers will be provided this year.</p>	1 heavy duty 2-inch 3-ring binder 3-ring dividers (8 or more) 1 composition book Pencil Bag (3 holes) Graph paper (4 squares per inch) Notebook paper #2 pencils Ruler (metric & inches) Colored pencils 2 boxes of tissues 4 dry erase markers 1 pkg of 3x5 lined note cards 2 blank white poster boards 22’x28’ (do not fold) 1 box of 4 color non-hardening modeling clay 4 glue sticks 1 notebook (spiral or other) 1 set of earbuds Highlighter Red pen Protractor (approximately 4 inches) Scientific calculator (TI-30XS)	1 heavy duty 2-inch 3-ring binder or 2-inch 3-ring binder 1 pkg of 8 subject dividers Notebook paper (loose leaf) 3 boxes of tissues 3 highlighters (different colors) Mechanical pencil and refills 1- Mead, 5-Star Spiral Note book—Three subject, College ruled 8 1/2 x 11 any color 1 4oz. Bottle of Elmer’s glue 1 set of earbuds

Backpack Policy:

For health and security reasons, Southwest restricts the use of backpacks during the school day. If a student uses a backpack to carry materials to and from school, that backpack must be stored in the student’s locker during the school day. Most lockers are at least 59” high, 9” wide, and 11” deep. This should be adequate for storage of materials that are necessary for school. (If a student is involved in a high school sport and needs to bring equipment to school, please contact an administrator for assistance.)

Student Planners:

All SWMS students will be given a student planner. Part of the Student Handbook will be included in the planner and includes information for students and parents/guardians of the procedures and policies at Southwest Middle School. A full version can be found online at <http://www.usd497.org/southwest>. We urge parents to go over the information with students.

Identification Cards:

Once again, students will be issued identification cards within the first month of school. **The card will serve as a lunch card as well as an identification card.** Students will need the identification card to participate in school events such as Stuco parties.

Open House for Parents at SWMS:

Southwest staff members are looking forward to meeting the parents/guardians of our students. Please mark your calendars on Wednesday, August 21st from 6:00 to 8:00 p.m. . We are planning an event to acquaint you with your son's/daughter's teachers and classes.

Site Council:

The SW Site Council serves in an advisory capacity to the school administrators. The meetings will take place in the school's library at 4:00 on the following dates for 2019-20; September 11th, November 6th, February 5th, and April 15th.

If you are interested in serving on the Site Council, please contact Kristen Ryan at SW (e-mail at kryan@usd497.org). If you e-mail, please include the grade level of your student. Meetings are always on Wednesdays and always begin at 4:00.

Garden News:

The SW School Garden is now well into our 8th season of providing fresh organic produce to our SW School Community!

If you are interested in supporting our School Garden Project while helping your family to eat healthy, our **fresh organic produce** is available for purchase by anyone in our SW school community. From now until October the SW School Garden Project will set up a market stand each Wednesday evening from 4:30 to 6:30pm at the Clinton Parkway Nursery **Farmer's Market**. Please stop by and see what we and the other local vendors have to offer each week! You can also look for some of our produce at the Clinton Parkway Hy-Vee.

If you would like to be included on an email group for periodic updates about our school garden or have any other questions, please contact Mr. Kennard at pkennard@usd497.org or 330-2409 indicating your interest.

Southwest Website:

Check out the Southwest website. It is available at www.usd497.org/southwest and includes daily announcements, the cafeteria menu, links to contact teachers by e-mail, sport schedules, athletic forms, etc.

Southwest Social Media:

Be sure to check out and follow us on our social media accounts here:

Facebook: www.facebook.com/swmsKS
Instagram: www.instagram.com/swms_bulldogs
Twitter: www.twitter.com/SWMSnews

Student Dress Code:

- Student dress should be neat, clean, appropriate and safe for our learning environment.
- Shoes or sandals must be worn at all times at school to avoid creating a health or safety hazard to the student or to those around the student.
- Clothing with obscene language or symbols, depictions of drugs, tobacco, alcohol, or related items, or symbols that may cause an educational distraction, including those that are perceived by racial/ethnic groups as antagonistic or intimidating are prohibited.
- Suggestive or inappropriately revealing clothing items are prohibited.
- Students may not wear clothing which is normally associated with gangs. Hats, bandanas and sunglasses must be taken off upon entering the building.
- Pants must be adjusted to the waist – no “sagging.”
- Revealing clothing is inappropriate. Clothing may not be worn which exposes undergarments or worn in a manner which normally would expose undergarments or expose the mid-section.
- Hoods, hats or other like headwear must be taken off before entering the building and remain in locker throughout the school day.
- Wallet chains or other types of objects that can be used as a weapon are expressly prohibited.
- Heavy coats & winter gear will not be worn to class & will be kept in lockers during the day.
- Gloves of any kind may not be worn during the school day.
- Items that are for approved medical or religious purposes are permitted if these items do not create a safety hazard.

Drop Off Zones and Visitor Parking:

Below are suggestions to make transporting your child to and from school safe and efficient for everyone. Please keep our students safe by following these guidelines:

- Use the circle drive (east parking lot in front of the school) as you drop off your child in the morning.
- We have established two lanes in the circle drive to clean up the drop off process.
- The right lane is designated for busses.
- The left lane is designated for cars.
- Please pull up to the second crosswalk to drop off the students. Busses will be monitoring the left lane as they pull through. This will allow multiple cars to drop off at one time.
- After 3:15 on Monday, Tuesday, Thursday, and Friday and then 1:45 on Wednesday, the busses will have departed and cars may use the bus lane at that time.
- If you choose to park in the left lane beside the busses after school, we will release that lane AFTER the busses have departed for the day.
- If you cannot wait until the busses have departed, please park in the parking lot to wait for your child.
- Please do not park in the crosswalks for the safety of our students and staff.
- Visitor parking can be found in the north lot adjacent to the staff parking lot.

Bicycle/Skateboard/Scooter/Hoverboard Policy:

All bicycles are to be parked in the racks provided. All bicycles are to be locked with locks provided by the student. Southwest Middle School is not responsible for bicycles stolen or damaged. On campus, bikes are to be walked on the sidewalks. Students are not to ride their bikes on the driveway or in the parking lot.

Upon arriving on Southwest premises, students are to carry skateboards, scooters or hoverboards to their lockers and keep them there until they are ready to leave school premises. Skateboards, scooters and hoverboards may not be used on school grounds.

Policy on Academic Integrity:

Southwest staff has developed a written policy on academic integrity. We would appreciate it if parents would review it with their sons/daughters prior to the start of the school year. Accompanying this policy will be instruction at each grade level regarding the use of resources for projects, citing resources, etc.

Academic Integrity

At Southwest Middle School, we are helping you build lifelong learning skills. Academic integrity is an important part of your success in school and in life. Academic integrity is completing your own work 100% of the time. This includes being willing to make your own mistakes, taking responsibility for them, and learning from them. At times, a teacher will instruct you to work collaboratively and when this happens, you may work together. When this is not explicitly stated, academic integrity requires that you do your own work.

Academic integrity refers to:

- Completing your own work individually
 - Giving your best effort on homework, projects, and tests
 - Citing sources when information has been paraphrased, quoted, or summarized
 - Citing the source when you use an image someone else created
- Responding to a peer who has asked for help, by guiding or directing rather than providing an answer

The following will be considered unacceptable:

- Direct copying
- Providing answers
- Plagiarizing words and/or images

Sending or receiving answers via text or other means

If you choose to cheat, the following may occur:

- A lower or failing grade can be given
- Your athletic standing can be compromised
- Disciplinary referral can be made
- An alternate assignment can be required
- Parents can be notified

Are you Moving over the Summer?

Please bring your “new” Proof of Residency (POR) to the District Office located at 110 McDonald Drive Lawrence, KS 66044

What is acceptable Proof Of Residency??

- A current gas, electric, or water bill
- A current lease agreement
- If a new home has been purchased, the contract is acceptable. However, if the move has already occurred you must provide the utility bill.
- A Homeowner/Tenant Affidavit with attached lease agreement.
- A current motor vehicle registration

Please call the front office if your student will be absent:

Attendance information may be called into the office during business hours or left on the answering machine outside regular business hours.

Attendance information should be called into the office no later than 8:00 am on the date of the absence.

If a guardian does not call in an absence, a written excuse that includes the student's name, date of absence and reason for absence must be submitted to the main office within 3 school days of the absence. After 3 days, the absence will be recorded as unexcused unless approved by an administrator. Excusable absences include illness, dental or medical appointments, severe affliction in the family, exposure to infectious or contagious disease, observance of religious holiday, or reasonable and justified parental requests.

After the equivalent of 15 days of absence in a school year, a physician's note may be required to excuse any further absences. When possible, advance approval for absences should be secured for extended or planned absences. An extended absence form should be taken to each teacher and returned to the main office when completed. Students will be allowed to make-up work for absences to include suspensions.

An unexcused absence of a period or more during a school day will be recorded as one day of unexcused absence for the purpose of truancy reporting. Absences due to students being released to attend school athletic events, school music events, and/or school field trips will not be considered absences for truancy reporting.

Students and guardians may request daily assignments for students confined to home. Please call before 8:30 am with this request.

Students will be given reasonable opportunities to complete assignments missed due to absences or suspensions. The time allowed for make-up work will be determined by the length and nature of the absence.

Absences for non-Southwest public events such as homecoming activities or local parades require a written note from the student's legal guardian. Telephone releases will not be accepted in order to ensure the safety of the students. Students may not be released to those who are not guardians without written permission.

Students must be in attendance at school for at least 50% of the school day (4 full periods on a 8-period day and 2 full periods on a 4-period day) to be eligible to participate in or attend extracurricular activities on that day. Participation in school field trips and other school sponsored activities is not considered an absence for the purpose of participation.

Building, Office and Breakfast Schedules:

Building Hours – The supervision area will be open at 7:30 a.m. Students may enter the building when it opens at 7:50 a.m. School starts at 8:00 a.m. During periods of bad weather, the cafeteria area will open at 7:40 a.m. Students may enter the cafeteria for breakfast when the cafeteria opens.

Classes are over at 3:05 p.m. All students should plan to leave the building as soon as possible unless they are under the supervision of a teacher. Most teachers are available until 3:40 p.m. for conferences. Activity programs begin after school at the coaches discretion.

Any SW student who needs to wait for a Sunflower sibling's dismissal should report to study club until the Sunflower dismissal time of 3:50.

Office Hours – The middle school office is open during weekdays from 7:30 a.m. until 4:00 p.m. Building hours for students are from 7:50 a.m. – 3:20 p.m. The office phone is 832-5550.

Breakfast Hours – The Southwest Middle School cafeteria will generally be serving breakfast from 7:30 to 7:50 a.m. Students wishing to eat breakfast will be allowed in the cafeteria. Students should leave the cafeteria after eating.

How to check your student out during the day:

Send your student with a note written by a parent/guardian stating the time and reason for leaving early. They will show their teacher then bring it to the office to check out without a parent needing to come into the office.

Fee Collection:

A fee letter will be provided to each family in August. Required district fees remain at \$162.00 with fees for Participation and Co-Curricular added at a later date. Specific information will be outlined in the fee letter. Fee payments can be made by cash, check, money order or the online credit card system. Please check out the district web page at <http://www.usd497.org/> and click on the Parents & Students tab for more information.

Lunch:

Sack Lunches – All students who do not have permission to go home are expected to eat in the cafeteria. Students are welcome to bring lunches from home to eat in the cafeteria. Fast food (restaurant food) is discouraged. Fast food or restaurant food that is brought in will need to be eaten in the office. Students may bring sack lunches, but they should not bring pizzas, cakes, etc., that are larger than individual size as the dividing with friends causes confusion and disruption. Students may not have food delivered to school by anyone other than a parent/guardian.

Deliveries:

Guardians bringing items to be delivered to students during the instructional day should label the item with the student's name. Deliveries will be made during the next period an aide is available. The school will not accept flower arrangements, balloon-o-grams, or other such personalized deliveries for students. Lunches brought in should be picked up by the student at lunch time and will not be delivered to students by the office staff or aides.

Telephone Calls:

Students will be notified only of **emergency** calls from parents or guardians. Please communicate non-emergency messages (i.e., after school ride arrangements, after school appointment information) to students before school. A telephone from which free, local calls can be made is available in the commons area for the convenience and use of the students and visitors in the school. Phones in the main office will not be available to students during the school day.

Band:

Southwest Middle School Band is open to any student who has successfully completed the previous year of band. A \$15 participation fee will be paid to SWMS by each student when school fees are paid. 6th grade band students will select what instrument they want to play during the first three days of school. The quality of instrument your child plays makes a huge difference in how it sounds and how easy it is to play and how it can be repaired/maintained. When shopping for a new or used instrument, please keep in mind that this is an investment in your child's musical future. If you have any questions about what brands to look for or reputable music stores in the area, please email me at dwoodall@usd497.org, I am happy to help. I look forward to having your child in the band!

In 7th and 8th grade, students are expected to provide their own instrument, unless they play the following: oboe, bassoon, tenor saxophone, baritone saxophone, horn, baritone, tuba, or percussion. These instruments are provided by the school and have a \$50 per year fee which is paid with dues in Sept. If you have any questions, please contact Debbie Woodall, dwoodall@usd497.org.

Bel Canto :

Any interested 7th or 8th grade student is invited to audition for Bel Canto. Bel Canto is a large, select choir that meets before school during "zero hour," from 7:00-7:50 a.m., and is directed by Tiffany Bonnewell. Enrollment in Chorus 7 or Bulldog Choir (Chorus 8) is recommended, though not required. Auditions will be held before school during the first week of school. Students may sign up for an audition time on the sheets posted outside the choir room (room 217). Bel Canto members perform in uniform and represent Southwest at various concerts and performances, including the All-City concert at the Lied Center in February and at the end of year Variety Show. Expectations are high and the experience is challenging, but fun.

Parents, if your son or daughter enjoys singing, PLEASE encourage him or her to audition! Students are often unsure about auditioning, and they need positive encouragement to take the final step. Auditions are designed to be non-threatening and age appropriate for young singers. It has been our experience that students who participate in this group thoroughly enjoy it -- and they can't make the group if they don't audition! Bel Canto is one of the things that makes Southwest special, and we're looking forward to another great year!

Orchestra:

I want to first say how excited I am to have your child in orchestra this year! There will be some time at the beginning of the school year for 6th graders to decide on what instrument they want to play. Once they have decided, I will send a letter home to help you find an instrument for your student. There are multiple reputable dealers in the area to choose from. Please keep in mind that choosing a quality instrument is crucial for the success of your student's music education.

There is a possibility of renting instruments through the school district for a \$50 annual fee. There will be more information on how to obtain a school instrument during the first week of school.

If you have any questions, please feel free to email Amanda Peterson at APeterso@usd497.org

Athletic Information:

All students who are interested in participating in a sport at Southwest during the 2019-2020 school year must have a physical on file in the office, dated after May 1, 2019. The physical and all other forms needed to compete as a student-athlete are available in the office or on the school webpage:

1. Physical Form dated after May 1, 2019*
2. Insurance Form (a notary is available in the front office beginning August 12th)
3. Code of Conduct form
4. Head Injury form
5. Tryout Participation form

*Your doctor's office may choose to print out your student's physical, but it must be attached to a district physical form and all pages must be completed.

A participation fee of \$50.00 will be charged for each sport.

Bulldog Tennis:

Girl's tennis tryouts will be the week of Aug. 19th, 2019 and Boy's tryouts will be the week of Mar. 16th, 2020. All five athletic forms must be submitted to the front office before a student can participate .

Please contact Coach Woodall-Routledge @ dwoodall@usd497.org if you have questions.

Volleyball:

Southwest Middle School volleyball try-outs for 8th grade girls will be Monday, August 19th, Tuesday, August 20th, and Thursday, August 22nd from 3:30-5:00 in the Southwest gym. The girls should be at all three days of try-outs unless excused by the coach. Approximately 12 girls will be selected for the team. Regular practices will begin Monday, August 26th, after school. The Southwest Volleyball team will practice each evening after school. Some Saturdays in September will be required for practices and tournaments. All five athletic forms must be on file in the front office before a student can participate. Please contact Kristen Mallory at kmallory@usd497.org if you have questions.

Cheerleading:

7th and 8th grade students will be eligible to participate in cheerleading for the 19-20 school year. Any student interested will need to have the 5 athletic forms on file in the front office before a student can participate. Please contact Lauren Colman at LColman@usd497.org with any questions.

Football Information:

2019-20 football practices will begin on Monday, August 19th. Athletes must submit the five athletic forms before equipment or lockers can be checked out:

Please contact Chris Coffey at CDCCoffey@usd497.org or Shaun Hanson at shanson@usd497.org with any questions.

Health Information:

Summer is a great time to give your children a health “tune-up” to make certain they are ready to go back to school healthy and ready to learn! The following are some suggestions from your school nurses that will help guide the “tuning” process.

Physical examinations are required for all children up to age 9 years old and under and entering a Kansas public school for the first time. Also, any student playing competitive sports in middle school or senior high school is required to have a sports physical from their doctor each year dated after May 1st. Schedule a checkup early this summer to avoid the rush in August!

Immunizations are available at the Health Department, 200 Maine, 843-0721 or from your child’s doctor. You will be notified if immunizations required by the state of Kansas are not on your child’s record so that they can be obtained before school starts. A student entering Lawrence Public schools must have at least one of each of the following immunizations or is in the process of receiving immunizations against diphtheria, pertussis (up to age 7), tetanus, polio, measles, mumps, rubella, hepatitis B and varicella (chickenpox). If your child has had the chickenpox disease we need documentation by a licensed physician. Additionally, a booster **Tdap** is required for all seventh through twelfth graders if no previous history of Tdap vaccination.

Medical care may be obtained at Heartland Community Health Center, 346 Maine Street, Suite 150. Please contact Heartland, 841-7297 or www.heartlandhealth.org to initiate the enrollment process so that your child can receive low cost medical care if needed! Heartland sees all age groups for medical care.

KanCare is a great program for children in the state of Kansas that have no other health insurance and live in a family that does not qualify for state employee insurance. KanCare provides free or low cost coverage for regular checkups, immunizations, office visits, dental care, medicines, vision and hearing care, and mental health/substance abuse services. Call 1-800-792-4884, SRS (832-3700), or Heartland (841-7297) or for more information you may also go to www.usd497.org go to parents, then health services for an application.

Dental: All children are encouraged to see a dentist on a regular basis for preventive care. Some members of the Douglas County Dental Society provide **dental inspections** to children free of charge each summer. When you make an appointment, please make sure that your dentist participates in this program. Low cost dental care may also be obtained at the Douglas County Dental Clinic, 2210 Yale Road, 312-7770.

Head lice are a nuisance that cause missed school days for kids and workdays for parents. Please take some time before school starts to check your child’s head for these pesky creatures and/or their eggs (nits) and treat with an antiparasitic shampoo if needed so they are not carried to school. If you suspect that your child has head lice, the Health Department will inspect your child for head lice and provide a treatment product.

Medications can be administered to your child at school if the proper forms are completed and the medication is supplied in the original or prescription container. Please contact the school nurse if your child will need over-the-counter, prescription, or self-administered medications during the school day. Stimulant medication may not be self-administered at school. All medication forms are listed at www.usd497.org. Go to parents, then health services.

Asthma is the leading cause of school absence due to illness. Effective asthma management leads to reduced absences, reduced disruption in the classroom, full student participation in physical activities and supportive learning environment. If your child has asthma, please send medications to school and contact your school nurse when school begins to discuss your child’s current treatment plan and medication needs.

Prescription glasses are needed on the first day of school and every day that school is in session. Being able to see the teacher and the assignments is highly beneficial to a student’s academic success.

Backpack usage can injure your child’s back if it is not properly made and adjusted, or if its contents weigh more than 10 - 15% of your child’s body weight. Buy a backpack with **two** wide, padded shoulder straps and that is no wider than the child’s torso.

Helmets are required by city ordinance to be worn when riding a bicycle, a skateboard, rollerblades, or scooters. Lawrence/Douglas County Fire and Medical personnel distribute free helmets to promote safe practices in the community – just

SWMS Safety/Security Information:

Safety and security are a priority at Southwest. Many of our daily operating procedures (e.g., teachers in the hallways at passing time, visitor sign-in and identification tags, hall passes, absence report by period, surveillance cameras) are basic to our security plan. So are procedures and drills for fire, tornado, or other emergency.

Prevention of problems is without a doubt our most effective means of dealing with school safety issues. A very important part of prevention relies on the sharing of information by students or others who have concerns. As a staff, we work hard to maintain an atmosphere in which students feel secure about sharing information with adults when they have concerns about other students, when they hear rumors, or when they see behavior that worries them. At any time if you or your son/daughter have a concern or have information relating to the safety or security of individual students or the school as a whole, we urge you to call one of the school administrators, a guidance counselor, or our school SRO. All can be reached at 832-5550. We will handle the information carefully as we check out the concern in a timely manner.

In addition, there are two numbers that can be used to report information directly to law enforcement, which then relays information to the school. The local crime stoppers' hot line is maintained by the Lawrence Police Department. That number is 843-TIPS (843-8477). The state of Kansas has established a toll-free statewide school safety hot line, staffed by the Kansas Highway Patrol. That number is 1-877-626-8203. The highway patrol will relay information to local law enforcement, who will in turn relay information to school administrators. At any time if you have questions about safety and security at Southwest Middle School, please call Kristen Ryan, 832-5550.

Campus Policies for SWMS/Sunflower Elementary School:

Due to the fact that Southwest Middle School and Sunflower Elementary Schools are in close proximity to each other, policies regarding student visits from one campus to the other have been established. This has been done to provide for the safety and security of all students and to maintain uninterrupted instructional time on both campuses. Please read and share the following with your students.

Campus visits – No visiting of either campus is to be done by students without prior written approval of the school principal.

Middle school students wishing to visit the elementary school must obtain prior written approval of the elementary principal. **Students who come on the campus of the school in which they are not enrolled may be suspended.**

If parents wish to have their middle school students deliver or pick up a younger sibling at the elementary school, the parents must first obtain a pass from the elementary principal for the middle school student. The privilege will be revoked if behavior is inappropriate or disruptive to the elementary school program. The SW student should remain in a supervised area (such as Study Club) until the time of Sunflower's dismissal. Loitering in the hallway or on the SW campus is not permitted. **Friends may not accompany a middle school student who is picking up a younger sibling.** Elementary students are not to be on the SW campus without permission from the SW administration.

The principals of both schools will work together to ensure the safety of all students. From time to time, classes from the middle school and elementary may work together on special projects or programs. The goal is to have good relationships among the students from both schools and to have all students feel safe on their respective school campuses.

Bus Service:

Bus service is provided to eligible students to and from Southwest. Bus service is provided for middle school students who live more than 2.5 miles from the school. For further information on bus services contact First Student at 841-3594. General rules of conduct apply to riding the bus. (See also Safety and Behavior Code for Bus Riders.) Failure to abide by conduct rules may result in loss of bus privileges.

Waiver of Textbook Rental Fees:

Students admitted to Lawrence public schools are expected to pay textbook rental fees.

Parents or guardians of students admitted to Lawrence public schools may apply for a waiver of textbook rental fees. These applications are available in this newsletter (same as the form for Free and Reduced Price School Meals) or from the Clerk of the Board of Education office located in the School Administration Center or at individual school buildings. **Waivers do not cover elective fees or lost/damaged items.**

Visitors to Schools

Board Policy Reference KM:

Visits to district schools must be scheduled in advance and require approval from the building principal. Any person who visits a building and/or grounds of the district shall be under the jurisdiction of the building principal. Visitors are required to check in at the office to obtain a visitor's pass immediately upon entering the building. Visitors must be accompanied by a district staff member at all times.

Student Visitors

Visiting students who are guests of a district student are not allowed to attend classes. Student guests, when accompanied by an adult, may visit the school for a tour; however, advance approval from the building principal is required.

Class Observation Procedures

When a request is received from a patron (defined as a parent, non custodial parent, grandparent, cousin, retired person, etc.) to observe a classroom, the following procedures apply:

- A written request should be submitted to the principal;
- Principal will contact the teacher for his/her permission;
- If the teacher agrees to the observation, the teacher will suggest a date and time when a planned classroom activity would lend itself to an observation (test taking and other inappropriate days should be avoided)'
- Only a one time observation on a space available basis will be allowed;
- Principal will notify patron as to the date/time of the observation;
- Patron must check in at the office, sign in, and get a visitor's badge;
- Patron is requested to not participate in class discussions or activities;
- Visitors will be asked to leave if they become disruptive and law enforcement may be called.

BULLDOG ACTIVITIES 2019-2020:

All Grade Activities:

Band
Bridges Club
Calm Club
Chess Club/Team
Coding Club
Drawing Club
Fall/Spring Play-Drama Activities
Harry Potter Club
International Club
Literary Luncheon
Makers Club
Math Club/Competition Teams
Music Theatre
Orchestra
RISE Club
STUCO Events
Study/Tutoring Club
Young Feminists Group

6th Grade Activities:

Sixth-Grade Events
Spelling Bee
LPR Intramural Activities*

7th Grade Activities:

Basketball
Bel Canto
Cheerleading
Cross Country
Geography Bee
LPR Intramural Activities*
STUCO Seventh-Grade Events

Spelling Bee
Tennis
Track
Variety Show
Wrestling

8th Grade Activities:

Basketball
Bel Canto
Cheerleading
Cross Country
End-of-Year Event
Football
LPR Intramural Activities*
Model United Nations
Spelling Bee
STUCO Events
Tennis
Track & Field
Variety Show
Volleyball
White House Decision Center
Wrestling
Yearbook



Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Lawrence Public Schools USD 497 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

USD 497 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD 497 will also directly notify parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.



Family Educational Rights and Privacy Act ANNUAL NOTICE

(Release of Student Directory Information to the Public and/or Military Recruiters)

The Family Educational Rights and Privacy Act (FERPA) affords parents* certain rights with respect to their student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents* should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent* of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent* believes are inaccurate. Parents* may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents,* the school will notify the parents* of the decision and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For purposes of FERPA, USD 497 has designated certain information as "directory information," which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information in school publications, such as newsletters, drama playbills, recognition listings, graduation programs, sports team rosters and yearbooks. USD 497 considers the following "directory information:" student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, honors received, the most recent previous school attended, class designation and photographs.

Release of Student Directory Information to Military Recruiters

In addition, two federal laws: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), require educational agencies to provide military recruiters, upon request, students' names, addresses and telephone listings.

Parents* wishing to withdraw consent for release of directory information must complete a Non-Disclosure of Student Directory Information form available upon request at any school, the district office and www.usd497.org. USD 497 assumes there is no objection to the release of directory information if this signed form is not returned to the school by August 20, 2008 (or upon enrollment during the school year).

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD 497 to comply with these requirements. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

*parents, legal guardians and students age 18 or older