

*Leawood Middle School*  
*Parent Guide*

**LEAWOOD  
EAGLES**

*A guide to commonly asked questions*

*Dear Parents and Guardians,*

*Welcome to Leawood Middle School! As a school, we want to provide experiences and opportunities to our students that develop and enhance their growth in academics and meet their social and emotional needs. We want to partner with you so that together we can make your child's experience at LMS the very best. This is meant as a guide to many of the common questions that parents/guardians may have about middle school. Our goal is to provide you with this information so you can make informed decisions and support us in our work to provide a rigorous and relevant education that is built around connections. We hope this is helpful.*

*Please review this guide to familiarize yourself with our expectations that we have for students. If you have questions, please contact us at any time. Best wishes for a successful and outstanding school year!*

*Go Eagles!*

*Sincerely,*

Mr. Legleiter  
Principal

*The information contained in this handbook is current and in effect at the time it is submitted for summer printing. Therefore, the procedures and regulations as set forth in the handbook may be altered or revised as dictated by necessity.*

### ***Middle School Philosophy***

Leawood Middle School is a learning community committed to the growth of all students in academic excellence, creativity, character development and lifelong learning. ***We believe it is essential to provide a balanced education for the students based on an understanding and respect for his or her unique physical, social, emotional, and intellectual needs.***

Our educational philosophy is based on these beliefs:

- We believe middle level students have unique characteristics and are in a transitional stage of their development. The school will be organized to best meet those needs.
- We believe all students can learn and learning must be accommodated through meeting the needs of the wide range of student abilities and interests.
- We believe in a positive, caring, and safe environment designed to encourage the development of the total child. We believe each student should have the opportunity to grow in the areas of self-knowledge, self-discipline, social skills, citizenship, and academic responsibility.
- We believe the development of positive self-esteem is fundamental to every student's success in school. We believe each student should be treated with respect and trust.

### **Blue Valley Virtues**

**LMS is built upon the foundation of the BV Character Virtues. These include:**

**Respect** - A caring and regard for the value, dignity, uniqueness, and safety of self and others;

**Responsibility** - A willing fulfillment of obligations to self and others and accountability for one's conduct;

**Honesty** - Valuing the truth and acting with integrity and authenticity;

**Self-Discipline** - Living within agreed upon or self-imposed limits in pursuit of a greater good or long-term goal;

**Compassion** - Empathy for others, combined with the demonstration of kindness and support;

**Courage** - Acting on your beliefs even in the face of adversity;

**Perseverance** - Putting forth efforts to pursue well-defined goals.

## **Academics**

One of our beliefs is that all students can learn and we value the importance of helping each student grow academically. A central aspect of this growth is the importance of “learning” new skills, strategies and behaviors that will produce positive grades and performance in Middle School. These attributes are a strong indication of post-secondary educational success.

### **At School** – *We want our students to:*

- Develop skills in areas such as collaboration, creativity, communication and critical thinking.
- Develop empathy for others and the world around them.
- Try new challenges and approach challenges with a growth mindset.
- Strive to be involved in school activities and take a leadership capacity within that activity.
- Ask questions when they are confused or need clarification.
- Be a self-advocate (Let the teachers know what you need to be successful).
- Turn in quality work and value the “learning” component of gaining new knowledge/skills.
- Be attentive and engaged in class (Look at the teacher and follow along).
- Be respectful towards others and their learning.
- Be on-time and have all your materials for class.

### **At Home** – *We encourage our students to:*

- Have a routine for doing homework (regular place and time).
- Be organized (Know what they need, take it home and know where to find it to bring back).
- Check electronically on a frequent basis and your teachers Canvas course.
- When you are absent, make up your work in a timely manner.
- To be successful, turn in quality assignments ON TIME.

**Academic support** – **The most significant way to get academic support for a student is to see their individual teacher of the class that they need help in.** It is best if students ask if a teacher is available the next school day before school (ex. 7:30 a.m.) or after school for this assistance. Depending upon funding, we may offer Eagle Time which is the after school academic support time for students. This will be communicated to parents in the fall of each year.

**Checking grades** – We encourage the students to check electronically frequently so they are aware of their classroom performance and if they have any missing assignments and the work upcoming in their classes for that week.

### **Homework - builds valuable skills and behaviors in students that include:**

- Development of study habits and a sense of responsibility.
- Reinforcement of skills students have learned at school.
- The reading/work prepares the student for the following day’s class work (and life).

- It allows the teacher to monitor progress and detect problems.

We want the homework to additionally develop the work habits in students so they turn in quality work and are confidently challenged within the course. A general rule of thumb for homework each night during the middle school years is that students should have approximately ten minutes of school work for each year they are in school. For instance, a 7<sup>th</sup> grader should have 70 minutes on average of homework each night.

**Technology and Online Resources** – Students in Blue Valley will each receive a Chromebook that is their device to use during middle school. It will come with a charging cord and a sleeve to transport it. The expectation is students should charge their Chromebook each night and bring it to school fully charged. Students will take this device with them to classes and use it at the appropriate times.

We also use Canvas as a learning management system and it is the portal that teachers use to share informational content with students. Student will be accessing Canvas at school frequently in their school day. LMS staff will support students in understanding how to use this system. LMS has some classes that will use online resources as part of the class materials both at school and potentially at home. Each teacher will share with students (and parents) what the online resources are for their class if applicable. This information would include how students get to the site and log in information. The Online resources may include online textbooks, Study Island, Math Excel and our school website. In addition to the student Chromebook, please remember that each teacher's classroom has student computers and our library has many computers that are available for student use both before and after school.

**Make up work from absences** – Make-up work is defined as the actual schoolwork or homework assigned on the day a student was absent. School work previously assigned to the student is due on the day of return. General guidelines for make-up work include:

- If students are absent for up to three consecutive days, they will have two consecutive school days for each day missed to do the make-up work required. The student will receive one additional school day for each consecutive day of absence over three days. The allotted time for make-up will begin on the day the student returns.
- For any absences arranged in advance with administration and totaling not more than eight (8) days, the classwork may be requested of the teachers in advance.
- Students missing class because of a school-sponsored activity should submit assignments on the date due. Students who miss an assignment that is given on the day they are absent because of a school-sponsored activity will have the same due date as those students who did not miss the class period.
- Generally, tests are considered "class work" and are included in the provisions above. Therefore, if a test has been previously assigned for the date of an absence, the student should take the test on the return day. Projects that have been assigned previously with the expected due date also will be expected to be completed and turned in on the original due date.
- Students should request make-up assignments on the day they return to school.
- Students are encouraged to check Canvas for teacher's assignments when they are absent so they are aware of the work.

**Plagiarism** - Cheating or plagiarism on an assignment or test may result in a low or failing grade in addition to office consequences. The student may be expected to do additional work or re-do the work to demonstrate their learning. Students are expected to do their own work.

### **Arrival at School**

School classes begin at 7:41 a.m. and end at 2:50 p.m. Students should not arrive before 7:00 a.m. unless arrangements have been made to participate in an approved school activity or to meet with a staff member.

Teachers are not on duty until 7:30 a.m. so we cannot be responsible for students until 7:30 a.m. without specific arrangements. Students should go to the commons area and remain there until 7:35 a.m. Students must have teacher permission to enter hallways before 7:35 a.m. Once a student is on campus, the student should not leave until the school day has been completed or permission has been granted.

Dismissal time is 2:50 p.m. Students should leave the school premises by 3:00 p.m. unless they are staying for an LMS activity or getting help from a staff member. Students will not be kept after school for a detention or work session without parent notification. After 3:00 p.m., students waiting to get picked up should wait near the front entrance area.

### **Attendance**

Students are expected to attend all classes in which they are enrolled unless there is a reasonable excuse not to be in attendance. If a student arrives at school after the first hour class, it is considered an absence not a tardy.

The following are reasons for an excused absence (makeup required, credit received according to provisions of building guidelines):

- Personal illness
- Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend)
- Necessary appointments that cannot be made outside the school day and are verified
- Emergencies requiring a student's service or presence at home and which are verified
- Obligatory religious observances of the student's own faith
- Family vacations arranged in advance with the school administration
- Participation in a school approved student activity, a Kansas State High School Activities Association sanctioned activity, a district approved function, or an equivalent outside activity approved in advance by a school administrator e.g., athletic competitions which are not school sponsored, community or professional theater or music, and the like, which provide substantially the same benefits to students at those activities which are sponsored or approved by the school
- Personal matters

Please be advised that at any point when school officials feel that excessive absences for any reason are adversely affecting a student's academic and learning, school officials may convene a discussion with the parents and the student. This discussion will explore the causes of the excused absences and determine what interventions may be necessary to improve the student's well-being, and/or academic and learning progression. School administration or their designees are authorized to request from parents evidence needed to verify the validity of the reasons given for an absence.

### **Behavior Expectations**

LMS promotes a school environment where learning, responsibility, kindness, respect, and cooperation are valued. We want our students to have a positive experience where they grow in their academics and personal habits. We have high expectations for our students and will keep parents informed of behavior concerns. We have two basic expectations for our students:

- Do your best every day
- Treat others the way you would want to be treated

*Here are some additional things to be aware of:*

**Lunch expectations** - Lunchtime should be an enjoyable and relaxing social time for students. Inappropriate lunchroom behavior may result in students being temporarily removed from their current seating, lunch detentions, or additional consequences. **Birthdays and other celebrations are not allowed during lunch.** Parents are welcome to eat lunch with their student in the cafeteria, but please be advised that table space is limited. Due to limited space and safety issues, other visitors will not be allowed to eat with the student in the cafeteria. Parents and guardians are allowed to bring outside food for their LMS student only. Outside food may not be shared with other LMS students.

**Arrival in morning** – When students arrive in the morning they should go to the commons and remain in that area until the bell at 7:35 a.m. Students must have teacher permission to enter hallways before 7:35 a.m. Once a student is on campus, the student should not leave until the school day has been completed or permission has been granted.

**Leaving school early for valid reason** - During the school day any student who leaves the school property for any reason must be signed out in the office by a parent/guardian. Parents must come in the school office to get a child when they must leave early. Students will be dismissed from the school office and not from the classroom. Students needing to leave school for doctor, dental or other personal appointments must bring a **parental request** for dismissal. The **written note** should be given to the front office when the student arrives in the morning so the office can write a pass for later in the day that will excuse the student from class.

**Electronics** – Middle Schools have a set policy for cell phones and electronics. If a student does use a cell phone/electronic device inappropriately or without permission, the staff member will ask for that item and take it to the office where it will be picked up at the end of the day. Excessive issues will result in progressive consequences.

**Middle School Cell Phone/Personal Tech Device** - In an effort to provide the most effective learning spaces possible and to be consistent with its application across the district, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (CP/PTD) at the middle school level:

- CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play.
- CP/PTDs are not allowed to be in use by middle school students during the school day. The school day is defined as anytime between the beginning of the first period and end of the last period of the day.
- CP/PTDs are to be kept on their person, or in a locker, backpack or assigned classroom location out of sight and are to be powered off.
- Should the need arise for a student to contact parents during the school day the main office phone, courtesy phone or the classroom phone should be used for such a call.
- Should the need arise for parents to contact their child, the main office phone should be used for such a call.
- CP/PTDs may be used by the student for educational purposes only at the request of the classroom teacher or other staff member. This provision will be reviewed at the end of the 2018-19 school year and may change for the following years.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

**Cell phones/electronics should never be used in bathrooms or locker rooms.**

**Personal Property** - Students should not bring expensive or sentimental items to school. We recommend these things be left at home to protect the value and ownership of each item. Further, we recommend not taking coats to class and marking personal belongings with child's name.

**Distracting and Inappropriate Items** -When students bring items to school that cause any type of disturbance in the classroom, it inhibits learning. The first offense will result in a verbal warning; a second offense may result in the item being taken to the office. The third offense will result in progressive consequences.

**Fidgets/items of distraction:** Students should not bring fidgets/items of distraction to school. The list of items ranges from slime, playdough, spinners, bouncy balls and various other objects. We encourage students to leave these items at home.

**Deodorant/Aerosol/Body Spray:** Students should bring stick/solid deodorant to be stored in their gym locker. It is recommended students avoid bringing aerosol deodorant/body spray or spray perfume. Glass containers are not allowed at school.

***Please be advised that Leawood Middle School is not responsible for lost or damaged items.***

**Lockers** - Lockers are randomly assigned to each student at the beginning of the school year. A student may occupy only the locker to which he or she is assigned. Any student found damaging or abusing their locker may be asked to pay for damages. Students are expected to keep their locker organized in a manner that allows the locker to remain in good working order. Stickers or other permanent items are not allowed on lockers. Students should report any locker difficulty to the office. Students should not tamper with another locker, share lockers,

trade lockers or give their locker combination to anyone else. Leawood Middle School will not be responsible for items kept in student's lockers which are lost or damaged. School officials may inspect lockers as deemed necessary. **Student decorating the outside of lockers for birthdays is not permitted.**

**Tardies** - Students who arrive to school after 7:41 a.m. must report to the office for a tardy permit. Students are considered tardy to school if they arrive after 7:41 a.m. and before 2<sup>nd</sup> hour. Arrival after this time will be recorded as an absence. Students will be allowed three first hour tardies each quarter. The student and parent will be notified when the third tardy is recorded. Any first hour tardy in excess of these three will result in a disciplinary consequence assigned by the office. The classroom teacher handles tardies for hours 2-8 and can administer consequences for excessive tardies.

**Dress Code - Our focus is on student learning...** to have an effective school climate the intent of the dress code is to better our educational efforts through modesty, safety and non-disruption of school goals. Clothing or appearance that distracts from the purposes of the school shall not be permitted. Examples of clothing that will not be allowed at LMS include:

- Halter tops and thin strap tops.
- Shorts or skirts that are too short (the length should be at least at a student's fingertips when a student puts their hands down at their side when standing).
- Apparel that allows a bare midriff or has open and low sides (shirt should be long enough so it doesn't reveal back or stomach when raising arms or sitting).
- Apparel that allows underwear to show either by sagging or holes.
- Clothing that is too tight.
- Necklines that are provocative.
- Clothing that advertises substances which are illegal or are not of age to purchase.

**Additional Dress Code Guidelines:**

- Parents will be encouraged to monitor student dress to support a learning environment.
- Apparel items such as chains or studded accessories are not to be worn in schools.
- Hat/caps will not be worn during the school day (unless approved by administration). They should be stored in the lockers.
- Students will be expected to adhere to these guidelines during extracurricular activities.
- If a student does have inappropriate clothing, a staff member will visit with the student and they may be asked to change into appropriate school clothes. A parent may be contacted if clothes need to be brought to school for repeated occurrences.

**Backpacks** – Students may bring backpacks to/from school but they must be stored in a student's locker during school hours for safety and space reasons. Exceptions may occur if only approved by administration in advance.

**Bullying** - Students should treat each other and staff members with courtesy and respect. Verbal, emotional, and physical bullying of any kind will not be tolerated. Bullying is any intentional gesture (ex. written, verbal, electronic or physical acts) that are repeated and creates an uncomfortable environment for a student or staff member. In addition, Kansas law defines cyber bullying as “bullying by the use of any electronic communication device including, but not

limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.” Any incidents should be reported to teachers, counselors, administrators or any LMS staff member. An on-line bullying reporting link is located on the LMS website.

## **Communication**

**To students** – LMS has daily announcements that will be shared with students through the Canvas system. Administration can also post announcements through a Canvas course for grade level announcements.

**To Parents** – We will communicate with parents through our weekly newsletter typically on Fridays. Currently this information will be sent via email and is available on the LMS school website as well. The LMS website is [www.bluevalleyk12.org/LMS](http://www.bluevalleyk12.org/LMS) and is a great resource to check frequently for updates.

LMS can also send text messages or emails for important reminders or urgent notices as needed.

LMS also uses Twitter and Facebook to recognize the hard work of our students and staff. Follow us @LeawoodMiddle

Individual teachers and coaches/sponsors may send group messages via email as needed to keep parents informed as well.

**Parent teacher conferences** – LMS has Parent conferences twice each year. Typically it occurs in late October and then again in early February. Communication will be sent to parents prior about the exact times and structure of conferences.

**Back to School Night** - This occurs in August and provides parents the chance to meet their child’s teachers. This is for parents only.

**Coffee with Principal** - This event is held several times each year as a way for the Principal to share with parents the happenings of the school and any updates for parents. We encourage parents to come with questions. Specific dates and times will be shared with parents as the dates approach.

## **Drop off and Pick up**

The south side of the building (front entrance) is where vehicles drop off and pick up students. The north side of the building is where busses drop off and pick up students. Specifically.....

### **Morning DROP OFF:**

#### **South Side (front of building is for car riders)**

- Pull forward as far as possible in front of building (near the recycle containers).
- Students should be dropped off at the sidewalk in front of the building and **should not cross through the parking lot or traffic lanes.**

#### **North Side (bus zone)**

- The circle drive is designated for buses only.
- Please do not drop off students from the center island near the bus loop

**AFTERNOON PICK UP: Students should be picked up no later than 3:00 p.m.**  
unless attending an event or working with a teacher.

**South Side (front of building)**

- Pull forward as far as possible in front of building.
- Students should be picked up from the sidewalk in front of the building and should never cross through the parking lot or traffic lanes for any reason.

**North Side (bus zone)**

- The circle drive is designated for buses only.
- Students may be picked up along the sidewalk leading to LES.
- Please do not pick up students from the center island near the bus loop.

**General Reminders**

- Please help us keep your child safe by encouraging him/her to cross streets only at designated crosswalks.
- Please drive slowly around campus--students may unexpectedly cross in front of your vehicle.
- Please be patient with each other as our new parents learn the traffic procedures.
- If parked on High Drive behind the stop sign entering the drop off loop in front of the school (across from football field traveling south), please pull forward as the car in front of you does so to prevent traffic from backing up along this entrance.

**Getting Involved**

At LMS our goal is that 100% of our students get involved in a school activity. This could be an athletic team, an activity such as Musical/Plays, intramurals, band, choir, strings or the many after school clubs that we offer. Getting involved allows students to meet new people, appreciate differences and make new friends. It also allows students to develop strong connections to that activity while developing confidence and many personal traits as a result of their involvement.

As a parent/guardian, here are some things to know about specific opportunities for students.

**Friday Night Live** – this is the PTO sponsored event held several times throughout the year. There is an assortment of activities for students including music, games, and food available. Specific dates and times will be shared with students and parents once dates are finalized. There is a minimal admission fee to help cover expenses. Students are expected to comply with all school guidelines and dress code requirements when attending any school function.

**Sports – We have a variety of sports available to our students. Here is a brief summary.**

6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
Wrestling	Wrestling, Cross Country and Track	Wrestling, Cross Country, Volleyball, Football, Girls and Boys Basketball and Track

**Activities** – LMS offers intramurals for students in which students are physically active and we will promote a variety of options throughout the year for students. The intramurals will be

communicated to students and parents prior to each activity starting. We also have a variety of Activities and Clubs. Since our clubs do change over time, it is best to check our school website for the current listing of clubs and when they meet.

**Assemblies and Spirit days** – We will have several assemblies and spirit days throughout year as a way to recognize students and programs for their contributions to our school. It also promotes a fun and engaging school environment, which is critical to a successful school.

**How to report an absence** – If an absence is not reported by **8:30 a.m.** by calling the office or emailing via the website, families will receive an automated attendance message via phone and text. Please reply to the phone call or email directly. **By 3 p.m.** families will receive an automated attendance message via email, phone and text if a child is absent and his/her absence has not been reported by a parent/guardian.

- Students must be in attendance for a full school day (report to school by 2<sup>nd</sup> hour) to be eligible to participate in any after school activity or function (i.e. school performance or sport). On days of athletic or activity performance dates, if a student has a medical appointment that causes an absence for part of the school day, we then request the parent bring verification from the appointment with the student back to school for our reporting purposes.

**How to pick up a sick child** – If a child gets sick at school, they should ask the teacher to go to the nurse. Our school nurse will determine if a student is so sick that they should go home. The nurse will contact the parent if this occurs. In these instances, the parent should sign in at the front office to pick up their child.

### **Parent Involvement**

**We want our parents/guardians to stay involved in their child's education at LMS. We encourage you to reach out to the teachers if you have questions or concerns. Here are some additional reminders:**

**PTO** – Our Parent teacher organization (PTO) is a great way to support the school through volunteering time and effort in the many PTO activities. There are no fees to join the PTO.

**Lunch Guidelines** – You are always welcome to join your child at lunch. Please remember only parents/guardians can come to eat lunch with their child due to space limitations. In addition, if outside food is brought in it can only be for your child. We do not allow student celebrations or birthdays during our school lunchtime.

**Visiting LMS** – Anytime you visit LMS during school hours, you will need to show your driver's license at our secure entry camera system outside the front door. The front office will buzz or unlock the doors that allows you to enter the front office. Please always report to the main office to sign in and get a visitor badge. This helps support our focus on school safety.