

The background of the entire page is a sunburst pattern. It consists of numerous thin, light-orange lines radiating from a central point at the top, creating a starburst effect against a pale yellow background. The lines are evenly spaced and extend towards the edges of the frame.

**LMS**

**Student**

**Planner**

**PROCEDURE AND REGULATIONS SUBJECT TO CHANGES:** 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.

**Suggestions for using this planner**

- Bring the planner with you to every class so you can write down the assignments as soon as the teacher gives them to you.
- After you write an assignment in your planner, be sure to write down the materials you will need for the assignment as well as when and where you will do the assignment.
- Be sure to write down anything your teacher asks you to bring back to school at the bottom of the page as well.

**WELCOME EAGLES** to Leawood Middle School. Leawood Middle is a safe, fun school where learning, responsibility, kindness, respect, and cooperation are valued. We hope the time you are here at Leawood Middle is a positive experience where you grow in your academics and personal growth. We are glad you are here!

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**BLUE VALLEY VIRTUES**

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***BLUE VALLEY VIRTUES: RESPECT, RESPONSIBILITY, COMPASSION, SELF-DISCIPLINE, HONESTY, COURAGE AND PERSEVERANCE***

**Blue Valley Schools "Education Beyond Expectations"**



**MISSION STATEMENT:** The Blue Valley School District's mission is unprecedented academic success and unparalleled personal growth for every student.

**VISION STATEMENT:** Together, we will enable each child to become more than he or she has ever hoped to be.

***Leawood Middle School is committed to providing experiences for students that prepare them for anything in their future. We focus on Relationships, academic Rigor, and Relevant learning experiences.***

# LMS Guidelines

## ABSENCES/ATTENDANCE

Parents can call the LMS attendance line (239-5305), *or enter the absence in parentVue* to report all absences including illness, doctor appointments, late arrival, etc. If an absence is **not** reported by 8:15 a.m. the parent/guardian will receive a text and email stating that their child is absent. If the absence is not verified, the absence will be considered unexcused.

According to the Kansas State High School Activities Association 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, when 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.

**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 tardy.

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for an excused absence. 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

A student absent from school due to home emergencies, family vacations, and/or personal matters is allowed seven (7) excused absences per class period per school year. A parent requesting additional excused absences above this limitation may submit a request for approval to their school administrator.

Students who will be absent from school because they are traveling with their parents should plan by having parents notify the office and teachers. Teachers may be able to provide assignments in advance to maintain good academic standing.

Please be advised that at any point when school officials feel that excessive excused absences for any reason, including illness, are adversely affecting a student's academic and learning progress or when the well-being of the student is compromised due to excessive excused absences, school officials may convene a discussion with the parents and the student. This discussion will explore the causes of 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 parent(s) evidence needed to verify the validity of the reasons given for an absence.

**Arrival/Dismissal Time:**

- School classes begin at 7:51 a.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 Leawood 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 remain in the scheduled areas until 7:45 a.m. Students must have teacher permission to enter hallways before 7:45 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 3:00 p.m. Students should leave the school premises by 3:10 p.m. Students will not be kept after school for a detention or work session without parent notification. After 3:00 p.m., students waiting to be picked up should wait near the front entrance area.
- The northwest side of the building is designated for buses only. Parents who are delivering students by car should take the students to the main entrance of the building.

**Tardy Policy:** Students who arrive to school after 7:51 a.m. must report to the office for a tardy permit. Students are considered tardy to school if they arrive after 7:51 a.m. Arrival after 1<sup>st</sup> hour without an excuse from parent/guardian will be recorded as an **u n e x c u s e d** absence. Students will be allowed three first hour tardies for each quarter. Any first hour tardy more than these three will result in a disciplinary consequence assigned by the office. Any student with more than 3 tardies (per quarter) for hours 2 through 9 will receive a disciplinary consequence assigned by the teacher.

**Make-up Work after Absences:** Make-up work is defined as the actual schoolwork or homework assigned on the day absent or an alternative assignment, equal in purpose. School work previously assigned to the student due on the date of an absence is due on the day of return. General guidelines include:

- Students who 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.
- Students missing class because of a school-sponsored activity should submit assignments on the date due. Students who miss an assignment that is given in

class 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 excused absence, the student should take the test on the return day. Projects that have been assigned previously with the expected due date will also be expected to be completed and turned in on the original due date.
- Students are encouraged to check online through Canvas for teacher's assignments when absent.

**Leaving School Grounds:** Once students are on the bus and/or have arrived at school, the school accepts responsibility for their safety. After arrival at school, or on school grounds, students may not leave the school property unless properly excused. During the school day any student who leaves the school property for any reason must sign out in the office. Parents must come to the school to get a child when early dismissal has been requested. The school will not release any student during school hours to any person, until the school officials are certain that the individual or individuals' calling for the students is the parent/person authorized by the parent or guardian. ***Parents need to email or call the office for students to be released to another adult.*** 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. This request should include the student's name, grade level, and the date and time the student is to be dismissed along with the reason. Present this written request at the front office before school on the day the permit is needed as it allows the office to issue a pass excusing the student from class at the appropriate time without interrupting the entire classroom learning environment.

Students who stay for athletic games after school must remain in the athletic area or concession stand area doing the activity until leaving for the day. Students are not allowed to return to their lockers. Therefore, students need to take backpacks and materials for each activity. Students who leave the gym at break or in between games and do not return to the game will be asked to leave the school premises (unless going to the restroom or concession stand). **Students who neglect to follow school guidelines regarding after school activities may receive a school consequence, which may result in the inability to attend future games, matches or other after school activities.**

**Truancy:** The school is required by law to report students who are not attending school. A student is truant if the student is inexcusably absent from school (a) on three consecutive school days, (b) on five school days in any semester, or (c) on seven school days in a school year. A "school day" shall mean a full school day or a "significant part of a school day", which is defined as one class period or its equivalent. The parent will be notified by a phone call when any unexcused absence is recorded. Any unexcused absence more than two per year will result in disciplinary consequences for the student. A truant student who is less than 18 years of age shall be reported to the District Attorney and the parent will be notified in writing.

## **ACADEMIC HONESTY**

Cheating or plagiarism on an assignment or test may result in a low or failing grade and 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. Plagiarism (the use of another person's words or ideas without giving them credit) is unacceptable. Students will be instructed on the proper way to cite sources. Consequences will be determined by teacher and grade level team and communicated to administration.

## **ACCIDENTS**

Report injuries occurring at school or school activities immediately to an administrator, teacher, coach, or the school nurse.

## **ACTIVITY NIGHTS**

The **Eagles Night Out** are PTO sponsored social activities for students and are announced in advance to parents by email. These social activities are a privilege and open to Leawood Middle School students only. 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. Students may be suspended from attendance as a disciplinary consequence. In the event a student leaves any school activity before it is over, he/she is not permitted to return to the event later. Parents must pick up their students at the conclusion of the event. Parents are asked to pick up their child immediately upon conclusion of the activity night.

## **ALCOHOL AND CEREAL MALT BEVERAGES**

The use, possession, or transfer of any alcoholic or cereal malt beverage, including being under the influence of such beverage, on school property or at school-sponsored activities, either within or outside the School District, is expressly forbidden. Any student who violates this policy shall be suspended either in-school or out-of-school for no more than ten (10) school days by the school principal and may be referred to the School District's Suspension and Expulsion Committee for further action. In the event of suspension, such students shall be prohibited from participating in school activities during the period of suspension. A suspension may be reduced if the student seeks professional alcohol assessment and provides evidence of having done so.

## **ASSEMBLIES**

Assemblies will be held at various times during the school year. Recognition assemblies and special student interest assemblies are part of the overall educational program. Students are expected to be courteous and demonstrate self-control during assemblies. Those students displaying unacceptable behavior may be removed and restricted from participating in similar programs.

**Audience Courtesy:** During an assembly, concert, play, etc., the following courtesies should be observed:

- Show the participant(s) the same respect you would want if you were presenting the activity.
- Applaud at appropriate times. In pep rallies and athletic events cheering is acceptable. **Stomping on the bleachers** is not allowed.
- Remain seated during programs-if you have an emergency, wait for a break.

- Always be courteous to those performing and to others watching a program. We want our presenters to regard us as the best audience for which they have ever performed (we have been told this on many occasions).

### **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. Blue Valley Board of Education Policy 3512 states: "In accordance with Kansas law, bullying is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: 1) harming a student or staff member, whether physically or mentally; 2) damaging a student's or staff member's property; 3) placing a student or staff member in reasonable fear of harm to the student or staff member; 4) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or 5) any other form of intimidation or harassment prohibited by the board of education of the school district.

Likewise, Kansas law defines cyber bullying as bullying by the use of any electronic communication device means including, but not limited to, e-mail, text messages, online games and websites."

Any incidents should be reported to teachers, counselors, administrators or any LMS staff member. **An on-line bullying reporting link called Safe Schools Reporting is located on the LMS website.**

### **CANINE SEARCHES**

Blue Valley Schools promote safety as an important component of effective schools. To keep our school drug free, we do use preventative measures such as canine searches. The Leawood or Overland Park Police Departments can provide periodic searches using trained dogs throughout the school year at unannounced times. Any locker that is identified by the dog will be subject to search.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper use and care of all school equipment and property. Students who cause damage to school property or equipment may face disciplinary action, and possible referral to legal authorities as well as making restitution for the damage caused to property and equipment.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

*Cell phones/ electronics should not be used in bathrooms or locker rooms.*

### **DISTRICT MIDDLE CELL PHONE/PERSONAL TECH DEVICES RULES**

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/to include **AIRPODS**) 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 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.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

Students who do not follow the district's cell phone/personal device policy will be asked to turn in their cell phone/personal device to the staff member. The staff member will take the device to the front office where the student will pick it up at the end of the school day. Progressive consequences occur for repeated occurrences, resulting in the parent needing to pick up the device.

### **Chromebooks**

The Blue Valley District has assigned each student a chromebook device that needs to be brought to school fully charged each day. Students should leave their charger at home. Students will follow the directions of the classroom teacher regarding when to have their chromebook device out to use and when to power off. If students are distracting the learning of others or themselves by their chromebook use, teachers can remove the access to the chromebook for a period of time and give the student alternate forms of materials to use for learning purposes. All Blue Valley student expectations and technology guidelines apply to student use of the chromebook.

Students should only use their assigned chromebook. It is the student's responsibility to manage it so students should not share their chromebook with others. Students should not bring their chromebook to the lunchroom. In addition, chromebooks should not be taken into restrooms or locker-rooms for any use. Chromebooks that are left out on top of lockers after school will be taken to the counseling office to the chromebook "lost and found" for students to pick up later.

**Student use of communication technologies shall be considered as a privilege, which may be restricted or denied. Any student who uses communications technologies in inappropriate or unacceptable manners in violation of Board policies or administrative guidelines, shall be subject to disciplinary action including, but not limited to temporary or permanent loss of use.**

### **CIVILITY POLICY**

The Blue Valley School District believes that interactions among individuals should be of a positive and productive nature. In accordance with this belief, a Civility Policy has been approved with the intent of treating everyone – fellow employees, students, parents, visitors, or anyone having business with the district –with fairness and respect. The district will also expect that anyone having interactions with employees of the district will treat them with professionalism, courtesy, dignity, and respect. Behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing shall all be considered as uncivil behaviors. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, and written letters and/or e-mail messages. (Policy 2055)



**Verbal or Physical Harassment:** Students should treat each other with courtesy and respect. Therefore, verbal and/or physical abuse of any kind from one student to another will not be tolerated. It is important for students to realize that verbal abuse (written or spoken negative references to a person's race, religion, cultural heritage, sex, physical characteristics, etc.) as well as physical abuse is a serious problem and will result in school disciplinary action and possibly referral to the police department, depending on the seriousness of the abuse. Harassment is not acceptable and repeated occurrences will have increased consequences.

**Sexual Harassment:** The Board of Education believes that all students and employees are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the district is prohibited. Sexual harassment is defined as sexual advance, request for sexual favor, or sex-based behavior that is not welcomed.

Examples of sexual harassment include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtations; advances or propositions; continued or repeated unwanted remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; the display in the school or workplace of sexually suggestive actions, gestures, objects, graffiti or pictures.

- A student, who believes that he or she has suffered sexual harassment or his or her parent or guardian, may make a report to a building administrator, nurse, counselor, or teacher. If a nurse, counselor, or teacher receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Student or their parents may also notify a district level administrator in Educational Services.
- Reports of sexual harassment received from other sources will also be investigated.
- After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary action will be taken.
- Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be reviewed as an instance of sexual harassment, subject to the provisions of this policy.

#### **CIGARETTE, E-Cigarette AND TOBACCO POLICY**

The use, possession or transfer of any cigarette or tobacco product on school property or at a school-sponsored activity is prohibited. The school district will adhere to Kansas Statutes regarding the possession or attempted possession of cigarettes and tobacco products by minors. Students who violate this policy shall be suspended (either in school or out-of-school) for not more than ten (10) school days by the principal and may be referred to the District's Suspension and Expulsion Committee for further action. In the event of out-of-school suspension, such student shall be prohibited from participating in school activities and will not be allowed credit during the period of suspension.

- E-Cigarettes or Vaping are not regulated by the FDA, so they may be filled with harmful or drug-like substances that can cause health concerns to those who consume them. (Source: webmd.com)

- In Blue Valley, we consider e-cigarettes as tobacco products and follow our cigarette and tobacco policy. Students consuming or in possession of e-cigarettes will be suspended (source: LMS handbook). Students selling any e-cigarette or tobacco product at school will also face suspension. The state of Kansas also prohibits e-cigarettes from being consumed or sold by any students under age 18. LMS will work with our school resource officer to enforce KS 79-3321 with any students found to be in possession of e-cigarettes.

### **CONTROLLED SUBSTANCES (Drugs)**

The use, (including being under the influence of a controlled substance as defined by Kansas law), possession, or transfer of a controlled substance, on district property or at district sponsored activities, either within or outside the district, shall be prohibited. The transfer of a prescription medication to any person other than the person for whom the prescription was written shall be prohibited. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than ten (10) school days by the principal and may be referred to the District's Suspension and Expulsion Committee for further action. A suspension may be reduced if the student seeks a professional drug assessment and provides evidence of having done so. The above does not apply to medication taken by a student as prescribed by his/her physician. In the event of a suspension, such students shall be prohibited from participating in after-school activities during the period of suspension.

### **DISTRACTING AND INAPPROPRIATE ITEMS**

When students bring items to school that cause any type of disturbance in the classroom, it inhibits learning. Any such item will be brought to the office and will result in progressive consequences.

- Students cannot **sell items** on school premises.
- **Items of distraction:** Students should not bring items of distraction to school. The list of items ranges from slime, playdough, spinners, bouncy balls and various other objects. Students should leave these items at home.
- **Hats/Hoods:** As a matter of respect, students will be asked to remove their hats and hoods when they enter the school. Hats/hoods should not be worn in the hallways, classrooms, pods etc. during the school day. Hats should be stored in the students' locker during the day and should not be carried to or worn in any part of the building. Individual circumstances may necessitate exceptions which will be handled by the administrative staff.
- **Deodorant/Aerosol/Body Spray:** Students should bring stick/solid deodorant to be stored in their locker. Aerosol deodorant/body spray or spray perfume are not allowed at school. Glass containers are not allowed.

### **DETENTION**

Detention refers to a period which the student is assigned before school, during lunch or after school as a disciplinary measure. Any staff member in the building has the authority to correct misconduct at any time during the school day or at school sponsored activities. Parents will be notified prior to the before and after school detentions of the assigned detention day and time.

## DISCIPLINE

The Board of Education will, to the full extent of its legal power, ensure that every student has an opportunity to attend school and receive an education without fear or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of students or school personnel, to damage property, to interfere with the educational process, or to attempt to close the schools. Acts of behavior which interfere with the maintenance of a learning environment, or which are antagonistic to the welfare of other students/staff will not be considered acceptable. A student who commits any of the following acts may be subject to disciplinary action and possible referral to legal authorities.

- Violation of school rules
- Selling of items from locker or on school grounds
- Behavior or clothing that disrupts the school environment
- Failure to comply with reasonable requests, defiance, and/or insubordination
- Making threats, intimidation, extortion and/or bodily harm
- Obscenity, profanity, or indecency
- Possession, transfer, consumption or sale of alcohol, narcotics, drugs, paraphernalia and other restricted substances or being under the influence of the same
- Theft
- Smoking and or possession of tobacco products
- Forgery
- Trespassing
- Unruly conduct which disrupts school
- Possession or use of a weapon
- Bullying
- Harassment
- Arson
- Bus, classroom, and lunchroom misconduct
- Physical aggression (pushing, shoving, hitting, slapping, kicking, etc)
- Vandalism/damage of school property
- Fighting including play fighting, boxing or horseplay which results in injury
- Violation of Board Policy or other matters covered by 5KSA8901 et seq
- Violation of compulsory attendance laws, excessive tardies, and/or absences;
- Violation of Board policy; or other matters covered by 5KSA8901 et seq.

**Hallway Behavior:** Student safety is our top priority at LMS. Please keep our hallways safe by demonstrating appropriate behavior during transition times. Physical contact with another student (either an aggressive act or playing), running, and yelling are not acceptable hallway behaviors and potentially could cause harm to other students and staff. These actions may result in discipline consequences.

**Fighting:** Fighting (including play fighting/boxing or horseplay) is not appropriate and will not be tolerated. Any pushing, shoving, hitting, grabbing, slapping, kicking, etc. may result in a detention or suspension. These actions may result in addition to discipline consequences the legal authorities being involved.

**Weapons:** In compliance with federal and state law, the Blue Valley School District prohibits any student from being in possession of a weapon at school, on school property, at a school-supervised activity, or at a school-sponsored function.

Board Policy 3516 addresses the possession of a "weapon" or a "weapon-like device" on school district property. It is essential that both parents and students realize that this policy applies 24 hours a day, 7 days a week, and 365 days per year, (even during the summer or other vacation times). Student who possesses such items on district property at any time can suffer district expulsion or other appropriate school consequences. The incident may also be referred to the Leawood Police Department. Per board Policy 3516, "weapon-like devices" include, but are not limited to, any facsimile weapon, pocketknife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet gun, b-b guns and paint guns. As used to this policy, the term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction.

**ISS (In School Suspension):** Some behaviors result in a student being assigned ISS. When serving an ISS, students are required to report to the office upon arrival at school. ISS is a supervised all day (7:51 a.m.- 3:00 p.m.) detention outside of the regular classroom. Students will be expected to do schoolwork and will receive credit for the work done in ISS. *Students will not be allowed to participate in any afterschool, extracurricular activities or practices on the day of the ISS unless determined by administration.* Students who do not comply with the ISS rules or exhibit destructive behavior will be subject to additional consequences such as OSS (Out-of-School Suspension). **Before a student returns to the classroom, a parent meeting is required.**

**OSS (Out of School Suspension):** *Students who are suspended from school are also suspended from school-sponsored activities as participants and observers.* They may not be at school or on school grounds during the suspension. If you are aware of a student who has violated school rules, you are obligated to tell school authorities of such violations. Failure to inform school authorities of such a violation makes you a part of the violation. Be honest.

### **DRESS CODE-STUDENT PERSONAL APPEARANCE POLICY**

The Board of Education has adopted goals and policies which are designed to provide for an effective instructional school climate at LMS. ***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. Student clothing shall reflect a sense of self-respect and personal dignity.

Provocative clothing is inappropriate as well. Examples of provocative or disruptive clothing that will not be allowed at LMS:

- Halter tops and small thin straps (or one strap tops). Tank top straps that are the width of 3 inches or more would be appropriate.
- 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 (**crop top**) 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 (i.e. boxers under low slung jeans).
- Clothing that is too tight such as tube tops, extremely short shorts/skirts or skirts with provocative slits.
- Necklines that are provocative
- Clothing that advertises inappropriate messages or substances which are illegal or students are not of age to purchase (i.e. alcohol, cigarettes, and drugs).
- Clothing that advertises businesses, which sell items students are not of age to purchase (i.e. bars).

**Additional Dress Code Guidelines:**

- Parents will be encouraged to monitor student dress.
- Apparel items posing a threat to the safety of school community members are not to be worn in schools (chains, studded accessories).
- T-shirts that advertise illegal activities or items students cannot legally buy will not be worn in school.
- Hat/caps will not be worn during the school day (unless approved by administration).
- Students will be expected to adhere to these guidelines during extracurricular activities.

If a student is in violation of the personal appearance policy, he/she will be asked to change clothes-either into clothes that are already in the building or by calling a parent to bring appropriate attire. Repeated occurrences that are violations of the dress code may result in discipline consequences.

**EMERGENCY SAFETY INTERVENTIONS**

3522

**Emergency Safety Interventions (ESI)**

Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by a school employee to be inappropriate or ineffective, and when a student's behavior presents an immediate danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger of physical harm ceases to exist.

ESI Restrictions

1. Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited.
2. A student shall not be subjected to an ESI if the school has received appropriate documentation from the student's licensed health care provider, stating the student has a medical condition that could put him/her in mental or physical danger because of an ESI. The written statement shall include the student's specific medical diagnosis, a list of reasons why ESI would be dangerous based on the diagnosis, and any suggested alternatives to ESI. A student may still be subject to an ESI if not using the ESI would result in significant physical harm to the student or others.

Campus Police Officers and School Resource Officers shall be exempt from the requirements of ESI when engaged in an activity with a legitimate law enforcement purpose. School security officers are not exempt from ESI requirements.

**Seclusion:** “Seclusion” occurs when a student is (1) placed in an enclosed area by school personnel.  
(2) purposefully isolated from adults and peers; and (3) prevented from leaving, or reasonably believes he or she will be prevented from exiting. All three conditions must be present for seclusion to occur. Use of “Time Out” where a student is temporarily removed from a learning activity without being secluded when used as part of a behavioral intervention is not considered an ESI.

#### Seclusion Restrictions

1. During seclusion, a school employee shall be able to see and hear the student at all times.
2. All seclusion rooms equipped with a locking door shall be designed to automatically disengage when the school employee moves away from the seclusion room.
3. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent, including well-ventilated and sufficiently lighted.

#### **Restraint**

“Physical restraint” occurs when bodily force is used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact to provide comfort, assistance or instruction shall not be deemed physical restraint. The use of “Physical Escort” or temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location is not considered an ESI.

### EMERGENCY SAFETY INTERVENTIONS

3522

#### Restraints Restrictions

1. The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student’s primary mode of communication is prohibited.
2. The use of chemical restraint, except as prescribed treatments for the student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments, is prohibited.
3. The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a certified law enforcement officer in carrying out law enforcement duties, and seat belts or other safety equipment when used to secure students during transportation, is prohibited.

#### **School Documentation of Incidence**

1. Each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: a) date and time of ESI; b) type of ESI, c) length of time the ESI was used; d) school personnel who participated in or supervised the ESI; and e) whether the student had an IEP, 504 plan, or behavior intervention plan at the time of the incident.
2. All documentation shall be provided to the building principal, or principal’s designee who will maintain the documentation and review the data at least quarterly.
3. The principal or designee will submit the documentation on the final day of the fall and spring semester of each school year to the Superintendent or his/her designee.
4. The District designee will report incidents of using ESI to the Kansas State Department of Education (“KSDE”) as required.

## **Parent Notification and Documentation**

1. The principal or designee shall notify the parent the same day as the incident. The same-day notification requirement is satisfied if the school attempts at least two methods of contacting the parents (i.e. phone and text, or phone and email).
2. A parent may designate a preferred method of contact to receive notification.
3. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
4. Documentation of ESI shall be completed and provided to the parent within one (1) school day of the incident. The documentation will include: a) events leading up to the incident; b) student behaviors that necessitated the ESI; c) steps taken to transition the student back to the educational setting; d) the date and time of the incident, type of ESI used, duration of the ESI, and the school personnel who used or supervised the ESI; e) space or an additional form for parents to provide feedback or comments to the school regarding the incident; f) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESI's is the same.

## **EMERGENCY SAFETY INTERVENTIONS**

3522

5. Upon the first ESI each year, parents will be provided a printed copy, or upon written request, an email copy of: a) the ESI policy which indicates when ESI can be used; b) flyer of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy), d) the complaint process of the state board of education; and e) information that will assist the parent in navigating the complaint process including contact information for Families Together and the Disability Rights Center of Kansas. Upon the second or subsequent incident, the parent shall be provided with a full and direct website address containing all such information.
6. If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint or mechanical restraint, including handcuffs, on a student, the school shall notify the parent the same day using the parents preferred method of contact. The school is not required to provide written documentation to the parent, nor document this law enforcement action as an ESI.

## **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. The student may be invited to attend the meeting at the discretion of the parent.

The school shall hold this meeting within ten (10) school days of receiving the parent's request. The time for calling the meeting can be extended beyond the 10-day limit if the parent is unable to attend within that time period.

1. The focus of any such meeting shall be to discuss proactive ways to prevent the need for ESI and to reduce incidents in the future.
2. For a student with an IEP, the IEP Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified.
3. For a student with a Section 504 Plan, the 504 Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified. The Team should also discuss and consider if there is a need for a special education evaluation.
4. If the student with an IEP or Section 504 Plan is placed in a private school by the parent, the meeting shall include the parent and the private school. If a formal team meeting is held, the private school will help facilitate the meeting.

5. For a student without a Section 504 Plan or IEP, the school staff and parent shall discuss the incident and consider the appropriateness of a referral for special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the parent, a school administrator, at least one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator.

Nothing in this section shall prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if the student would benefit by the measures.

## EMERGENCY SAFETY INTERVENTIONS

3522

### **ESI Complaint Investigation Procedures**

1. If a parent believes that an ESI was used in violation of state law or board policy, the parent may file a written complaint within thirty (30) calendar days of notification of the disputed ESI. The "Request of Investigation of Emergency Safety Intervention (ESI)" shall be accessible on the Blue Valley District website.
2. The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
3. Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE; and, if necessary, corrective actions to remedy an instance of noncompliance.
4. The written report will be submitted to the parents, the school, the Board of Education, and to the KSDE within thirty (30) calendar days from the date the complaint is received in the Superintendent's office.
5. A parent may file a request for administrative review by the Kansas State Board of Education within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

### **Annual Staff Training**

Staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques.

1. The District designee will schedule school personnel ESI training programs consistent with nationally-recognized training programs on the use of emergency safety interventions.
2. Training will be designed to meet the needs of personnel as appropriate to their duties and potential need for use of ESI procedures. Staff members deemed most likely to need to restrain a student will be provided a greater intensity of training.
3. The District designee will maintain written or electronic documentation of training provided and lists of participants in each ESI training program. This documentation will be made available for inspection by the state board of education upon request.

### **Appointment of Designee**

The Superintendent shall appoint a District staff member to implement the requirements of this policy for using Emergency Safety Interventions (ESI).

### **Board ESI Policy Notice**

Board Policy 3522 is published on the District's website, on each school's website, and the entire Board ESI Policy must be available in each school's student handbook, code of conduct, or school safety plan. Parents will be notified of the online availability of this policy annually during enrollment.



B.O.E. Adopted 12 Aug 2013  
B.O.E. Amended 08 Sep 2014  
B.O.E. Amended 10 Aug 2015

B.O.E. Amended 08 Aug 2016

LEGAL REFERENCE: K.A.R.91-42-1 through 91-42-7.

### **FOOD SERVICE PROGRAM**

Breakfast and lunch are available in the cafeteria. Students are offered a variety of choices including a salad bar and ala carte items. Students may bring their own lunch or drink or purchase them from the school. Students may have a food service prepaid lunch account or pay on a daily basis. If students have a negative lunch account, they will only be allowed to purchase a regular lunch with a milk until the balance is paid. Students are expected to display appropriate table manners and be respectful to others. Students are to remain seated when not getting lunch or cleaning up at the end of lunch. Students are expected to follow all requests of the lunchroom workers/supervisors in a cooperative and courteous manner. Students are also required to pick up after themselves and leave their area neat and clean.

Students will enter their student number to credit their account for a lunch or may pay with cash. It is important for students to retain a positive cash balance in their account. If there is a negative balance in a student's account; the student will be subject to restrictions for purchases. Parents may add money to student lunch accounts electronically by using BV ParentVue.

### **GRADES/GRADE REPORTING**

Grades are recorded in letters ranging from "A" to "F". An "I" denotes that the grade is incomplete and must be made up. The grade "P" is given in some instances and means that the student has been awarded credit for that course, instead of a grade. Parents are encouraged to monitor student grades by using BV ParentVue. We encourage our students to monitor their grades frequently by using StudentVue. Grade reports will be issued at the end of each quarter. Grades will be calculated according to the following:

A	93- 100%	C	73 -76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	79-74%	F	0-59%

**Counseling:** The counselors are available to meet with students. Information about the student may remain confidential unless such information creates a danger to the student or others. Students who desire to speak with a counselor may make an appointment by email or talking to office staff. Counselors are assigned a caseload of students based upon the first letter in a student's last name.

- Ms. Warrick will work with student's last name A-K.
- Mrs. Peters will work with students last name L-Z.

## **Guidelines for School - Activity Participation Attendance Guidelines**

- According to the KSHAA 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).
- Students may participate when late to school with documented doctor or other personal appointments (contact the assistant principal with any question related to activity participation).

## **Academic Guidelines**

- Students are to meet the KSHAA Academic Guidelines which require a student to pass five subjects during each grading period.
- Students, who fail to attain the grade requirements (s) to be academically eligible mentioned above will not be allowed to participate in KSHSAA Athletic/Activity performances.

## **Behavior Guidelines**

- Students who are participating in school-sponsored activity programs are expected to be positive representatives of the LMS community.
- Students who are suspended on the day of an activity may not participate in that activity.

## **HALL PASSES**

It is important that students do not miss academic time or disrupt the learning of others. Students are not permitted in the halls during class periods unless they have a hall pass in their possession. A student may be required to sign in/out of a teacher's room. It is the student's responsibility to see that he/she has a written pass before leaving their assigned area for any reason. Students who are getting teacher support at the end of a class period should request a teacher pass if they think they may be tardy to the next class.

## **HEALTH SERVICES**

The school nurse is available to assist students when ill. The nurse provides health education individually and in the classroom. Students who become ill at school should get a hall pass from a teacher to see the nurse. If you are too ill to stay at school, the nurse will call parents (students are not allowed to call parents on their own to be picked up by a parent). Students who are absent due to illness should not return to school unless they have not vomited or had a fever within the prior 24-hour period.

**Medication Policy:** Kansas law requires that all students attending Blue Valley Schools have current and complete immunization records on file in the school nurse's office.

According to Kansas Statute K.S.A. 72-5209, children who have failed to complete immunization requirements shall be excluded from school until completion is verified. The only two exceptions to this law are on the grounds of religious beliefs or for medical reasons, in which case the parent or guardian should contact the school nurse for further details. It is required that all students regardless of age or grade have a second MMR. A Td booster is required 10 years after the date of the last DPT. Medication should be given at home whenever possible. If a medication needs to be given at a specific time during the school day, the nurse will administer the medication providing the following requirements have been met: Prescription medication must be sent in the currently labeled prescription bottle and accompanied by a WRITTEN REQUEST from the physician. These orders may be transmitted to the school nurse via facsimile (fax). Insulin will be

treated as a prescription medication even though some forms may be obtained over the counter. Physician's order for medication must be reviewed and updated at the beginning of each school year and all changes in dosage require a new written order. In grades six through twelve, students diagnosed with allergies or asthma may possess, carry and self-administer prescription medication for the treatment of those conditions (e.g., inhaler, epi-pens) pursuant to the stipulations of board policy 3611.2. Diabetic students on any level may self-administer insulin. Middle level students should also self-administer under the supervision of the school nurse unless physician, parents and the school nurse can agree that the student is capable of administering insulin independently and an appropriate arrangement with the school can be determined.

Non-prescription medication from home must be in the original packaging, clearly showing the dosage by age, the ingredients and the expiration date. A WRITTEN REQUEST with specific instruction from a parent/guardian must accompany the medication. This permission form must be renewed annually. Only FDA approved substances will be given and only for the purpose for which they are approved.

**Controlled substances, such as those medications used to treat ADD, ADHD or psychiatric behavioral disorders, should be delivered to the School Nurse by the parent/guardian.** These medications will be counted and the count noted. Parents will be asked to retrieve unused portions of these substances.

Over the counter medications (i.e. Tylenol, Advil) or generic equivalents that are stocked in the health room will be administered only by the School Nurse, at her discretion, or by someone who administers the medication under the supervision of the School Nurse.

**Energy Drinks:** We encourage healthy nutritional habits and discourage student consumption of high-energy drinks. Such drinks may be disposed of by staff.

**Inhalants, Non-Prescription Medication, Drugs, and Paraphernalia:** The Board of Education policy on restricted substances is as follows. The use, (including being under the influence of a controlled substance), or transfer of a controlled substance, as defined by Kansas law, non-school property or school sponsored activities, either, within or outside the school district, is expressly prohibited. The transfer of prescription medicine to any person other than the person whom the prescription was written is expressly prohibited. Any student who violates this policy shall be suspended (either in school or out-side-of-school) for not more than five (5) days by the school principal and may be referred to the school district's Suspension and Expulsion Committee for further action. In the event of out of school suspension, such student shall be prohibited from participating in school activities and will not be allowed credit during the period of suspension. A suspension may be reduced if the student seeks a professional drug assessment and provides evidence of having done so (Policy 5700)

### **INTERSCHOLASTIC ACTIVITY PROGRAM**

Interscholastic school athletics are available only for 7<sup>th</sup> and 8<sup>th</sup> grade students. KSHSAA rules require completion of an approved physical examination before a student is eligible to take part in practice sessions or to represent his/her school in interscholastic athletics or cheerleading.

The physical exam may not be taken earlier than May 1 prior to the academic year the student participates, and must be completed prior to the student's first practice session for an activity. Students who participate in sports and cheerleading are also required to turn in the following forms: Medical Release, Transportation, Concussion and Substance Abuse (all forms are available on the LMS website).

All students participating in extracurricular activities shall be required to attend a full day (defined as being present hours 2-8) of school on the day of the scheduled activities unless they have been excused for necessary appointments by the principal/ assistant principal at least 24 hours prior to the absence.

### **LIBRARY MEDIA**

The library will be open during school hours. Material may be checked out for a three-week period and may be renewed for an additional three weeks. Exceptions may be made for items in heavy demand. Students will be responsible for the replacement of materials should they be lost or damaged.

### **LOCKERS**

Lockers are assigned to each student at the beginning of the school year and used at designated times determined by the building. **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. All personal items and books, when not in use, should be kept in the student's locker. Students should report any locker difficulty to the office. Outside locks will not be permitted on any locker. Students should not tamper with another locker, share lockers, trade lockers or give their locker combination to anyone else. Students should not leave expensive items or open food containers in lockers. Leawood Middle School will not be responsible for items kept in student's lockers which are lost or damaged. Periodic locker inspection and cleaning will take place throughout the school year to minimize problems such as excess litter, unnecessary materials, and lost or overdue library books. School officials may inspect lockers as deemed necessary. Student decorating the outside of lockers for birthdays is not permitted.

### **LOST AND FOUND**

Lost and found items such as watches, jewelry, billfolds, etc., should be brought to the office. They will be held for a reasonable length of time before disposal. Clothing, books, etc. will be placed on a shelf located in the student's grade level hallway.

### **LUNCHROOM GUIDELINES**

Students are expected to demonstrate responsible and appropriate behavior during lunch. Lunchtime should be an enjoyable and relaxing social time for students. Inappropriate lunchroom behavior may result in students being removed from their current seating, lunch detentions, or suspensions. 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 are allowed to bring outside food for **their child only** and with prior school permission. Outside food may not be shared with other students.

The guidelines cited below should be always followed.

- Deposit all litter in wastebaskets
- No moving from table to table
- Keep table, chairs, and floor clean
- Do not throw or play with food
- Keep voice at an appropriate conversational level - no yelling
- Only leave lunchroom with permission
- Comply with supervisor requests in a respectful manner
- Return all trays to the dishwashing area

*Students who do not follow these expectations may be assigned lunch consequences which may include lunch in the office or an assigned seat.*

### **PARENT-TEACHER COMMUNICATION**

Parent/teacher conferences may be held any time during the school year when the parent or teacher(s) are concerned about the academic or behavior progress of a student.

During the year, school days are scheduled for conferences. The front office will share with parents when they should email the receptionist to arrange time to meet with teacher(s) for scheduled parent-teacher conference days (if desired). Please contact the teacher directly by email if you need to meet at another time. Walk-in conferences do not require any notification.

Parents may leave a message during the school day to speak with a teacher. This can be a voicemail or email message. Our teaching staff can only periodically check email or voicemail during the school day as they are directly working with students for a large portion of the day. Teaching staff will respond to parent communication in a timely manner.

### **PEDESTRIAN, BIKE, SKATEBOARD AND ROLLER BLADE SAFETY**

Students riding bicycles should use the east sidewalk (across campus) when coming and going to the south and use the east sidewalk on High Drive when exiting to the north.

Bicycles should be walked on the sidewalk when pedestrians are present.

Students should walk bikes through parking lot areas and across driveways on school property.

Students should provide a lock for any bike left on school property and use bike rack(s) located at the entrance of the building.

Skateboards, scooters, motorized vehicles, and rollerblades **are not** allowed on campus.

### **PERSONAL PROPERTY**

Students should not bring expensive or sentimental items to school. Cameras, expensive watches, large sum of money, collectibles (valuable items), and computer games should not be brought to school. We recommend these things be left at home to protect the value and ownership of each item. Further, we recommend:

- Do not take coats to class.
- Do not bring more money to school than needed.
- Do not wear valuable jewelry.
- Mark all gym equipment and personal belongings with student's name.

***Please be advised that LMS is not responsible for lost or damaged items.***

## **SAFETY DRILLS**

Student safety is the highest priority at LMS. Drills for fire, severe weather, intruders and chemical/biological release will be conducted periodically according to our emergency procedure guidelines and applicable state laws. It is essential that when the first signal is given, everyone obeys orders and quietly clear the building by the prescribed route(s) as quickly as possible. The teacher will give the instruction to the students. The basement is used during severe weather drills/alerts. Students will be expected to comply with all staff requests during emergency situations.

## **SCHOOL CLOSINGS**

The superintendent determines if the school will be closed for reasons of weather or unexpected events. School closings are announced first on the **district website**. Closings are also announced on television and radio.

## **SIGNS/DECORATIONS**

Students are not allowed to display signs, posters or decorations of any kind without administrator or club sponsor's approval. Locker decorations for birthdays are not permitted.

## **STUDENT MESSAGES/CALLS/DELIVERIES**

Students will only be called out of class for telephone calls or messages in an emergency. If an emergency exists, please explain the situation to the secretary, administrator, or counselor and they will make sure your student is properly notified. Classes should not be interrupted by deliveries such as forgotten homework or lunch. An attempt will be made to deliver items at the end of class periods or at lunch. If a student knows an item is being dropped off at school, he/she should check with the office during a passing period or appropriate time to pick up their item.

Delivered flowers, balloons, candy, will not be taken to the classroom. Students can pick these items up at dismissal. Some students have after-school activities, walk home or ride the bus and it may be difficult to transport these items home safely. It is best to have these gifts delivered to the home.

## **STUDENT TRANSPORTATION**

Middle Schools student are not permitted to drive vehicles to school for any reason. Blue Valley Unified School District #229 has bus transportation contracted with Durham Bus Company. Students must adhere to all policies of the bus company, and they must cooperate with the assigned bus driver(s) to assure safety on the bus.

- The driver oversees the students and the bus. Students must obey the driver promptly and respectfully.
- Proper classroom conduct is to be observed by student while on the bus.
- Students must always keep hands and head inside the bus.
- Students must keep books, packages, coats, and feet out of the aisle.
- Students must not throw anything out of the bus window(s).
- Students are not permitted to leave their seats while the bus is in motion.
- Students must maintain absolute silence when approaching a railroad crossing stop.
- No glass containers, animals, pets, toys, or weapons are allowed on the bus.
- The use or possession of tobacco, liquor or illegal drugs or the commission of an illegal act on school buses or at the bus stop is prohibited and shall be reason for immediate suspension of transportation.

- Students should use the same appropriate behavior at our school also on the bus!
- School rules still apply to the bus.

**After Leaving the Bus:** The driver will not discharge riders at places other than their regular bus stop at home or at school unless proper authorization from parent or school official is obtained.

If a student who normally rides a different bus and plans to ride home with a friend on his/her bus **BOTH** students must submit a note signed by a parent or a parent email to the school office to that effect. The school cannot give this permission.

**Extra-Curricular Trips:** The above rules and regulations apply to all trips under school sponsorship. Students must be in good school standing to attend.

**Other Transportation Information:** A driver shall not be required to transport a student when the student's conduct endangers the safety of others, when he commits acts of vandalism, fails to follow directions, uses obscene language, uses unacceptable signs, or commits moral offenses.

**Bus Referrals:** Bus referrals are given to students who do not follow rules and regulations or as a reprimand for misbehavior, etc. Progressive consequences will apply leading up to not being able to ride the bus.

### **TECHNOLOGY**

Communication technologies shall be defined as technologies used on District grounds or at District activities whether owned or operated by the district, including, but not limited to, computer networks, the internet, and email. Student use of communication technologies shall be considered as a privilege, which may be restricted or denied. Any student who uses communications technologies in inappropriate or unacceptable manners in violation of Board policies or administrative guidelines, shall be subject to disciplinary action including, but not limited to temporary or permanent loss of use.

### **TELEPHONE**

There is a courtesy phone in the lobby for student use. When given permission by staff students are allowed to make phone calls between classes, during lunch periods (with permission from lunch supervisor), and before/after school. Students should leave a message for parents if they don't answer since all phone calls made from LMS will show up on caller I.D. as 239-5300.

### **TEXTBOOKS**

The resource fee charged at registration covers the rental of student texts and -supplies. Students should put their names in the texts as soon as possible. Students will be responsible for textbooks which have been damaged, lost or stolen. They will be charged a replacement fee for missing/damaged textbooks. A replacement fee will be charged to the student who originally was assigned the textbook by the teacher. Students should keep their assigned books stored in their lockers and not loan them to the other students. Several of our content areas may use online textbooks as well. Teachers will share the login information for the online sites with students and parents. We encourage students to keep this information in a secure and confidential location.

## **VISITORS**

According to BV District policy all parents and visitors must sign in at the reception desk in the office when visiting during regular school hours 7-4:00 p.m. A visitor name tag will be issued to you and must be worn during your time in our building. Parents should not go directly to classrooms, lunch area or lockers without checking in the office first. Help us provide a safe school environment by complying with this policy. Adults in the building without a nametag will be escorted to the office to sign in. Students may not bring student guests to school. Time, space and confidentiality issues in classrooms make it difficult to accommodate additional guests.

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school during the school year, the student will be given a withdrawal sheet to take to each teacher for proper clearance. The district office will make appropriate fee refunds.

**THE BLUE VALLEY MIDDLE SCHOOLS** are designed to meet the needs of a special group of students: young adolescents. We look forward to working with parents to help students move successfully through these transitional years. The middle school level focuses on two primary goals – improving the academic performance and encouraging the personal growth of each student. The comprehensive curriculum and structures ensure excellence around college and career readiness, personal and social responsibility, and technology literacy.

Blue Valley middle schools incorporate the following educational principles that are identified in the context of the early adolescence stage of human development.

- 1) Curriculum is grounded in rigorous, academic standards. The focus will be on what students should know and be able to do.
- 2) The school is a safe and healthy environment that provides purposeful and meaningful relationships among students and staff.
- 3) Parents and the community are involved in supporting student learning and personal growth.
- 4) Instruction is congruent with best educational practices.

Parents are invited to become involved as active partners in their child's school experiences. The experience will be enriching for parents and children and helpful to the middle school community.

The Blue Valley middle school program is responsive to the unique developmental needs of adolescents, including physical, intellectual, emotional, ethical, and social domain.



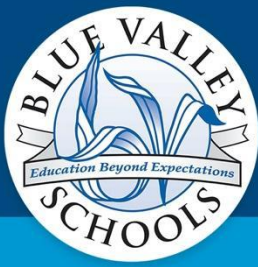


# LEAWOOD MIDDLE STUDENT DAILY SCHEDULE

6 <sup>th</sup> GRADE	
Hour 1 <i>Core</i>	7:51-8:46
Hour 2 <i>Core</i>	8:49-9:44
Hour 3 <i>Flex</i>	9:47-10:12
Hour 4 <i>Elective</i>	10:15-11:00
Hour 5 <i>Elective</i>	11:03-11:48
Hour 6 <i>Elective</i>	11:51-12:36
Hour 7 <i>Lunch</i>	12:40-1:05
Hour 8 <i>Core</i>	1:08-2:01
Hour 9 <i>Core</i>	2:04-3:00

7 <sup>th</sup> GRADE	
Hour 1 <i>Elective</i>	7:51-8:36
Hour 2 <i>Elective</i>	8:39-9:24
Hour 3 <i>Elective</i>	9:27-10:12
Hour 4 <i>Flex</i>	10:15-10:40
Hour 5 <i>Core</i>	10:43-11:38
Hour 6 <i>Lunch</i>	11:40-12:05
Hour 7 <i>Core</i>	12:08-1:03
Hour 8 <i>Core</i>	1:06-2:01
Hour 9 <i>Core</i>	2:04-3:00

8 <sup>th</sup> GRADE	
Hour 1 <i>Core</i>	7:51-8:46
Hour 2 <i>Core</i>	8:49-9:44
Hour 3 <i>Core</i>	9:47-10:42
Hour 4 <i>Core</i>	10:45-11:40
Hour 5 <i>Flex</i>	11:43-12:08
Hour 6 <i>Lunch</i>	12:10-12:35
Hour 7 <i>Elective</i>	12:39-1:24
Hour 8 <i>Elective</i>	1:27-2:12
Hour 9 <i>Elective</i>	2:15-3:00



# BLUE VALLEY SCHOOLS

reimagining learning | changing the world

## 2023-24

### AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### NOTES

The last day of school for students will be May 24, 2024. While snow days are within the calendar, emergency closure days may require the last day of school to be adjusted.

### JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**August 3-8** New Staff Onboarding  
**August 10-15** All Staff Professional Learning  
**August 15** Transition Day (6<sup>th</sup> & 9<sup>th</sup> Only)  
**August 16** First Day of School  
 Kindergarten Orientation

**September 4** No School | Labor Day  
**September 5** No School | Professional Learning EC-12  
**September 25-28** Consult Building Conference Schedules  
**September 28** No School EC-8  
**September 29** No School EC-12

**October 12** No School EC  
**October 13** End of Quarter  
 No School EC-12  
 ½ Professional Learning  
 ½ Grade Prep

**November 1** No School | Professional Learning EC-12  
**November 20-24** Thanksgiving Break  
**December 18-20** ½ Day HS Finals  
**December 20** End of 1<sup>st</sup> Semester  
 No School EC  
 ½ K-12 Early Release  
 ½ Grade Prep  
**December 21-January 3** Winter Recess

**January 3** No School | Professional Learning EC-12  
**January 4** School Resumes  
**January 15** No School | Martin Luther King Jr. Day

**February 5-8** Consult Building Conference Schedules  
**February 8** No School EC-8  
**February 9** No School EC-12  
**February 19** No School | President's Day  
**February 27** Tentative HS ACT Testing Day

**March 8** End of Quarter  
 No School EC-12  
 ½ Professional Learning  
 ½ Grade Prep

**March 11-15** Spring Break  
**March 18** No School | Professional Learning EC-12

**April 1** No School | Professional Learning EC-12  
**April 12** Kindergarten Roundup  
**April 19** No School | Professional Learning EC-12

**May 18-19** Tentative Graduation Dates  
**May 22-24** ½ Day 9-11 Finals  
**May 24** Last Day of School  
 End of 2<sup>nd</sup> Semester

No School EC  
 ½ K-11 Early Release  
 ½ Grade Prep  
**May 27** Memorial Day

**June 19** No Summer Learning | Juneteenth

### LEGEND

- No School EC-12
- No School EC-8
- High School Finals
- Consult School Conference Schedule
- Teacher and Student Attendance Days
- Educators Only
- Tentative HS ACT Testing Day



23

24