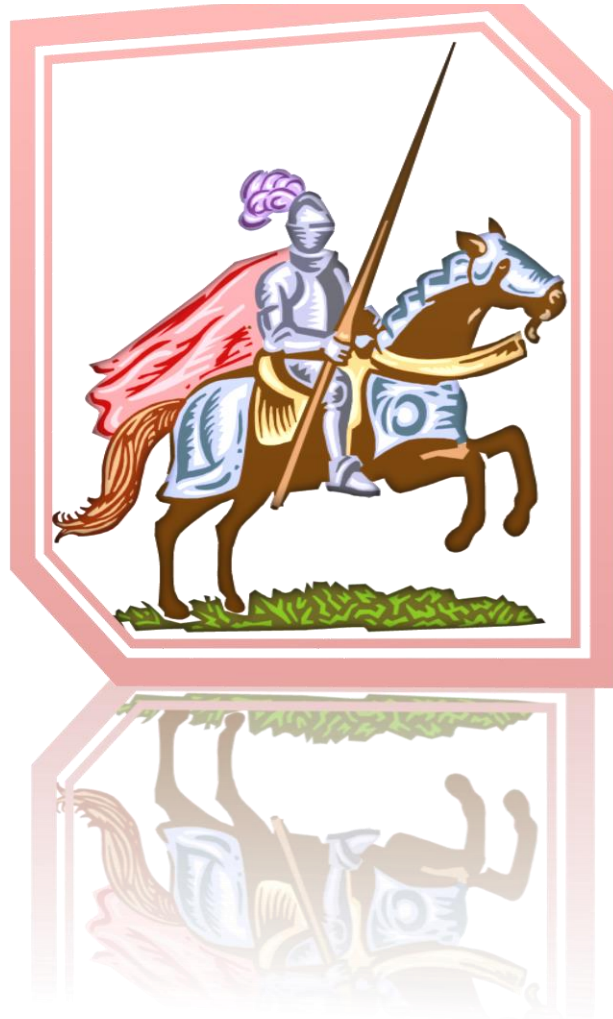


LANDON MIDDLE SCHOOL



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The mission of Topeka Public Schools is to *Engage* students in the highest quality learning, *Prepare* students for responsible, productive citizenship, *Inspire* excellence for a lifetime.

Landon Middle School's mission is that Landon Middle School students will be empowered and inspired to reach their full potential and to contribute responsibly to our diverse and dynamic world.

General Statement of Rules, Policies, and Requirements

The purpose of this student handbook is to give you a guideline to assist you in making your year at Landon successful. It would be impossible to list every rule and policy in this handbook. Common sense and reasonable expectations should be the standard you should follow.

The Landon administration has the right, duty, and obligation to determine what actions conflict with the safety and order of the students at school.

Landon has adopted Topeka Public Schools Character Principles as a baseline for the standard of acceptable conduct. Landon reserve the right to enhance or further define the Character Principles to support Landon's developing Positive Intervention Behavioral Support (PBIS) system.

Topeka Public School Character Principles

1) Self-Awareness

- ✓ Practice self control
- ✓ Set goals and work toward them
- ✓ Strive for personal improvement
- ✓ Identify thoughts, emotions, personal qualities, and boundaries

2) Compassion

- ✓ Be kind to myself, others and the environment
- ✓ Help others in need
- ✓ Be forgiving

3) Responsibility

- ✓ Do what I am suppose to do
- ✓ Always do my best
- ✓ Be accountable for words, actions, attitude, and choices

4) Respect

- ✓ Honor self and others because of our inherent worth as human beings
- ✓ Demonstrate integrity

BUILDING HOURS

You may enter the building at 7:15 AM. All students must enter the building from the south doors unless the 7:43 bell has already rung. The LMS Office will be open 7:15 AM – 4 PM. All students are to be seated in the gym until either being called to breakfast or until the 7:43 bell rings. Once you arrive on school grounds, you may not leave the campus area.

Students who are not involved in a school-sponsored activity must be out of the building by 3:00 p.m. unless special arrangements are made.

SECURITY

All doors are locked at the start of the school day. Visitors may only enter through the front entrance doors and check in at the office. There are security cameras throughout the school both inside and out.

Closed circuit cameras are used for monitoring and can be used for disciplinary action and/or prosecution.

ATTENDANCE

Research shows that the single greatest factor contributing to student achievement is attendance at school.

In order for a school absence or tardy to be excused, your parent/guardian must notify the office by telephone, personal contact, or a written note upon your return. When possible, your parents are requested to call the school before 9:00 a.m. on days you will be absent. All absences, which do not have notification, will be counted as unexcused. It should be noted that the school Principal or his/her designee has the authority to excuse or not excuse any absence.

Any student under 18 years of age who is absent, unexcused, the majority of the school day for three (3) consecutive days, or a total of five (5) or more days in any one semester, or (7) days in a school year will be reported to the Topeka Public Schools Truancy Office.

TARDIES

Students are responsible for arriving at school on time and to each class on time, unless the tardiness is due to a bus problem or an excused absence. There is ample time to get to any classroom from any classroom in Landon Middle School. While a student does not have to be in their seat when the bell rings, the student should be in the classroom when it does to avoid a tardy. Teachers are responsible for marking students tardy. Excessive tardies will result in disciplinary action in accordance with Topeka Public Schools Level One infraction. Landon will adhere to district policy on tardies, attendance and truancy.

CHANGE OF ADDRESS, TELEPHONE OR EMERGENCY CONTACT PERSON

It is extremely important that we maintain accurate and timely information on each student, so we can make contact in case of an emergency. Please call the office to report all changes in telephone numbers, addresses, emergency contacts and e-mail addresses.

COUNSELORS

Two counselors are available to assist students in making their school experiences valuable and rewarding. If a student needs help with a problem, either school-related or personal, he/she is encouraged to talk to one of our counselors about it. Our counselors provide services which include both individual and small group sessions as well as being involved in testing, enrollment, scheduling and orientation of new students. They can assist students to understand themselves and relationships with friends, family and teachers.

DRESS CODE

In selecting appropriate school clothes, students should consider cleanliness, comfort, neatness, and good grooming. Clothing that is too revealing or clothing with designs, pictures or print which refers to drugs, alcohol, tobacco, sex or vulgarity

are prohibited. Students are **not** permitted to wear hats or bandanas in the building. Seasonal dress, shorts are allowed during the hot weather season, but must be an appropriate length. Apparel that is excessively short, excessively tight, or excessively low-cut may not be worn. Shorts and skirt length must reach the tip of the middle finger when arms are extended at the student's side. Spaghetti straps and one-strap tops/dresses will not be allowed. All shoulders, sides, back and midriffs must be covered. Biking tights and similar tights may be worn in combination with shorts or skirts. Jeans, slacks or shorts with holes and/or a ragged appearance are not allowed. "Sagging" of pants, shorts, etc., is NOT allowed. Halters, Midriffs, Tank Tops, and Spaghetti Straps may be worn only with a T-shirt underneath. Students are not permitted to wear jewelry or clothing with sharp or pointed appendages which could physically injure others. The wearing of linked metal chains (non-jewelry) is prohibited. Gang related attire or symbols are not permitted. Clothing that distracts from the educational process, including pajamas, will be considered inappropriate.

When this policy is violated, students will make arrangements for a change of clothing before they may attend class (on the first offense). Further violations may result in stricter consequences. The principal or his/her designee shall make the final decision on appropriate or individual student dress.

LEAVING SCHOOL

A student must have parental permission to leave school (written note or phone call to the office by a parent/guardian). Written notes are to be brought to the office. The office will send a call slip at the appropriate time. Parents must then sign the student out in the office. When returning to school, sign in at the office for a pass back to class.

LOCKS/LOCKERS

Your advisor base teacher will assign a locker for you to use. Should your lock malfunction, let your AB teacher know, and you will be given a replacement lock. If you lose your lock, you will be responsible for replacing the lock at cost.

You must use the locks rented by the school except in special circumstances approved by the principal or assistant principal. In cases where you will be permitted to use your own lock, the office must have a copy of your combination or a duplicate key.

You are not allowed to share lockers with other students. Students will be held responsible for inappropriate items in their lockers. If you tell others your combination, you run the risk of being the victim of theft. You are strongly advised not to share your combination with other students.

Lockers are the property of Topeka Public Schools. School personnel have the right to inspect and have access to all school lockers.

SCHOOL PROPERTY

School property lost or damaged by a student will be assessed under the following categories:

- a. Vandalism- payment of all charges including labor.
The student may be suspended.
- b. Unintentional damage or destruction due to a student violation of a rule, regulation, policy or direction of one in authority- payment of all charges, including labor. Other disciplinary measures may be considered.

GRADES AND GRADING SYSTEM

Parents are urged to communicate with teachers and counselors regarding their sons or daughters academic progress.

HONOR ROLL AND AWARDS

Honor Rolls will be determined at the end of each quarter according to the following criteria:

- "A" Honor Roll: 4.0
- High Honor Roll: 3.50-3.99
- Honor Roll: 3.00-3.49

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held with parents twice per year. Parents do not have to wait until parent/teacher conference to schedule a conference. Parents may call teachers and request a meeting.

PERSONAL BELONGINGS

Students should not bring items of value or excessive amounts of money to school. The school will not assume the responsibility for the safe keeping of items not necessary to the educational mission. Bringing such items to school increases the likelihood of theft.

Cell phones and other electronic devices are not needed at school. If brought to school we recommend that they remain locked in lockers. Book bags are to be kept in lockers. Administration may pick up any item that creates a disruption in the classroom. In some instances the item will not be returned to students, but will require a parent/guardian to pick up the item. The school will not assume responsibility for lost, broken or stolen items.

Cell phones have become multi-functional and can have a legitimate educational role in the school setting. As such, individual teachers have the discretion to have students use cell phones in their class for appropriate educational purposes or activities. This does NOT include using the device to listen to music. Ear buds and other headphones have proven to be a disruption to the learning process. Texting, taking photos, making calls, playing games on phones or tablets without teacher permission could result in loss of electronic device privileges during the school day. Devices will not be confiscated before school, after school or during lunch for the time being. Should devices become an issue during lunch, their use may be prohibited or restricted, including but not limited to checking your device in at the start of the school day.

PHYSICAL EDUCATION

Physical education students are to wear a plain white, sleeved t-shirt and gray shorts. You will be issued a gym locker and lock. Make sure your belongings are locked in your gym locker during physical education class to prevent theft.

ROMANTIC BEHAVIOR

Romantic behavior is not appropriate for a school setting, and such behavior anywhere on school property or at school functions away from Landon, will result in disciplinary action. "Romantic behavior" can be, but is not limited to hugging, kissing or other forms of inappropriate physical contact.

SKATEBOARDS/ROLLER BLADES

You may not ride skateboard or roller blades on school property. The school grounds are not a safe place for their use.

FIRE AND TORNADO DRILLS

During these drills, your cooperation is essential to maintain a safe movement of students.

Fire drills are signaled by three (3) short intermittent blasts on a buzzer in the halls.

Tornado drills are signaled by one (1) long wailing sound of a buzzer on the intercom system.

Each classroom has a different evacuation plan. Follow the directions of your teacher during these drills.

TEXTBOOK RENTAL

Your parents have paid a fee to provide you with school textbooks. You are expected to take good care of the books and return them at the end of the year in good condition. Most students return their books without paying a penalty. At the end of the school year, fees will be assessed for loss of or damage to your books.

TELEPHONE CALLS

Students will be called to the telephone only in cases of extreme emergency. All other telephone messages will be delivered. With permission, students may use the telephone for school business.

TRANSPORTATION

School and district rules apply during bus transportation and at bus stops. Students who violate these rules face the same consequences as when they violate rules at school.

The USD 501 Board Policies allow for the school to suspend bus privileges for those who violate bus policies. The privilege of free transportation is contingent on reasonable behavior by the student and will be withdrawn, as necessary, to correct behavior problems. School district Regulation 2800-1 states that after the third misconduct notice, the student will be suspended from the bus for three (3) days. Suspension from transportation may result earlier for serious infractions.

Only students who are eligible under district policies to ride the school bus are allowed on the school bus. If a parent of an eligible student wishes on occasion to have their student ride a different bus or get off at a different stop, must have a note signed by a parent/guardian with a number where the parent/guardian can be reached must be provided to the school by 10:00 AM the day of. The signature of the principal, assistant principal or curriculum coordinator must then be secured. The student will then be allowed to ride the other bus if space is available. Please note that this only applies to students who are eligible to ride the bus, and does not apply to any other student.

Good bus behavior is important because it is a safety issue. Bus discipline referrals will be taken seriously by school officials. The nature of the infraction will inform the decision making off the appropriate consequences. However, the third infraction WILL MOST LIKELY result in removal from the bus for a period of time. (Removal may result from infractions before the third). Further infractions will result in longer periods of removal from bussing services.

STUDENT VISITORS

Student visitors are not allowed during the school day. Parents or guardians are always welcome at any time. Other relatives should arrange with the school in advance an upcoming visit *if at all possible*.

VISITING SCHOOL

Home and school must cooperate if your child is to progress. Parents are urged to visit school so that they may see their student in an everyday school situation. When visiting, the following suggestions might be helpful:

1. All visitors must check-in through the office immediately upon entering the building.
2. Office staff will direct you to the classroom.
3. All visitors must sign in, receive and wear a visitors badge during their visit.
4. Quietly observe your child in the group.
5. If you have problems concerning your child, ask the teacher to arrange a conference.

CHILD CUSTODY

In cases where there is a divorce or separation, each parent should understand that either parent has full access to the student enrolled in our school. If there has been legal action that restricts one of the parents from access to the student, a copy of such legal action must be on file with the principal. Such documents must be filed, stamped and signed by a judge. The custodial parent is requested to present such documents during a personal conference with the principal.

WHEN YOUR STUDENT BECOMES ILL

Care is taken to see that your student does not remain in school when he/she becomes ill, shows signs of a rash, sore throat or temperature over 99'. A member of the school staff will phone you when your student becomes ill. We ask that you keep your student home for a full 24 hours after his/her temperature returns to normal following any illness.

MEDICATION AT SCHOOL

Prescribed medication and over-the-counter medication will not be distributed at school unless the school receives a Request to Administer Medication Form signed by your parent/guardian and physician. When it is necessary for a student to take medication at school, the following guidelines must be followed:

1. The prescribed medication must be in the original container and labeled as prescribed.
2. Parents/guardian and doctor must complete and sign the Request to Administer Medication form;
3. All medicine must be kept in the office. Medication will be dispensed as prescribed, either by the school nurse or some other authorized school official.

Please do not ask teachers and other staff members for medicine. School officials are not legally able to provide any form of medication to students without appropriate authorization.

ITEMS DELIVERED TO SCHOOL

Occasionally balloon-a-grams and flowers are delivered to Landon students. Because of the disturbance to classes, we do not deliver them. However, office personnel will call for the student at the end of the school day. As much as we understand the gesture, it would be more appropriate to have balloon-a-grams and flowers delivered to the students' home address. Bus drivers are not required to allow these items on the bus.

USD 501 BOARD POLICY #2360

The Topeka Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach, and where parents and patrons can meet and recreate without fear. The Topeka Public Schools will not tolerate violence or injury to staff or students, nor will weapons be tolerated at any school activity or on any school district property. The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of K.S.A. 21-4204, as amended, prohibiting firearms on school property, shall be strictly enforced.

SEXUAL HARASSMENT

All students, regardless of age or gender, have the right to be free from sexual harassment and strong action will be taken against those who violate that right. The Topeka Public Schools has a policy regarding sexual harassment. Sexual harassment is considered to be a serious action and such behavior will not be tolerated. Sexual harassment may include the following: derogatory remarks of a sexual nature, unwelcome verbal sexual advances, requests for sexual favors, unwelcome touching, or other verbal, written, or physical conduct of a sexual nature. Actions do not need to be directly to you in order to be defined as sexual harassment. Such misconduct should be reported to a teacher, counselor, or an administrator. Students who knowingly make a false sexual harassment allegation will also face serious disciplinary action. Landon staff will treat cases of sexual harassment very seriously.

WEAPONS

Weapons are not allowed on school property. Please see the district handbook for the definition of a weapon. If you arrive at school and realize you have brought an inappropriate item with you, bring it directly to the principal or assistant principal so it can be dealt with without consequences.

Please remember that even toys and look-alikes may fall into a category that could get you suspended out of school. You don't have to use or threaten to use the weapon to be in violation of this policy-just having one of these examples at school is enough to cause you to be expelled. Don't put yourself into this very serious situation!

FIGHTING

Fighting in school, on school grounds or at any school function is a violation of school policy. Although every situation will be handled individually, as a general policy, any student involved in a fight may be suspended, regardless of who initiated the action. Fighting may also result in the students being arrested and removed from school by the School Resource Officer, and ticketed for disorderly conduct. The first time a student is involved in a fight, he/she may be suspended up to 10 (ten) school days, and depending on the severity of the situation, a possible long-term-suspension hearing may be held. Should a second fight occur, the consequences will be more severe, and may include long term suspension or expulsion.

School is not a place for fighting. There are other ways to "solve" disputes. When you feel that trouble is about to occur, you should tell an adult in the building about your problem. School officials cannot help unless we are made aware of problems.

BULLYING

Bullying is defined as intimidation of others by the real or threatened infliction of physical, verbal, written, emotional abuse, or through attacks on the property of another. This may include, but not be limited to, the following:

- Verbal, physical, or written intimidation or abuse.
- Derogatory name-calling
- Insults
- Practical jokes, which may result in awkwardness or embarrassment
- Unwelcome remarks or innuendoes
- Taunting or ridicule of any individual
- Derogatory or offensive pictures, drawing, and material
- Use of derisive slang terms concerning another individual
- Exclusion from peer group
- Extortion of money or possessions

Course of action for bullying incidents:

- Students who observe or are the target of a bullying incident should report it on a Bullying Report form.
- Teachers who observe a bullying incident **must** report it on a Bullying Report form
- If a student tells a teacher he/she has been bullied, that teacher should assist the student in filling out the Bullying Report Form.
- Turn the report form into a staff member, or bring it to the office.

ANTI-BULLY EFFORTS AT LANDON

- Students will not bully others.
- Students will report bullying to any adult at Landon and report the same thing to a parent.
- Parents are asked to report bully behavior if it occurs at Landon.

Students who participate in cyber-bullying may face disciplinary consequences. Depending upon the severity of the action, the following consequences could take place:

- Notification of School Resource Officer
- Notification of parents/guardians
- Detention or In School Suspension
- In severe cases, students may face Out of School Suspension and possible legal action

SMOKING, TOBACCO, ALCOHOL, DRUGS

Possession, consumption, or use of tobacco, alcohol, or illegal drugs is in violation of school board policy and state laws. Board of Education policy requires that substance abuse violations by students result in suspension. Evidence of a consultation with a substance abuse specialist may be required in order for a suspended student to return to school.

Student Management Plan

At Landon Middle School Our belief is that in order for you to learn, you must be in a safe, respectful, and orderly environment. You have a responsibility to behave in a manner that does not go against that belief. When you misbehave, you are not only keeping yourself from learning, you are preventing others from learning. It is our belief that no student

should be allowed to continually disrupt the learning of other students. For this reason, Landon Middle School has developed the following student management plan.

ELIGIBILITY FOR ACTIVITIES

Students begin each quarter with ten eligibility points. In order to participate in a school-sponsored activity, students must have at least one eligibility point remaining and be in attendance the day of the activity a minimum of 5 class hours. These activities include but are not limited to the following:

Assemblies, attending athletic events, dances, field trips, musicals, plays, and skating parties.

The office staff will keep a point total based upon referrals to the office. Each student will begin each quarter with 10 points, and will be reduced based on your behavior and the resulting consequence. When you reach zero (0) points, you will no longer be eligible for activities.

Discipline Referral	1 point
In School Suspension (ISS)	2 points per day
Out of School Suspension (OSS)	3 points per day

SPORTS PARTICIPATION

While a loss of ten eligibility points will automatically disqualify a student from participating in athletics, the coaches and Activities Coordinator may have stricter guidelines of behavior and eligibility will be based upon these guidelines. These guidelines will be communicated to the students and parents in writing. The parent/guardian signature acknowledges acceptance of these guidelines.

Additionally, any student who has a failing grade in a class on the day of a game will not participate in the game. Students will be notified of their failing grade at least three days prior to the game (if possible), so that the situation may be addressed.

ATTENDANCE ELIGIBILITY

A student must be passing all of their classes on the day of the athletic contest in order to participate in that contest. Students and parents are strongly encouraged to monitor student grades to insure eligibility. Coaches, teachers and other school officials will work together to keep students and parents informed about academic standing.

Appeals to and exceptions from the above policy will be decided by the Principal, Assistant Principal, Activities Coordinator, classroom teacher and/or a subset of the above.

DETENTIONS

When you receive an after school detention, you have two opportunities to serve the time. In order to let your parents/guardians know that you will be staying after school, you will have until the next day to serve your time. You have the choice to serve your time that day or the following day.

SKIPPING SCHOOL

Students who skip school during any part of the school day will be considered truant and will result in disciplinary action and possible filing of truancy.

OUT-OF-SCHOOL-SUSPENSION (OSS)

You are expected to make up your work during the time of the suspension to prevent you from falling behind academically. (3) points of eligibility are lost per day on out of school suspension during any OSS. When you are suspended, you are not allowed on any USD 501 school property or at any school sponsored activities regardless of location. Violations of this rule could result in your removal from the property by school security or the Topeka Police Department. Out of School Suspensions will be for a period of up to ten (10) days.

NETWORK COMPUTER USAGE

In order to use a networked computer, students must have an official "ACCEPTABLE USE POLICY" on file. These are handed out on the first day of school. Students are then issued a "log-in" and "Password" that provides them access to certain networked programs. Log-ins and passwords should be kept confidential by student. In addition, students will be issued a district Chromebook & charger upon completion of check-out form. Students/Parents are responsible for care of the Chromebook. Students are also responsible for charging chromebooks each night at home and bringing them to school ready for instruction daily. Students not complying with the standards set forth in the district technology policy can be suspended and/or deleted from the system and will be unable to use networked computers and/or Chromebooks.

Acceptable Use of Computers

Landon Middle School strives to provide computer access for all students. Access to computer resources is provided to students who have an acceptable use agreement on file. Students must understand that access is a *privilege, not a right*, and that access *implies responsibility*. I realize that computers are provided for educational purposes, to allow students to share resources and to communicate with others. Therefore, I agree to meet the following responsibilities in the areas of security and safety, good behavior and appropriate use.

Security and safety:

I will keep personal information about myself or other staff or students to myself.

I am responsible to protect my system account by not giving my passwords to others, nor will I use another person's individual account.

Expectations and Acceptable Use:

I am a guest on the district's server as well as all computer equipment in the building (such as printers, scanners and other peripherals).

I will use computer resources, including printing resources, in the classroom, media center, or computer labs only with teacher permission and/or supervision.

I will treat the hardware, software and other resources in the computer labs and throughout the school in an appropriate and respectful manner. This includes property of the school and other users as well. Abuse of resources shall be considered vandalism and treated accordingly.

I will not use my account to try to buy or sell goods, or to raise money.

I will access only educationally sound and reliable Internet resources. I will refrain from accessing sites that are inappropriate, malicious or offensive.

I understand that using my school account to check a personal email account is improper use of my time on school computers.

I will use e-mail only for specific class assignments and/or as required by a teacher (GroupWise).

The School District's Rights:

If I display inappropriate use of the computer systems anywhere I am subject to the following disciplinary actions:

Disciplinary or legal action can include but is not limited to:

Suspension of my user account; 1st offense – loss of privileges for 20 school days; 2nd offense – loss of privileges for 40 school days; 3rd offense – loss of privileges for the remainder of the school year. In order to reactivate my account, I must have an appeal meeting with the Technology Supervisor and/or Building Administrator.

Suspension or expulsion from school.

Criminal prosecution under appropriate local, state and federal laws.

Teachers or administrators may review and/or delete student files and communications to prevent misuse and to ensure students are using the system responsibly.

The district may restrict access to resources that do not meet district outcomes.

The district is not responsible for any loss of data.

The intent of Landon Middle School is to provide computer access for educational purposes. I have read the computer use agreement and understand the contents. I agree to comply with the agreement.