

CYCLONE HANDBOOK 2023 – 2024

SFT Front Office and Attendance Line

Office Hours: 7:30-4:00

Fridays: 7:30-3:30

913.780.7290

Fax: 913.780.7296

Counseling Office & Records

913.780.7973

Fax: 913.780.7749

Website: <http://www.olatheschools.org/santafetrail>

Twitter: @sftcyclones

SCHOOL MISSION STATEMENT

“EMPOWERING ALL LEARNERS TO EXPLORE”

Key Reminders for 23-24:

1. Passing periods are 5 minutes. There will continue to be a 2-minute warning bell.
2. During the first 10 and last 10 minutes of class ("prime-time" for learning), students are asked to limit asking for a pass. Exceptions are made for emergencies.
3. All cell phones should have volume turned off and in the student lockers or sling backpacks at 7:50 AM each morning. It should not be out during the school day. Cell phones should remain away until 3:10 PM.
4. SFT does not have any Regular Education buses for the 23-24 School Year. Be sure to communicate your before and after school plans to your students each day.
5. All middle school students attending high school activities under the supervision of their parents and be seated with their parents. Unaccompanied middle school students will be required to call parents to pick them up.

BELL SCHEDULE DESCRIPTION

SFT will be operating from a "Modified Block" bell schedule. Below is a brief explanation of the schedule.

Typical Weekly Schedule:

Mondays, Tuesdays, Fridays = 7 period days with Start-up and a 35-minute WIN/WYN time.

Wednesdays = Odd Classes (1st, 3rd, 5th 7th) with Start-up and 35-minute Pillar Focus time.

Thursdays = Even Classes (2nd, FLEX, 4th, 6th) with Start-up and a 35-minute WIN/WYN time.

- Cyclone Start-up = All students will start the day in their Start-up/Homeroom. Students will receive breakfast (if needed), participate in Social-Emotional Learning, and set goals for the day/week.
- WIN/WYN time = All students will participate in an "individual focus" time to receive help with mastering content standards, homework, or extension activities by teams.
- FLEX time = Elective teachers are available during this time to meet with students. Each team will also provide options based on student choice.
- Pillar Focus time = Time for students dive into our three pillars. This will include an SEL lesson and up to academic activities.

Lunch Schedule (Schedule is subject to change):

SFT Lunch Schedule for 7 Period Days

| Lunch 1 (4 th Hour) 11:25-11:50 | | | |
|---|------------------------------------|--|--|
| South Gym- | | | |
| | | Brubeck 1,2,3,4 Martz 17,18 Smith Garcia 5,6,7,8 Snyder 20 Stidham 9,10,11,12 Trimble 13,14,15,16 Williamson 19,20 | |
| | | | |
| South Gym- | | | |
| | | Baker 19 Dean 1,2,3, 4 Goldberg 5,6,7,8 Nichols 17,18 R. Erker 13,14,15,16 Trawicki 9,10,11,12 | |
| | | | |
| South Gym- 12:15-12:40 | | | |
| Dean 1,2,3 Desandro 4,5,6,7 James 8,9,10,11 Morrow12,13,14,14,15 Baker 16 R. Stock 17,18 Swearingen 19,20 | Supervisors Carroll | Smith 1 Cohorst 2,3,4,5 Dennison 6,7,8,9 Green 10,11,12,13,14 Karsten 15,16,17 Pope 18,19,20 | |
| | | | |
| South Gym- 12:40-1:05 | | - | |
| Buss 1,2,3,4 Cross 5,6,7,8 DeRodes Voss 9,10,11 Havermann 11 McMillian 12,13,14,15 Ochs 16,17,18,19 | Supervisors Carroll Rundberg | Barth 1,2,3,4,5 J. Thomas 5 Miller 6,7,8,9 Murillo 10,11,12,13,14 Paul 14,15,16 Stewart 17,18,19,20 | |
| | | | |
| Barth 17 | J. Thomas 18 | Miller 19 | |
| | Paul 10 | Stewart 11 | |

SFT Lunch Schedule for Odd Block Days

| Odd Block Days Lunch | | | |
|--|------------------------------------|--|----------------------------------|
| Lunch 1 | | | |
| South Gym- 11:40-12:05 | | Café- Supervisors- 11:50-12:15 | |
| Brubeck 1,2,3 Dean 4,5,6 Goldberg 7,8,9 Nichols 10,11,12,13,14 Snyder 15 Stidham16,17,18 | Supervisors Carroll Rundberg | Kinney 1,2,3 Martz 4,5,6 Owens 7,8,9,10 Pittman 11 Riedesel12,13,14 T.Thomas 15,16 Williamson17,18 | Supervisors R. Erker Admin |
| Lunch 2 | | | |
| South Gym- 12:05-12:30 | | Café- Supervisors 12:15-12:40 | |
| Baker 1 Cohorst 2,3,4,5 Murillo6,7,8,9 Green 10,11,12,13,14 Karsten 15,16,17 Pope 18,19,20 | Supervisors Carroll Rundberg | Desandro1,2,3,4 James 5,6,7,8 Morrow 9,10,11,12,13 Smith 14 R. Stock 15,16 Swearingen 17,18,19,20 | Supervisors R. Erker Admin |
| Lunch 3 | | | |
| South Gym- 12:30-12:55 | | Café- 12:40-1:05 | |
| Buss 1,2,3,4 Cross 5,6,7,8 DeRodes Voss 9,10 Havermann 11 McMillian 12,13,14,15 Ochs 16,17,18,19 | Supervisors Carroll Rundberg | Barth 1,2,3,4,5 J. Thomas 6 Miller 6,7,8 Dennison 9,10,11,12,13 Paul 14,15,16 Stewart 17,18,19,20 | Supervisors R. Erker Admin |
| Lineup Locations for 3rd Lunch Café | | | |
| Barth 17 | J. Thomas 18 | Miller 19 | Dennison 20 |
| Stewart 9 | Paul 10 | Paul 11 | |

ACTIVITIES

Student Activities-*Basketball/*Cheerleading/Cross Country/*Drill Team/*Football/Theatre/Track/*Volleyball

Students interested in participating in these activities are subject to eligibility guidelines established by the Kansas State High School Activities Association which include students passing 5 classes in the semester prior to the activity. Additionally, Olathe District Middle Schools require students to be passing all courses during the activity. Teachers will inform coaches / sponsors of students who are failing classes. **Students must also be in good standing with respect to discipline in order to participate in school sponsored activities.**

(*7th and 8th grade only)

A.I.M. Advancement Via Individual Motivation

This program is based on supporting the study skills and character of 8th grade students. Students in the AIM learn strategies to improve their achievement in other classes. Students also prepare for the rigors of education after high school.

W.E.B. Where Everyone Belongs

W.E.B is built on the belief that students want to and can help other students succeed.

Qualified 7th and 8th grade students are trained to be positive role models, motivators, leaders and teachers to guide 6th graders to be successful in middle school.

RSVP: NATIONAL STUDENT COUNCIL

This program is based on the (NAASP) National Student Council Program. Students in this program are concerned about student voice and meaningful involvement.

Basic Concepts of the Program

- ENGAGE ALL STUDENT POPULATIONS
- FACILITATE SUMMITS
- EXTEND OPPORTUNITIES FOR LEADERSHIP
- ESTABLISH A PROCESS
- ASSIST PRINCIPALS AND SCHOOL LEADERS

ATHLETIC EVENTS

Admission to middle school athletic contests will be \$2.00 for adults and \$1.00 for students.

Middle School Activity Passes cost \$5.00 for students and \$10.00 for adults. The student pass will be accepted only at the student's school. The adult pass will be accepted at all Middle School athletic events district-wide, except for city tournament contests.

Middle School/High School Activities Pass costs \$45.00 and is accepted at all regular season home athletic events for all USD #233 middle and high schools. It is not valid for post-season KSHSAA events such as regional and state playoffs or the school's musicals or plays.

The Activity Pass for Senior Citizens is a free lifetime pass and is valid for all regular season home games for all middle school and high school athletic events. It is not valid for post-season KSHSAA events such as regional playoffs, state playoffs, and city tournament contests. If the holder of this pass desires to attend other events such as drama productions, musicals, etc., they must notify the principal's office and request a ticket (if required) for such events. The ticket will be issued on availability of a seat for the event.

ATTENDANCE

The school day begins at 7:50 AM and concludes at 3:10 PM. Regular attendance at school is an important component of scholastic success and contributes to the development of consistent performance habits, which will carry over into adult life. Once students arrive on school property or enter the school building, they should remain unless they have obtained permission to leave and have signed out in the office.

Five Key Points about School Attendance:
(More information on attendanceworks.org)

1. Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school.
2. Poor attendance can influence whether children read proficiently by the end of third grade or be held back.
3. By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school.
4. Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence.
5. When students improve their attendance rates, they improve their academic prospects and chances for graduating.

Arrival: The school building is open at 7:15 AM. Student(s) arriving prior to 7:30 are not under the direct supervision of an adult unless prior arrangements have been made.

Students should enter the building through the front doors and remain in the commons or cafeteria until 7:30 AM.

In the event a student needs to work with a teacher prior to 7:40 AM, arrangements should be made with the teacher the day before.

Students who arrive at school after 7:50 AM should proceed to the Commons to obtain a pass to class. If a student obtains passes in the Commons on multiple occasions during a week, calls will be placed to parents on late arrival. Continually arriving late to school could also carry consequences in line with those of being tardy during the school day. Any arrival after 8:00 AM is considered an unexcused tardy from Start Up and you must sign in at the Front Office.

Students will be considered tardy when arrival at school is AFTER 7:50 AM. If a student should be considered excused, the parent/guardian should either:

1. Call the school office prior to the student's arrival, or
2. Walk into the front office and sign-in the student.

Dismissal: It is expected that all students (unless under the direct supervision of a staff member) will leave the SFT campus by 3:20 PM. Unless a student is riding the bus or being picked up, they should leave from the nearest exit to their last class during the day.

All students should be off SFT school grounds by 3:20 PM, unless:

- Attending a school sponsored event
- Under direct supervision of staff members (theatre, music, athletic practice)

Reporting Student Absence—Parents / Guardians of the student who will be absent are requested to notify the attendance secretary prior to 7:50 AM the day of the absence. Parents/Guardians may access the voice mailbox and leave this message any time outside of regular office hours by calling 780-7290.

On the day of the absence if the school has not been notified, the secretary will attempt to contact the parents either at home or work. If parental contact with the school is not made within 24 hours of the student's absence, the absence will be considered unexcused.

Excused / Unexcused Absence

The state of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. As BOE designees building administrators may determine if an absence is excused or unexcused. An absence may be classified unexcused if it does not fall within one of the eight categories identified by the BOE.

The BOE has determined the following reasons for excusable absences:

- 1) Personal illness
- 2) Serious illness or death of a member of the family or close friend.
- 3) Obligatory religious observance of the student's own faith.
- 4) Participation in a school approved student activity.
- 5) Verified physician or dentist appointments.
- 6) Court appearance.
- 7) Emergency situations requiring immediate action.
- 8) An absence which has been requested in writing and approved in advance by a building administrator.

Excessive Absences - Parents of students with excessive excused or unexcused absences will be contacted by a school official. In the event a student accumulates **3 consecutive unexcused absences, 5 unexcused absences in a semester or 7 unexcused absences in any school year**, the school is obligated to notify the Johnson County District Attorney.

Appointments During the School Day - When possible, we encourage the scheduling of outside appointments before or after school. Parents are requested to provide a written request or phone call to the attendance secretary prior to arriving to sign their student out of school for an appointment. Students may only be released to people listed on the enrollment information card. Parents are asked to sign students out in the office at the time of departure. Students may sign themselves in upon their return to school. Again, all are encouraged to attempt to avoid scheduling appointments during the school day.

Extra-Curricular Activities - To participate in an extra-curricular activity, students must be in attendance a minimum of half the school day. Participation in a school-sponsored field trip does constitute attendance at school even though a student may be absent from class. This participation satisfies the attendance requirement.

Make-up Work - Following an excused absence, the student is expected to make up any missed work. It is the responsibility of the student to contact each teacher to obtain the assignments and set up a completion date. Typically, two days for each day missed provides adequate time. For absences longer than one week, a reasonable plan will be developed by the student and teacher. Long term assignments are to be completed as originally scheduled unless prior arrangements are made.

Extended or Planned Absence (trip, extended illness) - If a student is going to be absent more than one day, a parent is encouraged to contact the school and request work. Requests made before 8:00 AM will be available after 3:30 PM. in the office. Class work should be acquired by the student prior to the absence. Assignments are due on the day the student returns to school.

Tardies - Any time a student arrives late to class; this tardiness creates a disruption to the educational process. This is true not only for the individual student, but for the other students in the class as well.

A student is considered tardy when he/she arrives to class AFTER the bell rings. Students should report to class and will be recorded as "tardy".

| <u>Tardy #</u> | <u>Consequence</u> |
|----------------|----------------------------------|
| 1-5 | Freebies |
| 6 | Detention |
| 7 | Possible Saturday School |
| 8 | Delayed Passing Period |
| 10+ | Possible Escorted Passing Period |

Numerical records of tardies are re-set at the beginning of each quarter.

BACKPACKS / BOOK BAGS

Students must keep backpacks/book bags in their assigned locker during the school day. These bags should not be carried in the halls during the school day nor taken to class with the student. String backpacks are allowed in the classroom.

BEHAVIOR

Detentions - Detentions may be assigned by any staff member. Detention time is assigned to a student as a consequence for failing to meet a behavioral expectation.

Office Referrals - A student will receive a referral when the student has exhibited:

1. Repeated minor misbehaviors that have been previously addressed and cannot be adequately corrected at the time they occur
2. Serious misbehaviors such as illegal acts, threat to physical safety, harassment/bullying/obscenity and threat to adult authority (defiance).

Alternative Placemen/ISS - This classroom placement is an opportunity for students involved in a disciplinary matter or need an alternative placement on a temporary basis. Alternative Placement/ISS is an alternative to an Out of School suspension and shall be assigned at the discretion of an administrator. Full day placement of a student in Alternative Placemen/ISS will be communicated to the parent by email or phone.

If placement in Alternative Placement/ISS has been completed at the end of the school day students may practice and participate in extra-curricular activities and athletics with administrator permission. The student focus in AP/ISS is designed to improve personal skills necessary to demonstrate acceptable, positive and successful behavior. Depending on the amount of time the student spends in AP/ISS, he/she will work on the following: Corrective Behavior (social skills), Organization, School service, Classwork.

Out of School Suspension — Out of School Suspension (OSS) is a response which may be assigned by the board of education or their designee. It is a response assigned to address behaviors which are substantially disruptive, illegal or those which endanger other persons or property.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

A short-term suspension of up to ten days may be imposed upon a student without affording the student or the parents / guardians of the student a hearing. A suspension for an extended term or an expulsion requires that an opportunity for a formal hearing be afforded to the student.

Students will be provided an opportunity to complete class work missed during a short-term OSS. Class assignments will be requested from the student's teachers. The student may check Google Classroom/Synergy for assignments posted by teachers. Arrangements with the teacher to make up missed tests should be made by the student. Make-up tests will be scheduled following the student's return to class.

The student shall be prepared to re-enter the classroom. Homework shall be completed and ready to turn in upon return. The late work policy will be applied to any incomplete work. If the student was informed on the homework assignment sheet of an upcoming test, the student shall be prepared to take it upon return to class.

During the period of time a student is suspended out of school, the student should not be on school property. A student suspended out of school is not eligible to participate or attend extra-curricular activities until after the student has returned to classes.

DRESS CODE

The SFT dress code was established to promote appropriate grooming and hygiene, prevent disruptions with the educational process and avoid safety hazards. Clothing worn to school should be worn as it was designed to be worn, appropriate for school and school activities.

If a staff member determines a student may be in violation of the dress code policy, he/she will be sent to the office. An SFT administrator will determine if the student is in violation. Students violating the dress code will be allowed to call home if an adult is available to bring additional clothing or may borrow clothing from our school office.

Student Behavior Expectations

SFT Staff created the following poster and expectations for all SFT Students:

7 ways cyclones show

RESPECT

R Responsibility looks like . . .

- Honesty
- Completing classwork and homework
- Following directions
- Prepared for class (supplies, iPad charged)
- Using technology appropriately
- Doing your own work
- Asking for help

E Empathy looks like .

- Appropriate language and actions
- No name calling or teasing
- Using the “golden rule”
- Disagreeing appropriately

S Safe boundaries looks like . . .

- No horseplay
- Keeping your hands and feet to yourself
- Only using designated/appointed supplies
- Keeping hands off of other’s belongings

P Pause looks like . . .

- THINK
 - Is it TRUE?
 - Is it Helpful?
 - Is it Inspiring?
 - Is it Necessary?
 - Is it Kind?

E ngaged looks like . . .

- Following directions
- Using time wisely
- Actively focusing
- Using technology appropriately
- Practicing active listening skills (SLANT)

C ourteous looks like . . .

- Appropriate language and actions
- No name calling or teasing
- Remembering manners (“please” and “thank you”)
- Accepting criticism and compliments appropriately
- Accepting no for an answer

T ime and place looks like . . .

- Using technology appropriately
- Using appropriate level of voice
- Using appropriate communication signals

Students are subject to these expectations while on school property, while using school transportation, and while going to, participating in or coming from a school sponsored activity. (This is not an all-inclusive list and is subject to modification for reasons of safety, order and discipline.)

- Students should be respectful of the rights, feelings and property of every person at Santa Fe Trail.

- Students should follow the directions of the adults.
- Students should attend school regularly, be on time, and be properly prepared by bringing the necessary materials to class.

- Students should exhibit safe and orderly behaviors during class time, passing time, in the cafeteria and during all school activities.

- Students should refrain from behavior which disrupts the educational process. These behaviors include but are not limited to:

*using profanity

*running in the halls

*public displays of

affection

*loud

disruptive

behavior

*spreading rumors about students or alleged events

- Food and drink should only be consumed in the cafeteria, courtyard, or commons. Water may be taken into the classrooms.
- Cell phones are not to be out in the halls, classrooms, or public areas from 7:50 AM -3:10 PM.
- Airpods should not be out during the school day from 7:50 AM-3:10 PM.
- Trash should be placed in the appropriate containers.
- Students should refrain from bringing outside containers containing beverages into the school. Students may bring water bottles.
- Students should refrain from playing games of chance that involve gambling, betting, or wagering.
- Students should refrain from taking items not their own, i.e. theft. All mislaid property found should be turned over to an adult.
- Students should refrain from threats to cause or conduct which causes physical injury to another person or damage to school property. Threats are defined as stares, hard looks, verbal harassment or statements, physically confronting stances, or any action that can lead to physical assault or damage.
- Students should refrain from the distribution of over-the-counter medication or any other non-controlled substance.
- Students should refrain from the possession, use, or distribution of tobacco, tobacco products, matches, cigarette lighters, controlled substances — alcohol or drugs, and drug paraphernalia.
- Students should refrain from the possession, display or use of weapons. Weapons include, but are not limited to knives, firearms or other devices which, by their nature or use, can cause injury to a person or property.

DISTRICT-ISSUED DEVICE (LAPTOP)

SFT has established the following Technology Policy related to the student Surface Gos being charged on a daily basis.

- Strike 1 — Warning
- Strike 2 - Warning
- Strike 3 — Contract with the Team/Device will be left in Start-Up class to charge overnight for 1 week
- Strike 4 - Warning
- Strike 5 - Warning
- Strike 6 - Device will be left in the Start-up class to charge overnight for 1 month
- Strike 7 - Warning
- Strike 8 - Warning
- Strike 9 - Home privileges have been lost for the Device

It is very important that students come to school with their Device fully charged and ready for the day. The Device needs to be at least a 75% charge to make it through the school day.

TECHNOLOGY

Any misuse (including personal electronic devices) or inappropriate network practices may result in computer privileges being taken away.

DELIVERIES

Items necessary for the student to complete the school day (lunch money, PE clothes, books, etc.) may be left in the office prior to 2:40 P.M. The student will be called to the office to pick up the item. Other items such as gifts, balloons, flowers, etc. will remain in the office. The student will be notified of the delivery and may pick up the item at the end of the school day.

ELEMENTARY SCHOOLS

Elementary schools are in session until 3:40 PM. Students should remain off elementary school campuses during school hours. Students who pick siblings up at WA should wait in the grassy area North of Washington Elementary School. Students who have parents at Washington Elementary School should wait in their vehicle and not at the front entrance.

EXTRA CURRICULAR ACTIVITIES

A student remaining after school to attend extracurricular activities should remain on school property until the event begins. Students are expected to remain in the school building during half time and between basketball/volleyball games. Transportation home should be arranged prior to the event. The student cost of admission for athletic events is \$1.00 or free with an activity pass.

FUNDRAISING

Fundraising must receive prior approval from SFT administration before being started at SFT.

GRADES

Grading Scale - The following scale is used to record and report grades:

- A 90 to 100%**---Superior
- B 80 to 89%**---Above average
- C 70 to 79%**---Average as compared with standards for this grade, subject and age
- D 60 to 69%**---Minimum achievement of passable work
- F Below 60%**---Failure to meet minimum standards
- I Incomplete** (Incomplete work must be made up within the first two weeks of the following quarter.)

HOMEWORK

Time Spent on Homework:

Consideration will be given to the type and amount of homework provided to students on the same team. Team teachers review weekly assignments and upcoming activities and assessments across the CORE content areas with consideration given to time required for elective classes and their corresponding assignments/activities.

Parent Communication Regarding Homework:

The course syllabus will reflect these homework guidelines and reviewed at back to school and open house events. Parents are encouraged to share any concerns with the classroom teacher related to homework assignments. Parents should encourage their child to access homework support during WIN/Wrap Up time or other extended learning opportunities offered.

Late Work: This reference to “Late Work” refers to daily class assignments or homework not turned in on time. This does not include projects, labs or “make-up work” assigned while a student has an excused absence.

When students do not complete assignments, opportunities for learning and feedback are diminished. Since the purpose of daily class assignments or homework is to promote learning, students are expected to complete all course assignments. “Late work” will be accepted until the end of the corresponding unit or culminating assessment without penalty. A deduction can be taken up to the end of the grading period for “late work” turned in after the completion of the culminating assessment or unit.

Because parents are an important part of the educational team, notification will be provided through Parent Vue and Student Vue. Verbal notification should be provided, or a conference scheduled with parents if a pattern of late work develops.

Honor Rolls - Honor rolls are compiled after each quarter. Honor rolls are based on the following grade point averages:

- Straight A Honor Roll 4.0
- Principal's Honor Roll 3.5 (with no C's)
- Honor Roll 3.0

A grade of D, F, or I, in any course, disqualifies a student from honor roll status that quarter.

Mid-term Progress Reports — Are available through Parent Vue/Student Vue during the 5th week of each quarter.

No Credit - Students who are unexcused absent from school will not receive credit on assignments due the day they are unexcused absent from school, assignments completed in class, homework assigned, or tests administered the day the student is marked unexcused absent.

Plagiarism - Students at Santa Fe Trail are encouraged and expected to learn by developing their own ideas and expressing those ideas in their own words. Plagiarism, a form of cheating, is defined as:

- copying someone else's work (even with modifications)
- copying material from the internet or any other source without citing that source in full, "copying" includes paraphrasing ideas, copying passages, sentences, or parts of sentences

In cases where it is apparent a student has copied all or part of an assignment from another student, from a printed source, or from an electronic medium, the student will be subject to a consequence per the Code of Student Conduct.

SCHOOL-ISSUED ID CARDS/PLANNERS

School-issued picture ID cards are needed for lunch. If lost, the first replacement is free; each additional ID is \$5.00. If a student needs a new ID card, report the report to the front office before 7:50 AM or after 3:10 PM.

INCLEMENT WEATHER

All schools in the state of Kansas must have 186 days or 1086 hours of school. The Olathe school calendar reflects the commitment to meet the requirements of this law. In the event it is necessary to dismiss school, announcements are made on the following radio and / or television stations by 6:30 AM on the day in question: KMBZ, WHB, KCMO, KUDL, KCKN, and WDAF. Information is also updated through the Olathe District website and will be posted on social media including Twitter.

ITEMS OF DISTRACTION

Students should refrain from bringing items to school items that have no relation to the curriculum/ class activities or are distracting to the educational process. This includes but is not limited to: spinners, video games, toys, iTouch pads, and cellular phones. (Cell phones may be brought to school but should remain away during the school day.) SFT defines the school day as 7:50 AM — 3:10 PM daily. SFT is not responsible for these items if they become lost or stolen.

If an electronic device is a disruption during class time, the item will be turned over to the front office until the end of the school day. If the item continues to be a distraction, additional consequences will result including parental meetings or student contract.

LIBRARY/PRINTING

Student Guidelines

- Utilize the library for study purposes, research and leisure reading
- Students are responsible for lost or damaged library items checked out on their library account and will be billed if necessary.
- Students should use their I.D. card when checking out materials
- Not permitted to skip lunch and go to the library to work, etc.
- Students without passes will be asked to return to their classroom.
- Must sign-in to use a computer.

LOCKERS

Students will be assigned a hall locker to provide a secure place to keep their personal property. Lockers are the property of the school. Only items appropriate for school should be kept in the students' lockers. Student and/or parent request for a

locker change requires approval from an administrator.

Students should not share their locker combinations or lockers with other students. Students are ultimately responsible for all items placed in their assigned lockers.

The school is not responsible for lost or stolen items. In the event of a theft, information should be provided to the School Resource Officer.

In accordance with board policy the principal or designated representative may search any locker or storage area at any time if it is believed to contain matter prohibited by law or school regulations from being on school property.

A student should leave the locker in the same condition as when the locker was checked out to them.

LOST AND FOUND

Lost and Found is located in the North Gym Foyer

Any unclaimed item at the end of each quarter will be donated to a charitable organization at the END of EACH QUARTER.

LUNCH (STUDENTS MUST HAVE FUNDS ON THEIR ACCOUNT TO PURCHASE ADDITIONAL ITEMS – CASH CANNOT BE ACCEPTED IN THE CAFETERIA)

Students have a scheduled 25-minute lunch period each full school day. A variety of foods are available to students. Students may also bring lunch from home.

Each student is provided with a student I.D., which may be used in the cafeteria. All lunch purchases may be credited to a student's account. With this process there are significant limits on charging lunch. Should a negative balance be incurred, parents are contacted. If an ID card becomes lost, the student should report it to the front office so a new card can be purchased by the student. (\$5.00)

District policy does not provide for “open lunch”. Students will remain in the building during their lunch period. Parents / Family are welcome to eat lunch with their student (s). Parents / family should check in at the office upon their arrival.

MIXERS

School mixers may be scheduled several times during the school year. Mixers are sponsored by SFT clubs and organizations, held at the school and are scheduled from 3:15-5:00 PM. Only students currently enrolled at Santa Fe Trail are invited to attend. An admission charge will be collected at the door. Money raised goes to SFT student organizations. Transportation arrangements for rides home following the mixer should be arranged prior to the event.

MEDICATION

MIDDLE SCHOOL MEDICATION POLICY VARIES SLIGHTLY FROM THE ELEMENTARY SCHOOL POLICY AND ENCOURAGES INCREASED RESPONSIBILITY.

1. All prescribed medications should be brought to the school nurse's attention.
2. Controlled substances (narcotics, anti-depressants, stimulants) require a doctor's note and parent's signature and will be dispensed from the health room under the supervision of the school nurse.
3. Inhalers may be carried and self-administered by the student. Inhalers and Epipens may be carried by the student upon approval of physician, parent and school nurse using the authorization for emergency asthma/anaphylaxis medication form.
4. Antibiotics may be carried and self-administered by the student.
5. Over-the-counter medications (Tylenol®, ibuprofen, cough drops, etc.) may be carried and self-administered by the student. All medication is to be carried in its original container. A limited supply of over-the-counter medicine is available from the health room upon parental permission.
6. At no time should a student give medication to another student. The administration may revoke the self-medication privilege of any student found to be in violation of this policy.

***Distribution of controlled substances, including prescription medications, by students is unlawful**

Severe Allergic Reaction : Subcutaneous epinephrine will be stored and available for use in the occurrence of unknown anaphylaxis. Use of subcutaneous epinephrine requires an immediate call to 911 and notification of parents. Students with known history of severe allergies need to provide their own emergency medication. (See EpiPens above.)

Non-Controlled Substances

Possession, distribution, or being under the influence after misuse of a non-controlled substance will result in disciplinary consequences consistent with the Olathe District Schools Student Code of Conduct.

Health Testing Services

The school nurse will provide the following testing services : Parents will be notified if screening tests indicate a problem may exist.

Hearing Screening —All 6th and 8th grade and new-to-district students

Vision Screening — All 6th & 8th grade and new-to-district students

PASSES

If a student needs to be in the hallway outside of passing periods, he/she must use an appropriate SFT Hall Pass. This pass should include information about destination and teacher approval.

SCHEDULES

If your schedule does not reflect enrollment requests, you may submit a written request for a schedule change with parent approval. Schedule change requests must be made within the two weeks of the semester (or quarter for sixth grade students). The request form is located in the counseling office.

Some individuals make specific requests in addition to those made during enrollment. Consideration is given to each special request; however, one must not expect that every request will be honored. At times, it is neither feasible nor in the best interest of the individual student or other students who must be permitted equal access to programs offered at Santa Fe Trail Middle School.

VISITORS SECURITY SYSTEM — CAMERAS

All visitors during the school day must show proper identification to enter the building. They will check in at the main office and will be given a visitor's badge / sticker.

Parents - Parents of Santa Fe Trail students are welcome to visit during the school day. Parents interested in visiting classes should contact an administrator. A Two-day prior notice is requested to allow time to make arrangements with classroom teachers. The Olathe District utilizes the Raptor Visitor ID System. Parents will sign in at the main office upon arrival.

STUDENT ASSISTANCE

Cyclone Clothing Closet- A free resource maintained by the Olathe Junior Service League available for district families working within a limited budget, trying to make ends meet. Our primary focus is clothing, although we also have personal care and household items. The Cyclone Closet can be utilized by students with staff supervision during the school day. The student will be escorted by a staff member when visiting the Cyclone Closet. Official hours vary. Please review the school calendar and parent newsletter for open times. Evening and weekend hours by appointment. Contact Mr. Libal at 780-7290.

Multi-Tiered System of Supports- MTSS is a multi-step process of providing instruction and support to promote the academic and behavioral success of all students. Individual student progress is monitored and results are used to make decisions about further instruction and intervention. MTSS is most commonly used in addressing reading, math and behavior, but it can also be used in other areas.

Students, staff or parents may refer student concerns to the school counselor. Referrals by students or parents may be made through the school counselors or administrators.

Many children successfully learn at school. Some children need extra help in order to succeed. And a few children need intense support. MTSS is a framework for school districts to align resources to support the learning success of each child, regardless of the level of support needed. The MTSS framework can be used to design school wide support for children in the areas of reading, math and behavior.

MTSS has three tiers of instruction and support.

1. Tier I includes the instruction and support provided to all children.
2. Tier II (Supplemental) serves students needing more help. Extra instruction and support are provided to these children in small groups.
3. Tier III (Intensive) is for children who need intense support in order to succeed. Extra instruction and support for these children are provided.

Counseling Office - The counseling office provides the following services to Santa Fe Trail Students: group and individual counseling, student schedule changes, maintenance of permanent student records, enrollment and withdrawal of students. Information regarding supportive services such as Special Education may be obtained through contact with a school counselor.

Health Services - Santa Fe Trail has a full-time school nurse on staff. The school nurse will assist students who become ill or sustain an injury at school. When students have been exposed to a communicable disease at school, parents will be notified. Physical forms, dental forms and records regarding student immunization are maintained in the nurse's office. Parents are asked to provide any information in regard to a student's health or medical needs to the school nurse.

HELP Clinic - The HELP Clinic is an Olathe School District program that provides evening assistance to students who could benefit from interactive intensive instruction in study skills, social skills, goal setting and self-esteem. Assistance is also available for parents who want to learn more effective ways of encouraging and motivating children in school. Programs are offered at no cost to the parent. For information regarding enrollment in any of these programs, call 913-780-7755.

Youth Mentors - Youth Mentors is a program in which volunteers spend approximately one hour a week with students. Adult volunteers and schools work together to choose the time to meet, whether it's during a class period or at a lunch break. The activities include: lunch buddy, tutor, after-school homework helper, mentor, and special projects. Contact your student's Counselor if you are interested in this opportunity.

School & Family Partnership

The Olathe School District believes that a strong home-school partnership is a vital component in a quality educational experience. Students maximize their learning when parents and teachers engage in frequent communication about shared expectations for academic achievement and student behavior. Central to the dialog is a thorough understanding of the standards of school conduct. A *Code of Student Conduct* has been adopted by the Board of Education. The *Code* defines a clear standard of behavior essential to an effective school. Further, the *Code* is based upon healthy beliefs about behavior established by educators, drug-alcohol treatment professionals, law enforcement and other youth-serving agencies.

A copy of the *Code* will be provided to each student at the beginning of the school year. Parents are asked to review the contents of the *Code of Student Conduct* with their student.

NOTIFICATION STATEMENT OF NONDISCRIMINATION

Notification Statement of Non-discrimination

The Olathe Public Schools prohibit discrimination on the basis of race, color, national origin, sex, age, religion or disability in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973 and other relevant state and federal laws. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, age discrimination or equal access may be directed to Staff Counsel,

14160 Black Bob Road, Olathe, KS 66063-2000, phone 913-780-7000. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Assistant Superintendent General Administration, 14160 Black Bob Rd. Olathe, KS 66063-2000, phone (913) 780-7000. Interested persons including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Assistant Superintendent General Administration. (04/13)

Notificación de Declaración de No discriminación

Las Escuelas Públicas de Olathe prohíben la discriminación en base a la raza, color, origen de nacionalidad, sexo, edad, religión o discapacidad en sus programas, actividades o empleo, y ofrece igual acceso a los Boy Scouts y otros grupos juveniles designados en sus instalaciones, como es requerido por: Título IX de las Enmiendas de Educación de 1972, Título VI y Título VII del Acta de los Derechos Civiles de 1964, del Acta de Discriminación por Edad de 1975, el Acta de Americanos con discapacidades (ADA), el Acta de Educación de Individuos con Discapacidades, Sección 504 del Acta de Rehabilitación de 1973 y otras leyes importantes del estado y federales. Investigaciones relacionadas en conformidad con estatutos aplicables de derechos civiles respecto al origen étnico, género, o discriminación por edad o igual acceso, deben ser dirigidas al Consejo de Personal, 14160 Black Bob, Olathe, Kansas 66063-2000, teléfono 913-780-7000. Todas las investigaciones relacionadas en conformidad con los estatutos aplicables en cuanto a la Sección 504 del Acta de Rehabilitación, el Acta de Educación de Individuos con Discapacidades y el Acta de Americanos con Discapacidades deben ser dirigidas al Asistente Superintendente de la Administración General, 14160 Black Bob Rd. Olathe, Kansas 66063-2000, teléfono 913-780-7000. Personas interesadas, incluyendo a aquellos con impedimento de visión o de audición, también pueden obtener información de las localidades y servicios existentes, actividades e instalaciones que son accesibles y útiles para el uso de personas discapacitadas, mediante llamar al Asistente Superintendente de la Administración General. (04/

Arrival and Dismissal

School hours are 7:50 – 3:10

ARRIVAL

The doors are unlocked for students at 7:15am. Recommended arrival times are between 7:30 and 7:40.

After 7:46AM it is difficult to go to locker and make it to class on time.

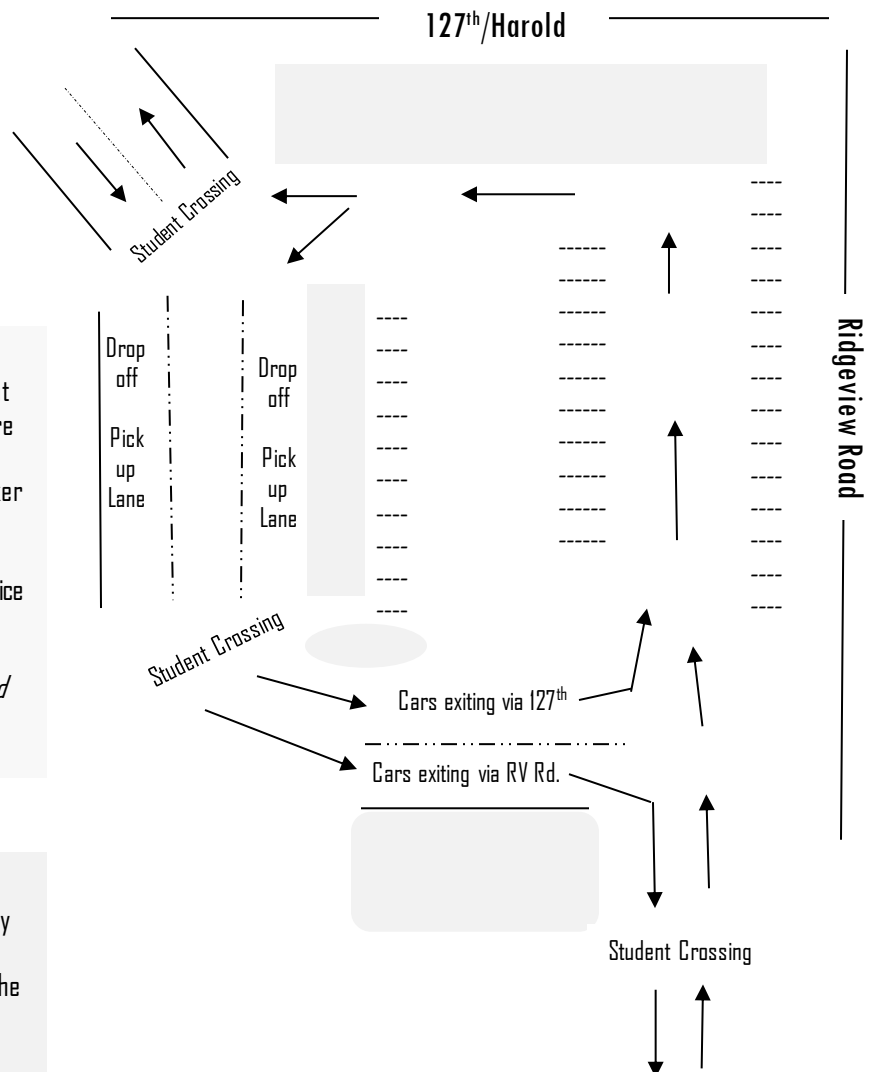
To excuse your child:

- ✓ sign your child in the front office
- ✓ write a note
- ✓ call 780-7290

Otherwise the tardy will be considered unexcused.

DISMISSAL

Students must exit school grounds by 3:20 unless supervised by SFT staff. Students may wait for rides outside the front entrance or in the foyer until 3:20pm



All student's exiting towards
WA must cross here and use
sidewalk or crosswalk.