

Frontier Trail Middle School



Student Handbook

SCHOOL CONTACT INFORMATION

ADDRESS:

15300 W. 143rd Street
Olathe, KS 66062

PHONE NUMBER:

913-780-7210

FAX NUMBER:

913-780-7216

ATTENDANCE

REPORTING A STUDENT ABSENT

When a student is absent, families are asked to contact the school before 9:00 a.m. at 780-7210 to inform the school of the reason for the absence. If a call is not received by 9:00 a.m. the school will attempt to call the home or place of employment. Students entering school when no parent contact has been made should present a note giving reason, days absent, and have the guardian's signature and date.

- **Excused absences include:** illness, medical or dental appointment, family business, emergencies within the family, a school-sponsored activity or a request approved by the administrator in advance.
- **Unexcused absences include:** any other type of absence not covered in the excused category. Examples of unexcused absences would be sleeping late, missing the bus, staying home on a birthday or an absence without parent knowledge.

If your student has a medical appointment during the school day, we encourage you to provide a doctor's excuse when they return. This helps us maintain accurate attendance records and clearly identify the reason for an absence. According to Kansas State Statute, truancy is defined as missing 3 consecutive days, 5 days in a single semester, or 7 days in a school year. Having documentation from an appointment ensures we can differentiate between excused absences and those that may count toward truancy.

PLANNED ABSENCES

Students absent due to an out-of-town trip will need to notify the front office of this planned absence and request homework from their teachers.

LATE ARRIVAL TO SCHOOL/ADMIT SLIPS

Students arriving to school late (after 8:20am) must come to the office before being admitted to class. Students who are late to school will be issued an admit slip that should be presented to their respective teachers.

STUDENT CHECKOUT

If you plan to pick up your student during the school day please call ahead to the office 913-780-7210. Please bring your ID to show to the camera prior to entry. Next, the office will have you sign the student out.

HOMEWORK REQUEST

If a student is absent, we recommend the student or parent contact the teacher directly. If a student is absent for

more than two days, assignments may be requested through the office. Each student who is absent is expected to make up any work missed; however, it is the responsibility of the student to arrange for securing the assignments and getting the work to the teacher. NOTE: Students generally are given two days to make-up for each day absent, unless the deadline date for the assignment was given prior to the absence. For students having multiple absences, make-up work will be arranged between the teacher and student.

STUDENT TARDIES

LATE ARRIVAL/TARDY FIRST HOUR

Students arriving at school or to first hour late (after 8:20) must report directly to the office to get a pass before being admitted to class. Below is the procedure for students arriving late to first hour:

Tardy Policy for First Hour:

- Each student can have up to 4 tardies each quarter without consequences.
- When a student receives their 4th tardy, a tardy notification letter will be mailed home.
- When a student receives their 5th tardy (or more), the student is given a lunch detention.
- Tardy count will start over each quarter.

TARDY TO CLASS

Each teacher will record tardies by date within their gradebook. When students accumulate tardies, teachers will follow the building procedures below:

1st & 2nd Tardy	Teacher Warning
3rd & 4th Tardy	Parent Contact- Detention Notice Letter
5 or More Tardies	Referral to Office- Parent Contact

*** Chronic offenders (10 or more tardies per quarter) of the tardy policy will be referred to an administrator for further disciplinary action.

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL

Staff supervision does not begin until 8:00am. The school doors will open promptly at 8:00am. Students will report to breakfast in the cafeteria or to the library. Students should enter the building immediately after arriving on school property. **First hour will begin promptly at 8:20am.**

DISMISSAL

Dismissal is at 3:20pm. Students are to leave school grounds immediately following dismissal. Car riders will wait at the activity entrance or front of the building. Bus riders will report to the front of the building. Walkers will take the nearest exit depending on their destination.

TRANSPORTATION

If you have a question regarding pick up or drop off, please contact DS Bus Lines (913) 361-7400. Safety is a priority in the Olathe School District. The bus ride is an extension of the school day. The student safety communication form will be utilized by bus personnel when communicating safety concerns with families.

As we continue to prioritize student safety and maintain an orderly school environment, we want to remind families of the following expectations regarding student transportation to and from school:

- **Students riding bikes, scooters, motorized scooters, or e-bikes must walk their equipment** once they are on school property to ensure the safety of all students and staff.
- **All bikes, e-bikes, and scooters must be secured** in designated outdoor storage areas (e.g., bike racks) and **taken home at the end of each school day**.
- The school is **not responsible** for the storage, security, or maintenance of any student transportation equipment.
- For their safety, **students are expected to wear appropriate protective gear**, such as helmets, when riding bikes, scooters, or e-bikes.
- **Middle schools do not issue permits** for students to drive vehicles to school, regardless of age.

We appreciate your partnership and support in helping us maintain a safe and organized campus.

SCHEDULE

FRONTIER TRAIL MIDDLE SCHOOL SCHEDULE	
Hour #1 8:20-9:07	
Academic Extension (WIN) 9:11-9:43	
Hour #2 9:47-10:34	
Hour #3 10:38-11:25	
Hour #4	
6th Grade (25 min lunch block) 11:29-12:45	7th & 8th Grade 11:29-12:19
Hour #5	
6th Grade 12:49-1:38	7th & 8th Grade (25 min lunch block) 12:23-1:38
Hour #6 1:42-2:29	
Hour #7 2:33-3:20	

*** Schedules may vary due to early release, assemblies, events, etc.

*** Lunches are determined by the student's 4th or 5th hour assigned teacher

LOCKERS

Hallway lockers are optional. Students carry their district issued device and all materials in their backpacks. If a locker is needed, a formal request will need to be made to the office listing the reason. Once approval has been granted, the student will be assigned a hallway locker within their grade level hall. Students participating in band and gym will be assigned a locker within the classroom or locker room. Students are responsible for maintaining and cleaning the locker accordingly.

STUDENT ATTIRE

STUDENT DRESS CODE

Our goal is to provide a safe and respectful learning environment. Students are expected to dress in a way that is appropriate for school and school-sponsored events. Clothing for school should reflect that the student is here to focus on learning.

General Expectations

- **Shoes** must be worn at all times.
- **Coats, hats, hoods, and sunglasses** should not be worn during the school day.
- **Costume attire or theatrical makeup** is not permitted unless for a designated school spirit day.
- Clothing must cover **undergarments, the midriff, back, and chest area**.
- **Undergarments are meant to be worn UNDER clothing** and should not be visible. This includes camisoles, thin ribbed tank tops or muscle shirts.
- In an effort to cover undergarments, straps on tank tops must be **wider than undergarment straps**, approximately greater than 1 inch.
- Shorts and skirts must be long enough to provide adequate coverage.
- Pants must be worn at the waistline.

Not Allowed

Clothing or accessories that include or promote:

- Profanity, vulgar, obscene, provocative, or suggestive words/images/content/style
- Drugs, alcohol, tobacco, or weapons
- Racism, hate speech, or offensive messages

Other restrictions:

- Items unsafe for school (e.g., tripping hazards, excessive accessories, accessories that could be used as weapons)
- Any clothing judged inappropriate by school staff or administration

Enforcement

Students not in compliance will be asked to correct their clothing. If they do not have alternatives, appropriate, clean items will be provided through the nurse's office, or parents may be contacted.

PHYSICAL EDUCATION UNIFORM

Students wear a gray tee shirt and navy shorts with their name on it during PE class. Students can bring their own or may purchase a PE uniform from the school. Failure to wear the PE uniform will result in a deduction from daily points. PE clothes are to be taken home every Friday and returned on Monday after laundering. Students will also be required to bring a swimsuit for the pool. More information will be shared directly to families by the physical education teachers.

CELL PHONES

Students are not permitted to have cell phones throughout the day. Cell phones must be stored in the student's backpack. From 8:20am-3:20pm students are NOT permitted to use their cell phone. If a student has a phone out or is using the phone before 3:20pm they will have to take to the office and pick it up at the end of the day. After multiple occurrences, the student's family will be contacted and further consequences could be applied per Administration.

STUDENT CODE OF CONDUCT

Providing students with a safe and orderly learning environment is a top priority of this district and community. The Board of Education has adopted a Code of Student Conduct that the district expects all schools to

implement and that all students will follow. This Code of Student Conduct defines a clear standard of behavior essential to an effective school. The Student Code of Conduct can be found on the building website under parent resources.