



# Indian Trail Middle School Parent Handbook

## 2023-2024

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## Welcome to Indian Trail!

We are so pleased to welcome you as part of our school community. On behalf of the faculty and staff, we welcome you and encourage you and your students to get involved in the fun and activities that go along with the academic experiences. We are working hard to ensure that the 2023-2024 school year is an academically rewarding and meaningful experience for your family.

These middle level years bring many opportunities for participation including clubs, activities and athletics. We want every student to get involved in as many activities as possible. The years your students will spend with us will have a major impact on their future choices as they develop numerous positive memories in the middle school tradition.

As a member of a quality school with a strong tradition of excellence, we ask both you and your students to embody the guiding principles that our district developed over the last years. The faculty and staff at Indian Trail will offer support and encouragement so that your students are able to achieve their very best. We look forward to developing a collaborative relationship with you to insure a great learning journey for your child.

This handbook will provide you with lots of information about our protocols and policies. We ask that you use this handbook as a reference when questions arise. If you have questions, concerns or celebrations to share, please call, e-mail, or come by and visit with us.

Brian Barackman, Principal

## **Our Mission Statement**

The mission of Indian Trail Middle School is to create an environment where all students reach their highest level of academic excellence, as measured by district, state, and national standards. We commit to a comprehensive network of support to ensure this outcome.

## Olathe Parent / Patron Guiding Principles

### **Positive Role Models**

Setting a good example in words and actions

### **Effective Communicators**

Actively listening, seeking to understand and proactively interacting with children and other adults.

### **Respectful of All**

Treating all others as you wish to be treated

### **Advocates for Education**

Demonstrating the importance of learning and encouraging academic and person excellence

### **Active Involvement**

Making children a priority by being informed and participating in all aspects of the lives of our children.

## Indian Trail's Foundations for Success

The administration and staff at Indian Trail are continuously looking at the following areas as we plan and work with our student body. These factors are key to our success and improvement as a school. We want you to be aware of these areas and invite you to help us by providing feedback as you think about our school.



# Positive Behavioral Expectations

We have expectations for all our Indian Trail Cougars when it comes to managing their behavior and making good decisions. In order to recognize those students who meet and exceed our expectations, we will be implementing the Ron Clark Academy House system. We will feel fortunate that many of our staff members have been invited to the RCA to observe and share their observations, ideas and strategies with the remainder of our staff.

## Attendance

### School Hours—7:50 am to 3:10 pm

School begins at 7:50 a.m. and ends at 3:10 p.m. We need students to arrive at school by 7:40 in order to get to their class on time. **Indian Trail Middle School is open to students at 7:30 a.m.** Teachers are available to help students beginning at 7:30. If students get breakfast at school, they can eat in the commons before going to class. All students will be in their first hour class by 7:50. **For safety reasons, once students arrive on school property, it is essential that they enter the building and remain until 3:10 unless checked out by a parent.**

**The administration discourages the arrival of students prior to 7:30 as the building will not be open to them. Once students arrive on campus they must enter the building, under no circumstances can they leave campus without permission of parents or school personnel.**

**All students should clear the building by 3:20 unless under the direct supervision of a teacher.**

### Absences

*We are always very concerned about absences because we know that when students are not at school they are losing important instructional time. Every day that a student misses is seven classes, two days is a possible 14 missed assignments, by three days a student has missed 21 lessons. Please use the long-term calendar to schedule dentist, orthodontic and doctor appointments on non-school days to the extent that is possible.*

**Please notify the attendance clerk at 780-7244 to report a student absent**, and to inform us of the reason for the absence. When no parent call has been received, the attendance secretary will attempt to call the home or place of employment. Students returning to school when no parent contact has been made should present a parental note giving reason, days absent, and have the parent's signature and date. After being absent, all students report to the **front office** for an admit slip. Tardies and absences are recorded as unexcused until a parent contact has been made.

**Excused Absences:** The state of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. As Board of Education designees, building administrators will determine if an absence is excused or unexcused. According to Board of Education policy, the following are recognized as excusable reasons for absences:

- Personal illness (A physician's note may be required for chronic or excessive absenteeism.)
- Serious illness or death of a member of the family or close friend
- Obligatory religious observances of the student's own faith
- Participation in a school-approved student activity
- Verified physician or dentist appointments
- Court appearance
- Emergency situations requiring immediate attention
- An absence which has been approved in advance by the building administration.

**Unexcused Absences:** According to School Board policy, an unexcused absence is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the Board's eight stated reasons for excusable absence (see above), or if the building procedure is not followed by the student and the parent or legal guardian. A student who is absent from class or school is considered unexcused if the parent has not reported the absence according to the procedure outlined above.

**Some examples of unexcused reasons for an absence may include: oversleeping, missing ride to school, babysitting, shopping, paying fines, errands, or studying.**

**Doctor and Dental Appointments** A written request or phone call for permission to be excused should be given to the office prior to an absence for a dental or physician's appointment. All students leaving school for any reason must be signed out in the main office by a legal guardian, and signed in upon returning to school. Students are to call parents from the nurse's phone only, if they feel ill or are needing to leave school for any reason. Please remind your student if they feel ill to visit with the nurse before a decision to go home is made. A written request or phone call for permission to be excused should be given to the office prior to an absence for a dental or physician's appointment. All students leaving school for any reason must be signed out in the main office by a legal guardian, and signed in upon returning to school. **Students are to call parents from the nurse's phone only, if they feel ill or are needing to leave school for any reason.** Please remind your student if they feel ill to visit with the nurse before a decision to go home is made.

## Truancy

Indian Trail's students are under the Kansas compulsory attendance laws, therefore, when a student has three (3) consecutive unexcused absences or five (5) or more unexcused absences in any semester, or seven (7) or more unexcused absences during the school year, the proper legal authorities will be notified. Repeated unexcused absences will make the student subject to suspension or expulsion from school under the terms of Kansas statute.

## Make-up Work

**Requests for Work:** If a student is absent more than 1 day, assignments may be requested by calling our office. If requests are made before 9 a.m., assignments may be picked up in the office between 3 and 4 pm that day. Directly emailing the teachers may not be as effective since teachers have little time to check their email during class time. Teacher web-sites and other classroom websites may also be used to obtain assignment information.

**Make-up Work:** Each student who is absent is responsible for securing assignments from teachers and returning completed work to teachers.

Students are generally given two days make-up for each day absent, unless the make-up deadline date for an assignment was given prior to the absence. For students having multiple absences, make-up work will be arranged by the teacher and administrator involved. Please be aware that teachers generally do not grade and post make up work grades immediately. Because of the volume of work that needs to be graded and posted by individual teachers, make up work is often graded and posted on "Parent Vue" on a weekly basis rather than daily.

## Tardies to School

If a student arrives at school after 7:50 a.m., he or she must report to the **office** for an admit slip. Parents must contact the office regarding the tardy or it will be automatically considered to be unexcused. If your student has been to the doctor or dentist, please bring a note from the doctor's/dentist's office. Parents will be notified after the 3rd tardy to school. Please see policy below and know that the attendance secretary will send this parent/guardian email one time each quarter as needed:

**If you are receiving this e-mail, then our records indicate your child has 3 tardies to school, which means they are getting to school after 7:50. The next tardy they receive will result in a lunch detention. The tardy policy has been distributed via Blackboard Communications system and is as follows:**

- 1st-3rd Tardies—Warning
- 4<sup>th</sup> tardy – one lunch detention
- 5<sup>th</sup> tardy – two lunch detentions
- 6<sup>th</sup> tardy – referred to an administrator

**Each quarter, starts a new count for tardies.**

**If you have any questions, please feel free to e-mail me or call,**

## Tardy Policy After First Hour

All students will begin each quarter with 0 tardies.

Student must present a pass to be admitted to class if late. A student with a pass from a previous teacher is excused but the pass must be written either in the agenda or a paper pass. If the student does not have a pass from the previous teacher, it is considered an **Unexcused Tardy**.

- ❖ Students are allowed 3 tardies per quarter with no consequence.
- ❖ Following the 3<sup>rd</sup> tardy, office staff will notify parents their child has been tardy 3 times and will be assigned lunch detention if they should be tardy again in the quarter.
- ❖ 4<sup>th</sup> tardy – one lunch detention
- ❖ 5<sup>th</sup> tardy – two lunch detentions
- ❖ 6<sup>th</sup> tardy – referred to an administrator (Friday report sent electronically to admin. each week for review)
- ❖ Subsequent tardies – referred to an administrator

## Academic FAQ's

**Will my child have homework?** Yes, your child will have homework of some type every day. This work may not come in the form of an assignment. However, there may be reading, reviewing, or researching that they could be doing. All of our students are required to carry a book to read, and are encouraged to read at home as well. There is always a test looming in the near future in some class that will require preparation.

**How do I know what assignments my child has?** It is a good idea for students to write down their assignments in their agendas for every class. This is also a good way for you to know what your students are learning in their classes. We suggest that you sign up for "Parent Vue" on the Olathe Schools website to keep track of assignments and grades. Many teachers have websites that list the weekly assignments and long term projects.

**How do I get my child to bring home their agendas and textbooks?** In many homes, this is non-negotiable. If your child does not have their materials, please bring them back to school to get them. Most evenings there is some type of activity going on at the school which would mean the school is open by the pool doors. So please feel free to come with your student to retrieve their supplies if you need to.

Many parents require their children to spend thirty minutes to an hour every day in some form of study time at home, whether they bring their books home or not. Typically, they eventually bring something home because they know they are going to have to sit there anyway. If they still will not bring home their supplies, set up a conference with us. We can help in many ways. Most students need this study time to be supervised, not up in their room alone.

**How do I know what is going on in the school?** Check out our website and our teacher's websites. We post a weekly Cougar Gram which is emailed home. We periodically send out postcards and fliers for important upcoming events. Our calendar of events is posted on our website.

**What if I hear something is going on in the school/classroom that I don't agree with?** Ask questions, ask questions, ask questions! Most of the time a conference to figure out exactly what is going on leads to a solution. We are here to help your child have the best experience they may possibly have at school.

**If there was one thing I could do to help my child be successful at school, what would that be?** Simply love them and support them. Middle level years are sometimes hard for many students. There are lots of physical and emotional changes occurring within them. Your child needs you the most during this time of change.

## Parking Lot Safety

Please be cautious in dropping off and picking up students. Please only allow your student to enter or exit your car on the passenger side, and while your car is pulled up to the drop off curb. **Never have your student cross in front of cars to jump in or out of the car in the "driving lane."** Please keep that outer lane moving. **Please be aware of students and staff using crosswalks in front and to the side of the building.**

Do not park in the road between Indian Trail and Olathe South, that is not allowed. Students are to use the marked crosswalks in front of Indian Trail when crossing any street and parking lots.

We ask parents to drop off and pick up students at the pool door entrance on the east side of the building. We have a number of buses that pick up and deliver students to the front door. Please yield to the buses after school as they begin to move out of the parking lot.

Thanks in advance for reminding any teenage driver who may be picking up your child about school safety concerns and driving at reduced and cautious speeds in the parking lots.

We encourage you to pick up students in a timely manner after school and after special events as we do not always have supervision outside during those times. If you have a problem picking up your student within 15 minutes of school dismissal, please contact an administrator to develop a plan for where that student will wait for their ride home. If a ride has not arrived by 3:20, we ask students to move to the front of school to wait.

## Health and Medication Information

The middle level medication policy is slightly different than 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 permission, and can only be given to the student by the 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 such as Tylenol, Advil, cough drops and so on may be carried and self-administered by the student. All medication is to be carried in its original container and a one day dosage. A limited supply of over-the-counter medication is available for students from the health room. It will be given only in the health room and only upon verbal or written consent from the parent.
6. **At no time is a student allowed to give another student any form of medication, including over the counter meds. Distributing medications to others is a serious violation of our *Student Code of Conduct*.**

**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.

Annual vision and hearing screenings are typically completed in the fall. You will be contacted if your child does NOT pass the screenings. If you have any questions about health issues or medication policy, please feel free to call our nurse at 780-7230.

## Lunch Information

**Closed Lunch:** Our school allows each student 25 minutes for lunch. Because Indian Trail has a closed lunch setting, parent errands during lunchtime are discouraged for other than medical appointments. It is our intent to use school time to the maximum. If you want to bring lunch in to school to share with your student, a room will be designated for parent and child to eat together. Permission must be obtained to bring in lunch for students other than those belonging to the parent.

The school lunch program is a participating unit with the Kansas School Lunch Program that participates in the federal commodity use and milk program. Meals are planned to supply the daily requirements for a school lunch. If your family has financial challenges, you should fill out a free and reduced lunch form to see if you qualify for help with the cost of lunch.

Students are offered multiple school lunch options, or can bring their own sack lunch. Milk and juice are also provided, and often bottled water and other drinks are available for purchase. A la carte items are priced individually

We also offer breakfast for our students. The cafeteria is open for breakfast from 7:30 to 7:40 in the morning. Student breakfast are free again this school year, or the student may purchase individual A la carte breakfast items.

Parents can add funds to their student's lunch account by going to the Olathe District Web page ([www.olatheschools.org](http://www.olatheschools.org)), opening "meals" icon and clicking on Prices and Payment. All you need to have to pay for lunches on line is your student's ID number and a credit card. By adding funds to your student's account in this manner, we save time in the lunch room with students searching through pockets to find the money that was sent to school with them!



If students do not have sufficient funds in their lunch account, the lunchroom manager may send them to the office for an “office lunch charge.” Repeated lunch charges can cause students’ account balances to grow. If parents are unaware of this, the balance owed at the end of the year can be a bit overwhelming and we sure do not want added stress on our families. If you do not understand this procedure, or need help understanding your lunch account please contact our cafeteria manager, at 780-7230.

Students are prohibited from buying food (including dessert items) in our cafeteria for other students, as per school policy. We also enforce a “no more than 3 dessert items” rule for nutritional and health reasons.

## **Top Ten Things All Parents Should Know...**

10. If your child’s lunch balance is very low it works better to send a check with them to school that morning – online sometimes takes up to 48 hours to post to the student’s account.
9. Only people listed as emergency contacts on your registration form can take your student out of school. To add or delete names, contact our guidance secretary.
8. Lockers are assigned per request only.
7. Check online for the most current school calendar.
6. Call the office after TWO days of absence to collect his/her homework and assignments (before 9 a.m.) and pick it up between 3 p.m. and 4 p.m. in the office.
5. It is certainly okay to contact your student’s teachers when he or she is going to be absent, but please call the office to report that absence.
4. Encourage your students to go in to their teachers if they have ANY questions about class. Teachers are here to help students from 7:30 to 7:45 a.m., and from 3:10 to 3:30 p.m. each day.
3. Call the office early in the day if you plan to pick up your students from school for an appointment. That way the office staff will have them at the office when you arrive to sign them out.
2. Sign up for Parent Vue and don’t hesitate to communicate through e-mail with your students’ teachers. Most addresses are first name initial, last name, it, @ olatheschools.org  
Parents are welcome to call the office staff for a staff member’s email.

## **And the number 1 thing an IT parent should know ....**

1. Get involved! Know what your child’s grades are, come in and visit your child in class, come to the Cougar Pride (parent organization) meetings, join SITE Council, come to an extracurricular activity with your child, make an appointment to talk with your child’s teacher. Students do better when parents are involved with school.

## Cougar Pride

We very much value the help and support of our parent organization, Cougar Pride. Parents can join Cougar Pride at any time during the school year by letting the office know of your interest. There are many benefits from joining, including getting to network with other parents, getting some opportunities to work with administration and staff on projects and having the opportunity to attend activity events and the dance in the Cougar Pride role. The Cougar Pride typically helps us develop and sell spirit wear, hosts teacher lunches, provides treats to staff for staff recognition days, helps with student recognition ice cream socials, and sometimes provides funding for classroom materials. The actual projects and fundraising of Cougar Pride is decided each year by the Cougar Pride board and members, so get involved if you can!

## Visitors

For the safety of students and staff, all visitors to the building (including parents), must check in to the front office where they will receive a visitor badge. If you would like to visit your student's classrooms you will need to secure permission from the building principal **at least two days in advance of your visit**. You will notice that we have a secure entrance where all school day visitors must pass through the office in order to enter the school building. All outside doors are locked during the school day except the front doors. School-age visitors are not allowed during the school day.

## Missing Items

Indian Trail will not assume liability for any items stolen or missing from school. The administration discourages students from bringing to school expensive or unusually valuable items, and sums of money greater than a few dollars. Students that choose to have lockers are encouraged to always lock their hall lockers and/or gym lockers, and keep their combination private. The school will not assume liability or responsibility for items lost or missing from a locker. ***It is against school rules to share a locker.***



## PARENT VUE OFFERS MORE OPTIONS

Parents, please sign up for “Parent Vue” which gives parents online access to a wide range of your student’s records, including:

- Course schedule and term grades
- Attendance records
- Current homework assignments and current class grades
- Current GPA and class rank
- Course history
- Immunization records
- Emergency contact information for your student
- Learning Management System

You can register online to use ParentVue by going to <https://parentvue.olatheschools.com/>

## Honor Roll—Academic Recognition

We always appreciate all the hard work our students do and the support you give your student to reach his/her potential. We like to recognize our students in various ways for their accomplishments.

In our school district we post two levels of honor roll:

**Honor Roll:** 3.0 grade point average (G.P.A.) with no grade lower than a C.

**Principal’s Honor Roll:** 3.75 – 3.99 GPA with no grade lower than a B

**4.0 Honor Roll:** 4.0 G.P.A.

An “I”, incomplete, will hold a student off of any honor roll list until it is replaced with a grade.

We are proud to have so many students achieving at such a high level!

## Cell Phones and Electronic Devices

Cell phones and other electronic devices should remain out of sight and unused during the school day. Staff will not be responsible for phones that are lost or stolen.

If a cell phone is taken by a staff member during the day due to a violation, the device will be taken to the office. (Teachers may choose to return the phone to the student at the end of the period).

•For the 1<sup>st</sup> and 2<sup>nd</sup> infraction, a student may retrieve the item in the office after 3:10.

•In the event of a 3<sup>rd</sup> violation, a parent or guardian may need to pick up the phone from the school office.

Personal Phone calls: Students will not be called from class for a telephone call except for family emergencies – office staff will use discretion in this instance. Otherwise, students will be given a message at the end of the period.

We appreciate your support as we work to insure we have the safest and best learning environment possible for all students. We ask you not to call or text during school hours.

# Student Dress and Personal Appearance

Dress or appearance that is likely to cause disruption of the educational process or create a health or safety concern will be considered inappropriate. School authorities reserve the prerogative to counsel students regarding their manner of dress and grooming. Typically, we simply ask students to correct their clothing or offer alternative clothing such as t-shirts. Only in an extreme case would we contact parents to bring clothing from home.

The following provides a guide for dress and appearance:

- At the minimum, students must wear a shirt, shorts, and shoes while at school.
- Hats, hoodies, scarves, bandanas, hoods, hairnets, and other headgear are not to be worn in the building. (Religious head coverings and neutral colored do-rags are allowed in specific circumstances).
- Costume attire and makeup will only be permitted on specially designated days.
- If a student carries a backpack they are asked to keep it under their desk or otherwise out of the way as to not impede other's access to classroom space, hallway space, etc.

Inappropriate articles of clothing may include, but are not limited to the following:

Clothing which is excessively cut, ripped, or torn.

Chains or spikes.

Clothing with vulgar, profane, racially or ethnically derogatory messages, pictures, or symbols.

Clothing with depictions of gangs, illegal substances, tobacco, or alcoholic beverages.

Exposed undergarments, pajamas, and/or house-slippers.

Shorts, skirts, dresses, and shirts of inappropriate length and/or fit.

Clothing that is deemed suggestive as to be a distraction to student learning. Examples may include but are not limited to: shirts or tops that do not cover the midriff, back, or chest area (spaghetti straps, tube tops, halter tops, tops with straps over only one shoulder, and/or tops that are low cut enough to reveal cleavage).

## What is Second Step?

Your child may come home talking about what they did in their mentoring time this year. This is a time that students meet to hear about things going on at school, to review the use of their agendas, and to discuss important topics related to school.

Wednesdays are the days that teachers will be using a variety of activities and lessons to address social/emotional aspects that may arise during the school year. Topics may include prevention of violence/bullying, multi-cultural awareness, career planning, dealing with stress and anxiety, motivational topics and more.

## Insurance

The district provides a non-contributory insurance policy for all students covering accidents occurring at school. The insurance is a secondary policy that covers normal and customary charges not covered under the parents' insurance. The insurance also has a catastrophic clause to cover major accidents. Parents are asked to contact the school nurse if they have a claim, for necessary forms, and for correct procedures.

## Athletic Physicals and Eligibility

Kansas State High School Athletics Association monitors students each semester, and students must meet KSHSAA academic requirements to participate in athletics at Indian Trail Middle School or other schools across the state. The same requirements must be met for high school students. If a student does not meet KSHSAA academic standards, that student is declared academically ineligible for athletic participation the following semester.

**Please continue to follow the district and school websites and communications regarding athletics for the current school year.**

### **For participation in athletics the following guidelines apply:**

Your student athlete must obtain a new sports physical each year. Sports physicals can be found on the Indian Trail website, the district website, or in the front office of the school. All athletic forms are submitted online through TouchBase.

- Students in 7<sup>th</sup> and 8<sup>th</sup> grade must pass five classes the prior semester in order to participate in athletics/activities.
- 6<sup>th</sup> graders entering 7<sup>th</sup> grade are automatically eligible for 7<sup>th</sup> grade Fall semester.
- To regain eligibility status, the student must pass five classes the next semester.

*\*Only students in good standing will be eligible to participate in activities or athletics. A student will not be considered in good standing if he or she has been assigned to in-school suspension or out-of-school suspension until the suspension is complete. In addition, students who have been assigned an out-of-school suspension or expulsion are not allowed on school and/or district property.*

## **Attendance and Extra-Curricular Activities**

Students must be in school attendance for at least four class periods at the end of the day in order to participate in athletic and co-curricular activities. This requirement may be waived only by an administrator for extenuating circumstances. If a student is on a school-sponsored field trip, he or she is eligible to participate in co-curricular activities.

## **Indian Trail Offers PE T-Shirts For Sale**

Indian Trail asks students to change into shorts and a t-shirt for PE. We will be offering a t-shirt for sale, \$10 each, at registration or from the front office. We would like the students to wear it with dark blue or black shorts. While we do not require you to purchase a uniform, we will require a PE shirt to be purchased. We notice that most students want to be wearing the same clothes for PE. They feel as if they belong to the group, and feel more comfortable in class. Be sure to very clearly mark your student's name with a permanent marker in a prominent place on the shirt and shorts. Students can easily mix up their clothes with others, so having their name on it makes it easy to find the true owner of a stray shirt or pair of shorts.

## **Lost and Found**

We provide a closet where we place items that have been found and it is located near room 207. Valuables such as money or cell phones are turned in to the office. The lost and found is emptied each semester, and unclaimed items are donated to local agencies.

## **Textbooks and Surface Go's**

Students may be checking out textbooks and will check out Surface Go's during one of the first days of school (6<sup>th</sup> grade). These school issued supplies are checked out electronically and will be returned in the same manner. These textbooks are very expensive and costs range up to \$85 each. The Surface Go is valued at over \$500. Please emphasize the importance of keeping these supplies in good condition as we try to get several years use from the textbook and Surface Go's.

You might also remind your students not to loan their books or device to others. The textbook and device that are checked out to your student are the responsibility of your student.

Full purchase price will be charged to your student's account for these items and others such as uniforms that are not returned at the end of the year, and perhaps those that are damaged beyond use. This is a similar policy to the books checked out from the media center.

## **Media Center**

Students may check out books for the semester. Reference books and periodicals may be checked out for one hour during the day, or after school for overnight. Overnight material is due before first hour the following day. The individual checking out these materials is responsible for the loss or damage will pay for the loss or damage to books or equipment.

# **I.D. Cards**

All students are issued an I.D. Card and a lanyard which the students are encouraged to wear. Students will need to use these I.D. Cards for the following:

- Admittance to athletic events and activity nights
- Textbook check-out/check-in
- Identification for bus drivers
- Library book check-out

Students are to present their I.D.'s upon request by school personnel and, therefore, should have their I.D.'s with them at all times. If the I.D Card is lost or damaged, the picture is removed or disfigured, then the student must purchase a replacement card. The cost for a replacement card is \$2.00 and can be obtained in the front office before or after school.

# **Site Council**

The IT Site Council is a group of teachers, administrators and (of course) parents that come together to discuss things happening in both our school and the district. Our meetings focus on the school improvement plan, district initiatives and provide opportunities to give feedback to administration.

# **Student Code of Conduct**

The Code of Conduct for students is reflective of the Student Guiding Principles: Honesty, Respect, Responsibility and Trustworthiness. It is designed to encourage student responsibility, respect for the rights of others, and to ensure the safe and orderly operation of the school. The Olathe District Schools have developed a Code of Student Conduct to guide school officials in dealing with discipline situations. Copies of the Code of Conduct are available from the school office. Teachers in the classroom will deal with most discipline issues, but in the event of serious or repeated misbehavior, students may be reported to the administration for disciplinary action.

Misbehavior is divided into five major classes of violation. The administration will use professional judgment in determining which disciplinary action will be most effective in dealing with student misconduct, taking into account the student's age and maturity, the nature and seriousness of the infraction, the student's previous disciplinary record, and any other relevant factors. The administration reserves the right to use discretion in the enforcement of this code. With an emphasis on a safe school environment for all students, Olathe School District officials report all crimes committed on school property to appropriate local law enforcement agencies.

The Code of Conduct applies at all times while students are on or about school district property, going to school or home from school, or areas adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school-sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the school. For a complete definition of all of these terms, please consult the district Code of Student Conduct.



We have a zero tolerance for any hazing incident, athletic or other, at any time in our school.

A special emphasis is made in assuring that all students feel comfortable at school. Be aware that teasing, taunting, or any bully behaviors will not be tolerated. The expectation at Indian Trail is that we will treat one another as we would like to be treated. We are a “touch free” school, “touch free” is defined as no horseplay, rough play, poking, rude hands on others. Please let us know if you hear any information that you believe may impact the safety of any of our students.

## **Bus Transportation—DS BUS Line 913-361-7400**

The Olathe School District’s bus service, *DS BUS Line*, is an international transport company. Individuals with questions about buses or bus drivers may reach the bus company at (913) 361-7400.

Bussing in the Olathe District Schools is provided at no additional charge for students who live at least 2.5 miles away from their school of residence. Annual bus registration is required for all general education students who plan to ride the bus. Open registration for the 2023-24 school year is from May 9, 2023, through July 1, 2023. Routes are built around those who have registered during the open registration period. Late registration will result in a delayed start date, increased walking distance to the bus stop, or placement on a wait list. Bus service is available on a first-come, first-serve, space-available basis if a bus route is available.

Bussing is provided as a service to the students of Indian Trail. It is a privilege, not a right. Students are expected to follow the directions of the bus driver and exhibit ordinary courtesy with each other on the bus. The bus is an extension of the classroom. Students are expected to behave as if they were in the school building. Therefore, students should follow the directions of the bus driver and any other supervisors, keep the noise at a low and reasonable level, and keep arms and hands inside the bus.

## **Website**

Indian Trail does maintain a web-site where parents and students may visit to gain information on various aspects of our school. Click on “Quick Links” to find out information about specific areas of interest. In addition to “Quick Links,” you can find links to our newsletter, faculty email addresses, our calendar, team web-sites, and much more.

**To reach the IT web-site go to: [www.olatheschools.org/indiantrail](http://www.olatheschools.org/indiantrail)  
You will always find the most current calendar information on our website calendar.**

## **Enrollment On-line**

All secondary grades complete enrollment on-line during second semester. It is important for parents to attend our enrollment meetings to learn how to access the enrollment program and the ins and outs of this protocol. We encourage our families to sit down together to complete the enrollment requests. At a specific date, the program will no longer be available to parents and students. Any changes from that point on will need to be done by our guidance counselors.

## Teaming

All of our students are part of a “team.” This means that the students have the same teachers for their core subjects, and those teachers are responsible for a set number of students. The teachers on the team also have a shared planning time that we call *team time*. During this *team time*, the teachers sit down and do long range curriculum planning, problem solving, hold student and/or parent meetings, update team websites, participate in IEP meetings and analyze learning data.

*Team time* is an excellent time to contact team teachers regarding any concern you might have about your student. If you would like to sit down with the teachers to discuss your student’s progress, that is also encouraged. We want to partner with you to support your student academically and behaviorally.

You will be learning about your teams’ planning times at back to school night.

## English Language Learner Program

Indian Trail is proud to have an English Language Learner program. This means that all new English Language Learners in our school receive specialized English language learning instruction. Research has shown that while English Language Learners can acquire some degree of social language within a year or two, it takes 5 to 7 years to become proficient in academic language. We have ELL students who have been in English speaking schools for anywhere from 1 month to 7 years. These students are taking on a tremendous challenge as they keep up with rigorous curriculum while they learn social and academic language. Our ELL students continue to add a very interesting cultural and intellectual component to our school. We celebrate having this diversity in our school.

## IN CASE OF BAD WEATHER...

If school is cancelled due to snow, bad weather, or illness, the information will be available on the District Web site: **[www.olatheschools.org](http://www.olatheschools.org)** through local television and radio stations.

### **If Bad Weather Occurs During the School Day:**

It is our district’s policy NOT to dismiss students early due to bad weather. We must be mindful of such safety issues as transportation, particularly for those students who normally ride the bus or are driven to and from school, lack of supervision at home because of an unscheduled dismissal, and the uncertainty of sending children away from a protected school environment and out into hazardous weather conditions.

### **If Bad Weather Occurs At Dismissal Time:**

Sometimes bad weather, such as a thunderstorm, will occur right at dismissal time. If that happens, we will determine whether to delay dismissal by a few minutes in order to let the storm front pass or follow other district guidelines.

# IN CASE OF EMERGENCY

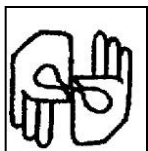
School Website: [www.olatheschools.org/indiantrail](http://www.olatheschools.org/indiantrail)

**In case of a crisis or unusual occurrence at our school, we will post information on our school Web site** as soon as possible. Just go to our school Web site and look for the emergency information link displayed on the opening page. The Web site will be updated regularly as new information becomes available.

## **If Students Are Evacuated:**

If we evacuate students from our building we may take them to a **pre-arranged “host facility,” which for our school is Olathe South.** If students are evacuated, we will provide information on the school Web site, the Emergency Information Line, the Educational Access cable TV channel (Channel 18 on Comcast and Time Warner) and through the local media about where to pick up your children. Students will be dismissed to parents from the host school site. Procedures for checkout will be given at the host site.

## **Sign Language Interpreters**



Interpreters will be provided for special events if sufficient notice is given. **Please let our secretary, Amanda Koerner, know of your needs at least 5 days prior to the scheduled event.** Parents need to call or send a note for this service.

## **Language Interpreters**

Interpreters will be provided to parents who speak international languages other than English if sufficient notice is given. Please let us know of your needs at least a week in advance. We do have a Spanish language interpreter available in our building.

## **Helpful Support Staff at 913-780-7230**

<b>Name</b>	<b>Position</b>	<b>Best contact for....</b>
Brian Barackman	Principal	Parent Groups, Leadership opportunities,
Doug Hay	Asst. Principal	6 <sup>th</sup> grade students, 7 <sup>th</sup> grade blue team students
Keri Snyder	Asst. Principal	8 <sup>th</sup> grade students, 7 <sup>th</sup> grade silver team students
	Nurse	Immunizations, Health concerns, Meds at school
Raye Hall	Cafeteria Manager	Lunchroom Accounts
Jennifer Barnhart	Counselor	All 8 <sup>th</sup> and 7 <sup>th</sup> grade silver, schedules, counseling issues
Margaret Smith	Counselor	All 6 <sup>th</sup> and 7 <sup>th</sup> grade blue, schedules, counseling issues
Mark Smith	School Psychologist	Special education
Katie Tanner	School Social Worker	Special education
Marcus Morales	SRO*	Safety issues, issues involving the law
Maria Johnson	Spanish Interpreter	Help with communicating in Spanish
Karmin Herman	Guidance Secretary	Office support, grades, ParentVue, enrollment
Angie March	Secretary	Events, General office support
	Attendance Clerk	Absences and tardies
Amanda Koerner	Financial Secretary	Payment issues, Fees

### **\*\*\*\* Attendance Line \*\*\*\***

**Available anytime day or night.**

**Report absences or late student arrivals.**

**913-780-7244**

**Confidential Safety Hotline: 1-877-626-8203**

**IT Website — [www.olatheschools.org/indiantrail](http://www.olatheschools.org/indiantrail)**

**Twitter: @ITMSCougars**

**You will always find the most current calendar information on our website calendar!**

**Indian Trail Middle School, 1440 E. 151st St., Olathe, KS 66062**

**Office 913-780-7230**

**Fax 913-780-7234**

## ***Cougar Bell Schedule***

<b>Hour 1</b>	<b>7:50 – 8:40</b>
<b>Ozzy Time</b>	<b>8:44 – 9:18</b>
<b>Hour 2</b>	<b>9:22 – 10:12</b>
<b>Hour 3</b>	<b>10:16 – 11:06</b>
<b>Hour 4</b>	<b>11:10 – 12:00</b>
<b>(6<sup>th</sup> grade</b>	<b>11:10 – 12:30)</b>
<b>6<sup>th</sup> lunch:</b>	<b>A 11:10 – 11:35</b>
	<b>B 11:35 – 12:00</b>
<b>Hour 5</b>	<b>12:04 – 1:22</b>
<b>(6<sup>th</sup> grade</b>	<b>12:34 – 1:22)</b>
<b>Lunch:</b>	<b>C 12:05 – 12:30</b>
	<b>D 12:31 – 12:56</b>
	<b>E 12:57 – 1:22</b>
<b>Hour 6</b>	<b>1:26 – 2:16</b>
<b>Hour 7</b>	<b>2:20 – 3:10</b>

### **Notification Statement of Non-discrimination:**

The Olathe Public Schools prohibit discrimination on the basis of race, color, ethnicity, national origin, sex, disability, age, religion, sexual orientation or gender identity 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, the Equal Access Act of 1984 and other relevant state and federal laws as amended. Inquiries regarding compliance with applicable civil rights statutes related to race, ethnicity, gender, age discrimination, sexual orientation, gender identity or equal access may be directed to Staff Counsel, 14160 S. 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 of Support Services, 14160 S. 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 of Support Services. (03/19)