

Pioneer Trail Middle School 2020-2021



15100 W. 127th Street
Olathe, KS 66062
Phone:
913-780-7270

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Be the Difference!

ACADEMIC INFORMATION

Grade Cards

Grade cards are issued at the end of each nine week period. The first quarter grade card (ending October 8) will be distributed during parent conferences October 14/15. The remaining grade cards are available through ParentVUE and StudentVue on the following dates : January 8, March 26, and May 25. The May grade card will also be mailed home approximately two weeks after the end of school.

Progress Reports

Progress reports, indicating mid-quarter grades and class performance, are available through ParentVUE and StudentVUE at the middle of each grading parent : September 8, November 11, February 3, and April 21. Parents are always welcome to contact teachers directly if they need more information or have questions regarding their student's progress.

Parent/Teacher Conferences

Parent/Teacher Conference will be held twice during the school year – October 14/15 and February 10/11. First quarter report cards will be distributed at parent conferences in October. The exact times and dates will be in the principal's weekly update and on the district website.

Honor Rolls

Scholarship is recognized and encouraged through honor rolls. These are compiled after each quarter. The honor rolls will be noted on report cards at the end of each nine weeks.

- **Straight A Honor Roll** - An honor roll in which every grade is an A.
- **Principal's Honor Roll** - An honor roll with at least a 3.5 average and no grade less than a B.
- **Academic Honor Roll** - An honor roll with at least a 3.0 average with no grades below a C.

Assignments/Practice

Students should expect some amount of practice each night. Parents will be contacted by teachers when assignments are not completed or a student is significantly behind on their classwork. Students, parents, and teachers will work together to create a plan when students are behind in their class work.

Support

Students needing academic support may receive help each day from an individual staff member by reaching out and requesting a meeting time. Teachers will arrange for either an in-person meeting or a zoom conference to provide support.

ACTIVITY NIGHTS

Activity nights are provided for students as a supervised social activity. **ALL SCHOOL RULES APPLY. STUDENTS ARE REQUIRED TO HAVE THEIR ID CARD FOR ADMITTANCE.** Any student who violates a rule at an activity night may lose the privilege to attend activities for the remainder of the year. In order to attend an activity night, students must be in attendance in school according to the extra-curricular attendance policy. Activity nights begin at 3:30 and end at 5:00 and are for Pioneer Trail

students only. Any exceptions to this rule must be approved by the administrative staff prior to the activity. **Students need to be picked up promptly following the activity's end time. Students who continually do not have rides for after school events will no longer be allowed to attend these activities.**

AFTER-SCHOOL ACTIVITIES

Students are encouraged to attend school activities and games to promote school spirit. Unless prior arrangements have been made, students are not to leave the building between school and an after-school activity. If students leave an activity, they may not return unless prior arrangements have been made with an administrator. If students are attending a sporting activity, students are expected to be in the stands and will not be permitted to leave this location unless it is a halftime break.

During Girls and Boys Basketball seasons for the 2020-2021 school year, students will not be permitted to attend games as a fan unless they are an immediate family member of a current in-season player.

ATTENDANCE PROCEDURES

To Report an Absence please call the school and leave a message on the attendance line (913.780.7270). Absences may also be reported by emailing Carla Burnetta at cdburnetta@olatheschools.org.

Excused Absences

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons, by board policy, for excusable absence:

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 appointment.
6. Court appearance.
7. Emergency situation requiring immediate action.
8. An absence which has been requested in writing and approved in advance by the building administration.

Students will be afforded the opportunity to make up missed work assigned during an excused school absence. Requests to excuse an absence may be made by parents or legal guardians. Building administrators, following district procedures, may take action if a student is excessively absent from school. Parents may contact the front office to request work for students who will be gone for more than 2 days.

Unexcused Absences

According to School Board policy, an unexcused absence **is one which has been classified as such by the building administration**. An absence will be classified as unexcused if it does not fit one of the Board's eight (8) stated reasons for excusable absence or if the building attendance procedure is not followed by the student and the parent or legal guardian. Unexcused absences are subject to disciplinary action.

Absence Procedure

When a student is absent, parents are requested to notify the attendance clerk at 780-7270, or to leave a message on our voice-mail service to inform us of the reason for the absence. Absences may also be reported by emailing Carla Burnetta at cdburnetta@olatheschools.org. In all cases where no parent call has been received, the school will attempt to contact the home or place of employment. Notes do not need to be presented upon re-entry to school if parental contact has been made with the school. Students entering school when no parent contact has been made should present a parental note giving reason, days absent, and having the parent's signature and date. If no parental contact is made, the absence will be considered unexcused.

Truancy

Truancy is defined as follows: Whenever a child is required by law to attend school and such child is inexcusably absent from there on either three (3) consecutive days, five (5) or more days in any semester, or seven (7) days in a year, such a child is truant. The truancy definition shall apply to one or more class periods in each day.

1. When a student is found to be truant, every effort will be made to get the pupil back in class, and the parent will be notified by telephone or in writing of the occurrence.
2. When a student is found to be truant, the Johnson County District Attorney will be notified as required by law.

Late Arrival To School

Students arriving to school after the 7:50 bell must report to the front office for a pass. Students arriving more than 10 minutes late, and who do not meet the excused absence criteria, will be coded as unexcused for that period and must report to the office to receive a pass to class. Individuals tardy or unexcused will be subject to consequences as outlined in the sections for tardies and unexcused absences.

Tardies To Class

Students are considered tardy to class if they are not inside the classroom when the bell rings. Students who are continually tardy to class may receive consequences. Consequences are cumulative and not based on a class/hour basis. The following are the consequences for excessive tardies:

Tardy #1 thru #3 – warning and parent notification;

Tardy #4 thru #6 – teacher detentions and parent notification; minor issued

Tardy #7 or more – referred to administration. Administrators will determine additional consequences.

*Tardies start over each quarter.

Attendance For Extra-Curricular Activities

Students must be in school attendance 4 class periods in order to participate in after-school athletic and extra-curricular activities. If the activity requires an early dismissal from school, the student must be in attendance for at least half the day prior to the activity. This requirement may be waived only by an administrator for extenuating circumstances. Before leaving for a scheduled extra-curricular activity, all students should turn in assignments due that day and pick up assignments for the next day.

Make-Up Work

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. In case of absences, assignments may be requested through the main office on the **second day** of absence. Please allow reasonable time for this material to be compiled. Students who are absent due to a field trip are expected to turn in work on the same timetable as the rest of the class. Assignments from an out-of-town absence are due the day the student returns.

Doctor And Dental Appointments

A written request for permission to be excused should be presented in the office prior to an absence for a dental or doctor appointment. All students leaving school for any reason must sign-out in the office and sign-in upon returning to school. Parents are required to come in and sign their student out from the office. We ask parents to call us if anyone other than the student's legal guardian comes to pick up the student.

Request For Out-Of-Town Absence

Students who plan an out-of-town trip of three days or more need to request homework assignments by contacting the front office. If the student will be out-of-town for less than three days, the student should attempt to get their assignments from the teachers in advance or through StudentVUE. Assignments from an out-of-town absence are due per teacher arrangement.

INCLEMENT WEATHER

In case of inclement weather (snow, low temperatures, ice, etc.) announcements of school closings will be made through the District's free mobile app or through District social media platforms as well as local television and radio stations.

ATHLETICS AND STUDENT ELIGIBILITY

Seventh and eighth grade students may participate in football, basketball and volleyball. Students in all three grades may participate in track and intramural cross country. Athletes who participate in sports are expected to maintain good sportsmanship on the field and in the classroom. All cheerleaders, drill team members, and athletes must have completed a physical examination and KSHSAA form signed by parent/guardian and a doctor before they can participate in practice or games.

Eligibility

Students must meet KSHSAA eligibility guidelines to be able to participate in a competition. In order to participate in cheer, dance, volleyball, football, cross-country, and girls basketball, 8th grade students must have passed at least five out of seven classes the preceding spring semester. In order to participate in cheer, dance, boys basketball and track and field, all students must have passed at least five out of seven classes the preceding fall semester. A student must be passing all courses to continue participating in competitions. Students will not automatically be withheld from competing due to a failing grade. A student with a failing grade, has one week from the day the failing grade was reported to maintain eligibility. If a student is unable to raise their failing grade, that student may be withheld from competitions. Students,

teachers, coaches, and parents will work together to keep students academically eligible.

Eligibility could affect any student-athlete or any student involved in an after-school activity. If a student is declared ineligible for after-school activities then they will not be able to ride the bus to off-campus activities or participate in any performance until the student is declared eligible.

BOYS TOWN SOCIAL SKILLS

Teaching youth academic and social skills in a positive learning environment is crucial to helping them become productive, successful adults. Pioneer Trail students participate in social skill development and practice based on the Boys Town Education Model. These sixteen skills are taught early in the school year and reviewed throughout the year.

These skills include :

- Greeting Others
- Accepting Criticism or Consequences
- Having a Conversation
- Accepting No For An Answer
- Accepting Compliments
- Disagreeing Appropriately
- Following Instructions
- Asking Permission
- Working With Others
- Listening
- Sharing Something
- Getting the Teacher's Attention
- Making An Apology
- Staying On Task
- Asking For Help
- Appropriate Voice Tone

BULLYING

"Bullying" as defined by the Olathe School District is any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

"Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, social media sites, online games and websites.

At Pioneer Trail, we want to ensure all students are aware these types of behaviors will not be tolerated and if bullying behavior were to occur it is their responsibility to notify or stop the behavior and then immediately report the problem to a staff member.

CELL PHONES/PERSONAL ELECTRONIC DEVICES/HEADPHONES

Students are allowed to bring cell phones and personal electronic devices (including headphones) to school ***at their own risk***. These items are to be turned off and kept in student backpacks or pockets during the school day. If a cell phone, electronic device, or headphones are being used inappropriately, the item(s) may be taken from the student and turned into the office. Items will be returned to the student at the end of the day and the parent will be notified. Repeated violations of this policy will result in disciplinary actions by the administration. ***Pioneer Trail is not responsible for lost, damaged or stolen items.***

COMPUTER NETWORK POLICIES

Consequences will be administered as a result of misuse or unauthorized use of the computer network system. A copy of the specific Pioneer Trail network policies is located elsewhere in this handbook. Violation of the policies will result in consequences depending on the severity of the offense. Any student who willfully destroys school computer property or causes damage to the computer network system will be held financially responsible for all repairs and damages. In addition, the student will be subject to school disciplinary procedures and a police report will be filed.

COUNSELING SERVICES

Students are welcome to visit with the counselors any time they have a problem or something they wish to talk over in confidence. We do ask that students either make appointments to see the counselors or use the QR code in classrooms to request a meeting with the counselor. Parents are encouraged to call the counselor any time they have concerns regarding their child. Other services include supplying educational, social and occupational information to faculty and students. The counselors also work with groups of students in areas of common concern or with individuals with personal problems. In addition, the counselors guide students in their choices of courses in school based on their interests and needs.

DETENTIONS

Teachers may detain students before or after school for disciplinary reasons or for failure to complete necessary work. Parents will be notified of a student's detention 24 hours in advance by phone call, email or a student detention slip. Failure to serve teacher detentions may result in referral to the office and administration.

Detentions assigned by the classroom teacher will be either: Boy's Town Social Skill directed activities giving the student an opportunity to learn and/or strengthen a social skill they are lacking, or a reflective conversation with the teacher in which relationships can be repaired/strengthened and a plan for future success can be made.

DISCIPLINE AND BEHAVIOR GUIDELINES

Standards of behavior for Pioneer Trail students are guided by Student Guiding Principles and procedures in the Olathe District Code of Student Conduct (<https://synergy.olatheschools.com/>). Students who choose not to follow these guidelines will be subject to the consequences outlined in The Code of Student Conduct. On occasion, students will be suspended from school for violating behavior guidelines. If students are suspended (either in-school or out-of-school) they are not allowed to participate in school activities for the duration of their suspension.

Pioneer Trail Guidelines

- **Respect the rights, feelings, and property of yourself and others.** No public displays of affection, fighting, stealing, marking or defacing property, starting rumors, inciting others to fights, being rude or disrespectful to peers and staff, or using profane or obscene language and/or gestures.
- **Know your student responsibilities as outlined in the Student Handbook.** Attendance, tardies, detentions, passes, dress code, locker use, telephone use, etc.
- **Work to develop self-discipline.** Be on time to class, don't skip school or class, set achievable goals for yourself, follow guidelines for student behavior, have a positive attitude at school and at home.
- **Obey the rules of your classroom, school, school board and the laws of your county and state.** Refrain from possession use, consumption, sale or distribution of alcohol, tobacco products or abuse of restricted drugs or other chemicals. This includes being under the influence of such substances. It is strictly prohibited to bring weapons, or replica of weapons, to school.
- **Demonstrate a willingness to learn.** Work up to your ability, try hard in class to do your best.
- **Observe safety practices at all times.** Walk – don't run in the halls, do not throw objects which could cause injury to others, do not leave school grounds during the day without permission from the office, come immediately into the school building upon arriving at school, observe safety guidelines in shop, gym, labs, and halls.
- **Seek advice and guidance from the staff.** If any problems exist which interfere with your success in school, talk to your teachers, counselor, nurse, administrators, or any other staff member. They are here to help you!

In an effort to ensure a safe, positive school environment, the Olathe District Schools Board of Education adopted "A Safe School for All" policy in August, 1993.

*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 enforcement agencies. Specific examples of reportable incidents include but shall not be limited to: possession of weapons, controlled substances (drugs/alcohol), destruction of property, theft, fighting, intimidation, and other such matters involving criminal activity. Collaborative and cooperative procedures have been developed with the Olathe Police Department and other law enforcement agencies to support safe schools in Olathe Unified School District. 233.*

Items Not Permitted at School – Students shall not bring items to school which have no relation to the school program or class activities. Items that cause disruption or interruption to student performance are not allowed at school. Such items will be taken by any staff member and placed in the custody of the administration who will determine if further consequences are necessary. Any item which an administrator deems are a threat to the safety of our students or staff or the general order of the school will be confiscated from the student and turned over to the Olathe Police Department.

The list of unacceptable items includes, but is not limited to : laser pointers, personal stereos, “grills”, bandanas, tobacco products, electronic cigarettes, vaping products, matches, lighters, drugs, alcohol, knives, or any other weapon, water guns, water balloons, throwing stars, any form of explosives or ammunition (i.e., firecracker or “poppers”) and/or any item which endangers the safety or welfare of others.

Continuum Of Consequences

In order to maintain structure, routine, and consistency in our discipline process Pioneer Trail we use the Continuum of Consequence’s: A Guide to Student Behavior Management. The structure for the Continuum of Consequence’s is as follows when most undesired behaviors occur:

1. First warning given- Behavior identified and redirected.
2. Second warning given- Warning reminded, behavior re-identified, consequence forewarned.
3. Consequence Issued-Teacher assigns fitting consequence. Teacher documents consequence and contacts parents.
4. Office referral written- Administration reviews and assigns fitting consequence, contacts parents.

Staff will follow this structure for most undesired behaviors that occur in the school setting. The structure starts new each class, each day. With this structure it is the student’s responsibility to adhere to the direct warnings from their teachers, correct their behavior, and take ownership of their actions. Failure to take advantage of these opportunities will result in fitting consequences from either the teacher or the teacher and an administrator. If consequences are assigned to a student for their behavior parent contact will be made.

The Continuum Of Consequences structure only applies to minor undesired behaviors. Some situations necessitate immediate administrative attention. When this is the case a student will immediately receive an office referral and an administrator, using due process, will review and assign the most fitting consequence.

Technology

All flash drives or electronic file storage devices may only be used to transport school appropriate material. No games should be placed on these drives or loaded on school computers.

Alcohol, Tobacco And Drugs

Use or possession of alcohol, tobacco, illegal drugs, narcotics in any form, or products related to the use of these items (i.e. matches, lighters, rolling papers, vape products) is prohibited in the school building, on the school grounds, busses or at school-sponsored activities. Students should not use or have in their possession any prescription drugs. If medication is specifically prescribed, students need to follow the school medication procedures. Violations of the above will result in an in-school suspension, out-of-school suspension, or expulsion as detailed in the Code of Conduct.

OLATHE DISTRICT SCHOOLS WEAPONS POLICY

No student or visitor to any school, campus, property or school-sponsored function or event regardless of location may possess, handle, transport, display, offer for sale, barter, use, threaten to use or exchange any gun, bomb, knife, other dangerous weapon, dangerous substance, destructive device or any object that might have a reasonable "look alike" resemblance to a dangerous weapon or device. Students who violate this policy may be long-term suspended or expelled from school. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JD (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to Social and Rehabilitation Services (SRS).

SUSPENSIONS

Standards-of-behavior for Pioneer Trail students are guided by the procedures in the Olathe District Code of Conduct. On occasion, students will be suspended from school for violating behavior guidelines. If students are suspended (either in-school or out-of-school) they are not allowed to participate in or attend school activities for the duration of their suspension.

DRESS CODE

All students are to dress properly for attendance at school and at school functions. Students are representatives of their school and their dress and manner should be appropriate. Coats, purses, backpacks, book bags, hats and sunglasses are to be left in students' lockers. Students must wear shoes at all times. Costume-type dress is not permitted unless a special day is designated. Students who are not properly dressed or their dress is deemed disruptive to the educational process will be requested to correct their clothing. These are not considered appropriate for school:

- * obscene or suggestive phrases or pictures on clothing
- * revealing or provocative clothing; sleeved shirts are recommended and midriffs
- * must be covered
- * phrases or pictures on clothing which refer to alcohol, smoking, or drugs
- * pajamas, including slippers and blankets (unless an approved spirit day)
- * hats (including hoods); sunglasses (unless an approved spirit day)
- * anything representing gang "colors" or gang affiliation
- * chains or studded bands
- * sagging pants; pants with excessive tears/holes that show inappropriate body parts
- * clothing deemed inappropriate by school administration, school staff, district staff, or clothing which is a threat to the order or safety of the school or students; clothing in violation of school board policy.
- * face painting/decorating

FIELD TRIP POLICY

The administration may prohibit students from attending an activity/athletic field trip based on eligibility criteria, which includes their behavior and/or academic performance. Student work is to be turned in before they leave for a field trip and students need to gather missed assignments from teachers. These are due along with the rest of the class with no extra time allowed because of the field trip.

HALL TRAFFIC AND BEHAVIOR

The hallways are an extension of the classroom and appropriate behavior is not only expected, but required. Any type of intimidation, whether physical, verbal, or written, will not be tolerated and appropriate consequences will be administered. Students are to walk, not run, in the hallways. Normal tones and appropriate language are expected at all times.

HEALTH SERVICES

The health office acts as a temporary holding area for those who become ill during the school day. Parents will be called and are expected to come for their students who are unable to stay at school for the remainder of the day. Students should be seen by the school nurse for assessment prior to calling a parent. Students will not be denied parent contact if desired. Except for emergencies, a pass should be obtained from the teacher before the student reports to the nurse. Please see the medication procedure below.

General school health policies are as follows:

1. Students who exhibit symptoms of illness should not come to school. Students with rashes should be seen by the nurse before attending school. Students are to be fever-free (below 100.0° F and symptom free...no diarrhea/vomit) for 24 hours without the use of medication before returning to school. School personnel reserve the right to decide whether or not a student should remain in school.
2. No student will be sent home until parents or other designated persons are contacted. Parents are requested to leave current telephone numbers of a relative or neighbor to call if they cannot be reached.
3. For minor injuries, first-aid is to be administered by the nurse or other trained school personnel.
4. Emergency first-aid for accidents will be given, and serious injuries will be reported to parents. In the event of a serious emergency, transportation will be arranged to the hospital through ambulance service. Parents have financial responsibility for ambulance service and/or emergency room services. Olathe School District participates in a supplemental insurance program that may help you with certain out-of-pocket expenses, such as co-pays and deductibles.
5. In cases of suspected drug or alcohol use, the school nurse will perform an initial screening assessment. Further action may be taken pending results of the assessment.

Illness At School

Notify your teacher at once if you become ill at school. You will then be checked into the health office and your parents will be notified if you are to be excused from school. **DO NOT LEAVE SCHOOL WITHOUT PERMISSION FROM THE OFFICE.** A parent or other responsible adult must pick up a pupil who is too ill to remain at school. The check-out sheet must be signed by the parent or guardian (or their designated representative) before leaving the building with the student.

Physical Examinations

All athletes, drill team members, and cheerleaders must have a completed and signed KSHSAA physical examination and concussion form before they can try out for or participate in practice or games involving inter-school competition. A parent signature is also required on the form for participation.

Medication Procedure

NOTE: 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.**

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:

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

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

Parents will be notified if screening tests indicate a problem may exist.

ID CARDS & LANYARDS

Each student will be given a photo ID card and lanyard. Students are required to keep and use their cards throughout the school year. If a student purchases a sports pass, it will be indicated on their ID card and can be used for admittance to home athletic events. If a student loses their card, a replacement card can be purchased in the front office. **ID cards are required to be shown for admittance to activity nights.**

INSURANCE

The school is a participant in the Kansas State High School Activities Association's insurance plan, which provides limited coverage for an accident associated with a school-sponsored activity. This coverage is secondary to supplement the regular family insurance program.

LATE WORK POLICIES

Pioneer Trail late work policies are established to align with the district guidelines for middle school teachers which state: "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."

LOST AND FOUND

Lost and found items are placed in a designated area in the commons. Any items not claimed will be donated to a charitable organization at the end of each semester. The school cannot be responsible for lost items due to student negligence.

LUNCH PROGRAM

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 Type "A" lunch. **Students are not to leave the building for lunch.** During the 2020-2021 school year, all meals for all students are free of charge through a federal grant.

MEDIA CENTER

Students may check out books for three weeks and renew them unless they are in demand. Reference books may be checked out overnight. Current periodicals may be checked out overnight. Guidelines for the media center are:

- * An atmosphere conducive to study should be maintained.
- * The individual responsible for the loss/damage to books or equipment will pay for replacement or repair.

MORNING PROCEDURES

Due to COVID-19, the building will not be unlocked until 7:30 a.m. If students arrive before 7:30, they will have to wait outside. When the bell rings at 7:30, students must report to their Start-Up/Homeroom. As guidelines from the District and Johnson County Department of Health and Environment permit, new AM procedures may be issued at a later date.

PARENT VISITATION DURING THE DAY

We strongly believe that education is a shared responsibility between parents/guardians and school personnel. At times, parents/guardians may wish to visit or observe in a classroom. In compliance with Olathe District Schools board policy, all visitors are under the jurisdiction of the building principal who has the responsibility to develop rules and procedures to maintain a safe and orderly learning environment. To assure a successful school visit or observation, we ask for your cooperation in following these guidelines:

1. Please arrange a mutually agreed upon date and time with the building principal for the requested visit or observation.
2. For security reasons, visitors are required to check-in at the school office before proceeding to contact any other person in the building or on school grounds.

3. Principals reserve the right to decline the request for classroom observation or visit if it is determined that such a visit would cause undue disruption in the educational process.
4. All observation sessions will be planned so as not to create conflict with the teacher and student schedule. Principals may limit the frequency and duration of any observation in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere.
5. To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. Any other observer, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit and/or observation. Out of respect for the teaching environment, parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
6. During the observation, the principal or his/her designee may be present in the observed setting, in order to accommodate follow-up discussion or to clarify questions that may arise.
7. All aspects of individual student confidentiality must be preserved and respected.

PHYSICAL EDUCATION CLASS PARTICIPATION GUIDELINES

A signed note from a parent or school nurse will excuse a student from participation for three days. A doctor's note is required if the lack of participation is for more than three days. The student is still expected to suit up in their PE uniform and will be given an alternative assignment. Excused absences from PE are expected to be made up. PE teacher will provide specific details.

Physical education students should wear black shorts and gray PE t-shirts. Tennis shoes and socks are required. Students should bring their own swimsuits or trunks for swimming units. All clothing should be marked properly with student's name. PE clothes will be on sale at registration and on the first day of school.

PICTURES

School pictures for the 2020-2021 school year will be taken on a date yet to be determined. Packets of these pictures are made available for your purchase. There is no obligation to buy pictures.

A yearbook, which contains school pictures of all students, teachers, staff and activities, is made available to all students to purchase. There is no obligation to purchase a yearbook. Orders for yearbooks are taken at enrollment and during the first quarter of school.

PLAGIARISM

Plagiarism is when an individual uses another person's ideas, expressions or writing as if they were his/her own. Acts of plagiarism include the following:

- presenting another's essay or class assignment as one's own
- failing to acknowledge the source when repeating another's wording
- failing to acknowledge the source when paraphrasing another's argument
- failing to acknowledge the source when presenting another's line of thinking
- making slight changes in wording from another source so that the passage is not copied word for word
- copying from another person's test

Consequences for plagiarism

- 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 electronic media, the student will receive a severe academic and/or disciplinary consequence per the Student Code of Conduct.
- If, in the teacher's and the administrators' judgment, the occurrence of plagiarism was not intended to be deceptive, the student may be given the opportunity to complete an alternative assignment.
- Students who are involved in more than one incident of plagiarism in the same class may be referred to administrators for further disciplinary action.
- All consequences will include parental notification.

PUBLIC DISPLAY OF AFFECTION

In order to maintain an environment comfortable for all, displays of affection between students are not appropriate at school or on school property.

SAFE AND CIVIL SCHOOLS

Pioneer Trail participates in the Safe and Civil Schools program. This program fosters respect and responsibility in our students and improves school climate and school culture.

SEARCHES OF PERSONAL STORAGE AREAS

Searches Of Lockers and Desks

Lockers, desks and other school storage areas shall be under supervision of the building principal or designated representative and assigned to the student for the storage of school materials and clothing necessary for school attendance. The principal or designated representative may search any locker or storage areas at any time if he/she believes it contains matter prohibited by law or school regulations from being on school property. Such a search may be made without notice to the student to whom the assignment has been made. Students are prohibited from placing a lock, other than the regularly issued school lock, on their locker.

Search of Automobiles

As posted at the entrances of the school, automobiles parked at Pioneer Trail are subject to search in accordance with the district policies.

Search Of The Person

In order to protect the health, safety and welfare of students under school jurisdiction, the building principal or designated representative is authorized to search students. The student may be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, backpacks and briefcases. If a student refuses to comply with a request for the search, the building principal shall notify the student's parents, advise them of the immediate situation, and request that they come to the school. If the student continues to refuse to cooperate, the building principal shall notify law enforcement officials.

SCHOOL SECURITY

Outside entrances will be locked at 7:50am. There is a buzzer and a camera at the main entrance where each visitor must show ID before entering. This is to discourage outside intruders during school hours. All visitors must check in with the front office and wear a visitors pass while in our building. The administration reserves the right to limit or prohibit visitors during the school day. As a general rule, student visitors are not permitted. All students not under the direct supervision of a staff member must leave the building by 3:20pm and school grounds by 3:30pm.

SELLING ITEMS AT SCHOOL

All sale items must be approved by the administration for sale at Pioneer Trail. Sale items will be distributed either before or after school unless otherwise approved.

SEXUAL HARASSMENT

Olathe School Board policy states that all employees and students are entitled to work and study in school environments that are free of sexual harassment. Sexual harassment by any employee or student of this school district is prohibited. Sexual harassment is defined as any sexual advance, request for sexual favor or sex-based behavior that is not welcome and not requested. Individuals found to be in violation of this policy will be subject to disciplinary action.

STUDENT INTERVENTION TEAM (MTSS)

The Intervention Team is composed of counselors, administrators, school social worker, teachers, and others whose function is to act as a support team for students who struggle academically, socially or in times of crisis in their lives. As a group, they provide support and referral sources for both students and parents. Referral to the Intervention Team can be by the student, their parents, teachers, counselors, or interested others.

TELEPHONE

Students will not be called from class for a telephone call except in an emergency situation. Students may use the phone in the office with a pass from a teacher during school hours. Telephones should be used for school business only. **Rides home should be arranged in advance and students should not count on phone contact at the end of the day to make those arrangements.** Please take care of after school plans with friends in advance. Students may use the office phone, with permission.

TRANSPORTATION

Bus Guidelines

The bus is considered an extension of the classroom. Students riding busses are expected to follow the bus regulations provided by the Olathe School District and the transportation company. **FOR VIOLATING RULES, STUDENTS WILL BE REPORTED TO SCHOOL ADMINISTRATORS WHO CAN DENY STUDENTS THE PRIVILEGE OF RIDING ON THE BUS.** The bus company can also deny the privilege of riding the bus when students do not display appropriate behaviors. Please refer to the Code of Conduct and Bus Regulations for specific details.

Students wishing to ride a bus home with another bus rider must have prior administrative approval which includes a written and signed note from the

parents/guardians of both students. Administrative approval must be given for each instance.

Skateboards/Bicycles/Scooters

Skateboards, bicycles, and scooters can be ridden to and from school, but not on school property. These items must be housed on the racks on the east side of the building. Students need to supply their own lock for the rack. This privilege may be revoked if the student does not adhere to the guidelines.

Student Delivery And Pick-Up

The lane closest to the school is the bus lane and the farthest lane from school is the car lane. In the morning, cars may drop off their students in either lane as long as buses are not dropping students off in the bus lane. **After school, cars will *not* be permitted to line up or pick up students in the bus lane until all buses have left.** All cars must use the other lane and line up along the curb opposite the parked cars and parking stalls. Once buses have been dismissed both lanes will be opened.

Walking To And From School

For safety reasons, individuals who walk to and from school **must cross streets at the crosswalks only**. Those not using the crosswalk will have a conference with an administrator. If the behavior continues students are subject to consequences.