

# Prairie Trail Middle School

#PRTFamily Handbook 2021-22



“Home of the Huskies”

*Jenna Jones-Principal*

*Keri Snyder-Asst. Principal*

*Jennifer Stoskopf-Asst. Principal*

*School Colors: Navy Blue and Columbia Blue*

*School Day: 7:50 am to 3:10 pm*

*21600 W 107<sup>th</sup> Street*

*Phone: (913) 780-7280*

*Fax: (913) 780-7289*

**NAME:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Team Name:** \_\_\_\_\_

## **PRT Bell Schedule**

### **2021-2022**

<b>Hour 1</b>	<b>7:50 - 8:40</b>
<b>Ext/Int</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>Hour 5</b>	<b>12:04 - 1:22</b>

**Lunch 12:04 - 12:29**

**Lunch 12:31 - 12:56**

**Lunch 12:57 - 1:22**

<b>Hour 6</b>	<b>1:26 - 2:16</b>
<b>Hour 7</b>	<b>2:20 - 3:10</b>



## **TABLE OF CONTENTS**

Daily Schedule	1	Notice of Search	12
Activities	3		
Clubs	3	Passes	13
Attendance	4	Schedules	13
Backpacks/Book Bags	5	School Day/Spirit Wear	13
Breakfast	6	Telephone	13
Code of Conduct	6	Visitors	14
Communication	6	Safe Schools	14
Computer Technology	6	Safe Schools Resolution	14
Deliveries	6	Bullying	15
Responses to Student Behavior	7	Drug Free Schools	15
Elementary Schools	8	Sexual Harassment	15
Extra-Curricular Activities	8	Weapons Policy	16
Fundraising	8	Student Assistance	16
Grades	8	Non-Discrimination	17
Inclement Weather	11	Academic Integrity... "Plagiarism"	18
Items of Distraction	11	Student Expectations/Dress	19
Lost and Found	11		
Lunch	11		
Medication	12		
Mixers	12		

## **Prairie Trail Mission Statement**

Pride, Respect, Teamwork.

Together we strive for excellence.

# Welcome to the 2021 – 2022 School Year

The following procedures have been established to aid in providing a safe and respectful environment at Prairie Trail Middle School. We request that students and parents read the following carefully and be familiar with the procedures.

## COVID-19 SAFETY

All students and staff at Prairie Trail will follow Olathe District Protocols for Covid-19 safety measures. Daily practices include the following:

- Social distancing to the greatest amount possible.
- Wash hands between classes, before and after lunch, and after utilizing restrooms.
- Bring a filled personal water bottle each day to avoid water fountain use. Water bottle fillers will be available to re-fill personal water bottles.
- Stay home if you have a fever or exhibit symptoms of being sick.

***\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year.***

## ACTIVITIES/ATHLETICS

***\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year.***

The following activities/athletics are available to Prairie Trail students at various grade levels:

Activity Mixers	Basketball*	<u>Intramurals</u>
Cheerleading*	Dance Team*	Wrestling
Football*	Howlin' Huskies	
Theatre	Track*	
Volleyball*	Weightlifting	
Cross Country*		

\*Students interested in participating in these activities are subject to eligibility guidelines established by the Kansas State High School Activities Association which include students passing 5 of 7 classes in the semester prior to the activity. Additionally, Olathe District Schools requires students to be passing all courses during the activity. Teachers will inform coaches/sponsors of students who are not academically eligible to participate.

## CLUBS

***\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year. Due to our change in bell schedule clubs are on hold at this time.***

Once a week clubs will be scheduled to meet during the school day. Some clubs have small membership dues Below is a sampling of clubs offered at PRT:

**Board Games Club** – Students will compete against other students playing board games.

**Chess Club** – Students will have the opportunity to test their skills in Chess versus other students.

**Creative Writing Club** – Students participate in various writing projects.

**Drama Club** – Students participate in a variety of theatre-based activities.

**Howlin' Huskies** – PRT's school spirit club where students learn school cheers and positive crowd involvement.

**KAY Club** – Kansas Association for Youth club is a service based organization where students can log Community service hours.

**PRT Book Bunch** – is a club where students participate in a variety of activities including a “Coffee House”, library fundraising, and assisting with the author in residence visits.

**Model Building Club** – Students build and paint model cars, planes, etc.

**Recycle Club** – Students help recycle products at PRT.

**Science Olympiad** – Science Olympiad is a group that uses science to help solve problems. Students may qualify to participate in several competitions throughout the school year.

**Sign Language Club** – Students will learn the basics of sign language.

## ATTENDANCE

***\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year.***

Regular attendance at school is an important component of scholastic success and contributes to the development of consistent performance habits, which will carry over into adult life. When possible, we encourage the scheduling of outside appointments before or after school.

**Reporting Student Absence** – Parents of the student who will be absent are requested to notify the attendance secretary prior to 7:50 am the day of the absence. Parents need not wait for office hours to communicate an expected absence. You may access the voice mailbox and leave this message any time outside of regular office hours by calling 780-7280. On the day of the absence if the school has not been notified, the attendance secretary will attempt to contact the parent either at home or work. If parental contact with the school is not made within 24 hours of the student's absence, the absence will be considered unexcused.

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

The BOE has determined the following as reasons 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 appointments.
- 6) Court appearance.
- 7) Emergency situations requiring immediate actions.
- 8) An absence which has been requested in writing and approved in advance by a building administrator.

**Excessive Absences** – Parents of students with excessive excused or unexcused absences will be contacted by a school official. In the event a student accumulates 3 consecutive unexcused absences, 5 unexcused absences in a semester or 7 unexcused absences in any school year, the school is obligated to notify the Johnson County District Attorney. A significant number of excused absences may require parent contact and a Doctor's note.

**Appointments During the School Day** – Parents are requested to provide a written request or phone call to the attendance secretary prior to arriving to sign their student out of school for an appointment. Students may only be released to persons listed on the enrollment information form. Parents are asked to sign students out in the office at the time of departure. Students may sign themselves in upon their return to school. Again, all are encouraged to avoid scheduling appointments during the school day.

**Illness During the School Day** – Any student who becomes ill during the school day should report to the nurse's office. The school nurse will contact the parents of any students leaving before the end of the school day due to illness. Student should not contact parents without visiting with the nurse first.

\*\*District Covid-19 safety procedures will be followed for the 2020-21 school year.

**Extra-Curricular Activities** – To participate in an extra-curricular activity, students must be in attendance a minimum of four class periods during the day of the activity. Participation in a school-sponsored field trip does constitute attendance at school even though a student may be absent from class. This participation satisfies the attendance requirement. Please contact the coach or sponsor prior to the excused absence on the day of an extra-curricular activity. \*\*District Covid-19 safety procedures will be followed for the 2020-21 school year.

**Make-Up Work** – Following an excused absence, the student is expected to make up any missed work. It is the responsibility of the student to contact each teacher to obtain the assignments and set up a completion date. Typically, two days for each day missed provides adequate time. For absences longer than one week, a reasonable plan will be developed by the student and the teacher. If a student is going to be absent more than one day, a parent is encouraged to contact the school and request homework be gathered from the teachers.

**Requests made by 8:00 am will be available after 3:15 pm in the office.**

**Planned Absence i.e. vacations/trips/field trips/in school activities** – Class work should be acquired by the student prior to the absence. Assignments are due on the day the student returns to school. A planned trip form to use to gather assignments is available in the office for vacations. When an absence occurs due to a school field trip, music rehearsal or other in-school activity, an assignment due date is not extended.

**Tardies** – Anytime a student arrives late to class, this tardiness creates a disruption to the educational process. This is true not only for the individual student, but for the other students in the class as well. Students who arrive to school after 7:50 am are tardy and should sign in at the office to obtain an admit slip to class. Any arrival after 8:10 am is considered an absence from first hour. The nature of a student's chronic tardiness to school will be reviewed and discussed with the student by an administrator. Solutions to this form of disruption will be identified and an administrator will assign consequences for chronic tardiness to school or class. A significant amount of tardies may result in truancy based on the loss of instructional time.

**Response to tardies:**

- ❖ 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 isolation if they should be tardy again in the quarter.
- ❖ 4<sup>th</sup> tardy – one lunch detention
- ❖ 5<sup>th</sup> tardy – one hour office detention
- ❖ 6<sup>th</sup> tardy – referred to an administrator
- ❖ Subsequent tardies – referred to an administrator

## **Backpacks**

To ensure the health and safety of all students and timely movement between classes during the school day, students will utilize their backpacks to transport their laptop, books, and needed materials from class to class.

## **BREAKFAST**

District breakfast service is available every morning before school, at no cost for the 2021-22 school year. Individual snack items may also be purchased for a separate cost.

## **CODE OF STUDENT CONDUCT**

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

## **COMMUNICATION**

School to home communication plays a vital role in a student's academic success. Following are various tools students and parents may use to maintain an open line information and communication with school.

**Blackboard Notification System**, an email and phone system, is used regularly by PRT to communicate details of upcoming events. **\*\*Please note: Responses to Blackboard messages go to Blackboard and not directly to PRT. Please email any staff member directly if you require further assistance.**

**Online resources accessed through, <http://schools.olatheschools.com/prairietrail/>**

PRT Website

Parent Newsletter: **Husky Tracks**

**#PRTFamily Handbook**

ParentVue

PRT Calendar

School Nurse Updates

Lunch Menus

Staff Email

Blackboard

## **COMPUTER TECHNOLOGY**

The Olathe District Schools provide access for students and staff to state-of-the-art computer technology, electronic mail and the Internet. To protect the integrity of the system as well as the privacy of both student and staff files, students should use computer technology for school-related activities and assignments only. Students should refrain from entering files other than their own, loading programs onto the system, accessing inappropriate web sites, making changes in the configuration, creating hidden files and other *"hacker-type"* activities. **Such activity is considered as an invasion of privacy or vandalism and not curious experimentation.**

**Students needing technical support for their devices during remote learning should contact Olathe District Technology Help Desk at (913) 780-8058 or by emailing [helpdesk@olatheschools.org](mailto:helpdesk@olatheschools.org).**

### **DELIVERIES**

Items necessary for the student to complete the school day (lunch money, PE clothes, books, etc.) may be left in the office. The student will be called to the office to pick up the item. Other items such as gifts, balloons, flowers, etc. will remain in the office. The student will be notified of the delivery and may pick up the item at the end of the school day. Gift deliveries to school are discouraged, as they present challenges to students trying to manage the pick-up of gifts with after school activities and transportation.

### **RESPONSES TO STUDENT BEHAVIOR in SCHOOL**

**Detentions** – Detentions may be assigned by any staff member. Detention time is assigned to a student as a consequence for failing to meet a behavioral expectation. Detentions may be served with the staff member or in the office. Teacher detentions may be served before or after school. Office detentions are served Tuesday and Thursday afternoon from 3:15 to 4:00 pm. In the event a detention is assigned, the teacher will notify the parent directly prior to the assigned detention. Each student will schedule a time to serve their detention. Failure to serve an assigned detention may result in doubled detention time or In-School Suspension.

### **BARC-Behavioral and Academic Recover Center**

#### **Introduction to BARC**

The Behavioral and Academic Recovery Center is used as a placement for students involved in a disciplinary matter, or for students who need an alternative placement on a temporary basis. While in BARC, the student will review the behavior or academic need that initiated the placement, receive instruction on replacement strategies for future behavioral conflicts and academic or emotional needs. BARC is an alternative to an in or out of school suspension and is assigned by an administrator. Students who are placed in BARC will report to the BARC room and shall not attend regular classes until so directed.

Requests for assignments will be sent to each of the student's teachers. The student will use the time assigned in BARC to process any behavioral, emotional or academic needs in addition to completing classwork assigned during the duration of their time in BARC. The student should be prepared to work on these activities and have additional materials available should all assigned tasks be complete. BARC does not release the student from completion deadlines nor exams. All assignments shall be completed, turned in or ready to turn in upon return to class.

It is most important to note that should a student struggle with the completion of an assignment or with the preparation for an exam, it is their responsibility to see assistance from the BARC teacher. If additional help is still necessary, the student should gain permission to contact the regular classroom teacher wither prior to or after school.

If placement in BARC has been completed at the end of the school day, students may practice and participate in extra-curricular activities and athletics. However, when a student's placement wraps around to the next school day, practice or participation in extra-curricular activities or athletics is not allowed until the assigned placement in BARC is completed.



**BARC/Alternative Placement Classroom** -Full day placement of a student in BARC will be communicated to the parent by mail. An attempt will also be made to communicate by telephone. At the conclusion of the BARC placement, the student shall be prepared to re-enter the regular classroom without lagging behind. In the event that there is an exam, the student shall not be entitled to additional preparation time. The student shall be prepared to take the exam upon return to the regular classroom.

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

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

Students will be provided an opportunity to complete class work missed during a short-term OSS. Class assignments will be requested from the student’s teachers. The parent of the student may pick up gathered assignments after 3:30 pm the next day. Arrangements with the teacher to make up missed tests should be made by the student. Make-up tests will be scheduled following the student’s return to class.

The student shall be prepared to re-enter the classroom without lagging behind. Homework shall be completed and ready to turn in upon return. If the student was informed on the homework assignment sheet of an upcoming test, the student shall be prepared to take it upon return to class.

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

Specifics regarding procedural due process requirements for out of school suspensions may be found in the Olathe Public Schools Code of Student Conduct. This is located on the district’s website and a copy given to every student at the beginning of each school year.

#### **ELEMENTARY SCHOOLS**

A reminder to students that elementary schools are in session until 3:40 pm. Students should refrain from visiting elementary school campuses during school hours.

#### **EXTRA-CURRICULAR ACTIVITIES**

***\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year.***

A student remaining after school to attend extra-curricular activities should remain on school property until the event begins. During half time and between games students are expected to remain in the school building. Transportation home should be arranged prior to the event. Students are expected to remain in the stands until half-time of the event or in-between games.

#### **GRADES**

Grades are indicative of a student’s level of completion of the requirements of the course. They are reported on a quarterly basis. Grade cards are distributed to the student and/or on Student/ParentVue at the end of each nine-week period.

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

- A 90 to 100% Superior
- B 80 to 89% Above Average
- C 70 to 79% Average as compared with standards for this grade, subject and age
- D 60 to 69% Minimum achievement
- F Below 60% Failure to meet minimum standards
- P Pass (not included in GPA)
- I Incomplete

(Incomplete work must be made up within the first two weeks of the following quarter.)

**Homework** – Homework is 1) assigned with purpose, 2) beneficial to student learning, 3) aligned with curricular standards and 4) used to provide a method for the teacher to gain insight into individual student learning.

Homework, or assignments that support learning outside of the classroom, foster learning in four ways:

1. **Pre-learning:** Assignments used to provide an introduction to a topic or background for an upcoming lesson. Pre-learning activities can be used to generate interest in a topic or concept. Examples may include an instructional video to preview, an article to read or a brainstorming activity.
2. **Practice:** Assignments that allow a student to practice a skill that has been previously taught and practiced in class.
3. **Application/Processing:** Assignments that ask students to reflect on concepts that were discussed in class. Examples may include journaling, projects, essays, and other assignments that allow student to apply and extend knowledge learned.
4. **Studying:** Time spent reviewing previously taught material in preparation for an upcoming activity and/or assessment. Examples may include a study guide, reviewing class notes, and/or re-reading some previously read and discussed class material.

NOTE: Daily assignments started in class but sent home for continued work or completion, are considered homework.

### **District Guidelines Regarding Middle School Homework:**

#### **Time Spent on Homework:**

- The length of the assignment should be reasonable and appropriate for the content and standards being addressed.
- The length of the assignment should be reasonable and appropriate based on other assignments, upcoming activities and assessments across the CORE content areas with consideration given to time required for elective classes and their corresponding assignments/activities.
- Consideration will be given to the type and amount of homework provided to students on the same team. Team teachers should review weekly assignments and upcoming activities and assessments across the CORE content areas with consideration given to time required for elective classes and their corresponding assignments/activities.

**Differentiated Homework:**

- Student may require different types, amounts and frequency of assignments to be completed away from the classroom based on their unique learning styles or skill development. Differentiation of pre-learning, practice, processing and studying assignments is vital to ensure individual student success.

**Grading Homework:**

- Homework will not count for more than 10% of the total class grade.
- Students will receive teacher feedback and/or a grade on their homework in a timely manner.

**Parent Communication Regarding Homework:**

- The course syllabus will reflect these homework guidelines and be reviewed at back to school and open house events.
- Parents should be encouraged to share any concerns with the classroom teacher related to homework.
- Parents should encourage to their child to access homework support during extended learning opportunities offered by the teacher/school.
- Teachers and Parents should expect their child to use an agenda/electronic calendar or some other system to regularly record homework assignments and due dates.

**Homework Support Program:**

- Each middle school offers a school-based and teacher-supported time for the completion of homework (e.g., academic extension, tutor Tuesdays, afterschool study table)

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

- When students do not complete assignments, opportunities for learning and feedback are diminished. Since the purpose of daily class assignments or homework is to promote learning, students are expected to complete all course assignments.
- “Late work” will be accepted until the end of the corresponding unit or culminating assessment without penalty. A deduction can be taken up to the end of the grading period for “late work” turned in after the completion of the culminating assessment or unit.
- Because parents are an important part of the educational team, notification will be provided through ParentVue and StudentVue. (Verbal notification should be provided or a conference scheduled with parents if a pattern of late work develops.)

**Honor Rolls** – Honor rolls are compiled after each quarter. Students are recognized through three different honor rolls based on the following grade point averages.

Straight A Honor Roll 4.0

Regular Honor Roll 3.0

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

**Mid-term Progress Reports** – Each teacher provides mid-term progress reports during the 5<sup>th</sup> week of each quarter. Progress Reports can be viewed electronically through StudentVue and ParentVue for mid-term and quarterly grades.

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

- copying someone else’s work (even with modifications)
- copying material from the internet or any other source without citing that source in full, “copying” included paraphrasing ideas, copying passages, sentences or parts of sentences.

Any student who chooses to plagiarize on an assignment may receive no credit. They may or may not have the option of redoing the assignment. This topic is discussed in further detail later in the handbook along with a statement of authenticity and works cited resource to avoid plagiarism.

\*All incidents will include notification to parents.

**Academic Dishonesty** – Students who provide their work to another student for purposes of copying and students who copy work may or may not receive credit on the assignment.

### **INCLEMENT WEATHER**

All schools in the state of Kansas must have 186 days or 1086 hours of school. The Olathe School calendar reflects the commitment to meet the requirements of this law. In the event it is necessary to dismiss school, announcements are made on local radio and TV outlets. School closings are also posted on the district webpage and Blackboard.

### **ITEMS OF DISTRACTION**

Students should refrain from bringing items to school which are distracting or may interrupt the educational process. This includes but is not limited to items that have no relation to the school program or class activities: video games, toys, pagers, iPods and cellular phones. **If cell phones, iPods, or other electronic devices are brought to school, at 7:40 am they should be turned off and placed in the student’s backpack, where they should remain until after 3:10 pm. Should the items cause a disruption to the educational process, the student shall submit the item to an administrator and a parent may be contacted to pick up the device. PRT is not responsible for lost or stolen personal items.**

### **LOST AND FOUND**

A lost and found box is kept in the MPR. At the end of each quarter any unclaimed items will be donated to charitable organization.

### **BREAKFAST/LUNCH**

District breakfast and lunch service is available at no cost for the 2021-22 school year. Individual snack items may also be purchased for a separate cost. Students may purchase breakfast before school beginning at 7:30. **Twenty-five minutes does not allow a student enough time to leave school for lunch. Additionally, district policy does not provide for “open lunch”. Students will remain in the building during their lunch period.** A variety of foods are available to students. Students may also bring lunch from home. Other food items may be purchased A la Carte. Food from restaurants should not be delivered or dropped off unless with administrative approval.

Each Student is provided a student I.D., which will be used as a cafeteria debit card. All lunch purchases will be credited to this card. With this process there are significant limits on charging lunch. Should a negative balance be incurred, notification is mailed to the parent. **At no time will lunch be withheld from a student**, if a student's balance is negative, they should seek help from an administrator. Visitors during lunch time are limited to parents, unless administrative approval is acquired in advance. **\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year.**

## **MEDICATION**

Middle and Senior High Medication Policies differ from those in Elementary Schools. At this level we encourage increased personal responsibility. All prescribed medications should be brought to the schools nurse's attention. Controlled substances require a doctor's note and parent's signature and will be dispensed from the health room under the supervision of the school nurse. Further clarification of this guideline can be found on the PRT website.

**Distribution** – Distribution of controlled substances, included prescription medications, by students is unlawful.

Students in 6<sup>th</sup> through 12<sup>th</sup> grades with asthma or allergies may carry and self-administer emergency medication. Kansas law states that this self-administration policy require written parent and physician signature specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc. (Download the Authorization Form for Self-Administration of Emergency Asthma/Allergy Medications in PDF format at [www.olatheschools.com](http://www.olatheschools.com) – English or Spanish).

Over-the-counter medications (Tylenol, ibuprofen, cough drops, etc.) may be carried and self-administered by students without written parent and/or physician signature. A limited supply of the over-the-counter medications is available from the health room upon parent permission. Additionally, antibiotics may be carried and self-administered by the student.

All medication is to be carried in its original container with only a one day supply. The principal may revoke the self-medication privilege of any student found to be in violation of the policy. **At no time** should any type of medication be distributed by students to other students.

**MIXERS** **\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year.**

After school grade level activities will be scheduled throughout the year. Opportunities will be provided for students to socialize in recreational activities with other PRT students. Cost to students will vary depending upon the activity. If the cost is a financial burden upon the family, please contact a counselor at PRT.

## **NOTICE OF SEARCH**

Board of Education Policy JCAB

Students, staff, and visitors should be aware that all automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. This is in accordance with Olathe USD #233 Board of Education Policies for Drug Free Schools and Weapons.

## **PASSES**

During class time, students may be in the halls only with teacher permission. Teachers will indicate time and intended destination on school issued passes.

## **SCHEDULES**

Each spring every effort is made to build a master schedule that accommodates a student's academic requests for the following year. These requests are made with input from parents, teachers and counselors. They reflect classes that will best meet the individual student's academic needs. If the schedule received does not reflect enrollment requests, one may submit a written request for a schedule change. This request should be made within the first week of the semester (or quarter for sixth grade students). Following the first week, schedule changes will only be made with the approval of the counselor and administrator. Schedule changes will be approved by the Principal.

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

## **SCHOOL DAY**

Students begin their 7 hour school day in Hour 1 at 7:50 am and are dismissed at 3:10 pm. Academic Extension Intervention Time follows first hour and is a protected 34-minute period that allows all students to participate in enrichment and interventions each school day. During this time, every student will be engaged in reading and/or math activities as well as learning about soft skills that they can use throughout life. While students will have a teacher for their main check-in point, they will move in and out of small group interventions as needed. While academic extension has been part of our bell schedule for many years, academic intervention is new and based on a Kansas State Department of Education expectation.

**Once students arrive on school property or enter the school building they should remain there unless they have obtained permission to leave and have signed out in the office.**

Upon arriving on school property students should enter the building and go to the MPR or Main Gym until the take-up bell at 7:40. In the event a student needs to work with a teacher prior to 7:40, a pass should be obtained from the teacher the day before or from the office that morning. **After 3:20 pm, students who remain in the building should be under the direct supervision of a staff member.**

## **SPIRIT WEAR**

Our PRT Spirit Wear store will be offered on-line several times during the school year for families to purchase spirit items. Parents will be notified through email communication on ordering and delivery. Students will pick up items for in-school learning during their lunch period, or a drive-through process during remote learning.

## **TELEPHONE**

An office telephone is available for student use **before** and **after** school. In an emergency, students may obtain permission from an administrator to use the office phone during the school day. In the event a parent is not able to answer the call, we ask that students leave a message. Parents who need to contact a student during school hours may leave a message in the main office (780-7280). Only in an emergency will students be called from class to receive a telephone message. Individual cell phones should be turned off during the school day.

**Student should not communicate via cell phones (phone calls, text messages or email) with anyone between 7:40 am to 3:10 pm.**

## **VISITORS**

**All visitors are asked to check in at the office upon arriving on school property.**

**\*\*Adjustments will be made in accordance with District Covid-19 safety directives for the 2021-22 school year**

**School Day** – A Student Guest Request from for student visitors may be obtained in the office. Visitors must be 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade students. The visiting student’s home school should not be in session on the day(s) the student visits PRT. The student, the student’s guardian and each of the student’s classroom teachers must sign the request. The request must be turned in to the office for administrative review a **minimum of two days prior to the requested visitation day**. Visitors during the school day will not be allowed during the last week of quarters 1, 2 and 3, during state assessments or the month of May.

## **SAFE SCHOOLS**

State Statute 72-89b01

Board of Education number JCAC

### **“A Safe School for All”**

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 No. 233.

## **SAFE SCHOOLS RESOLUTION**

The Olathe School Board, in conjunction with other area schools, has adopted the following:

**WHEREAS**, the Nation’s Education Goals state, “by the year 2000, every school in America will be free of drugs and \*violence and will offer a disciplined environment conducive to learning”; and

**WHEREAS**, America’s system of public education relies not only on the skills and dedication of teachers, school administration and educational support staff, but also on the encouragement and support of the entire community; and

**WHEREAS**, a united effort among the Johnson County schools and the local community will help foster the well-being of all students through a safe learning environment; and

**WHEREAS**, heightened cooperation and collaborative initiatives of the Johnson County school districts, the local law enforcement agencies, and the patrons of this community will enable schools to maintain the best educational opportunities for all students in a safe school environment;

**BE IT THEREFORE RESOLVED**, that the Board of Education of the Olathe School District hereby affirms its intent to support an inter-agency collaboration among schools and to provide the leadership necessary to accomplish a safe school environment for all students.

**\*Violence Defined**

Violence occurs whenever someone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions.

***SRO HOTLINE 780-7777***

**BULLYING**

"Bullying" is defined as 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:

1. An imbalance of power;
2. Harming a student or staff member, whether physically or mentally;
3. Damaging a student's or staff member's property;
4. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
5. 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, online games and websites.

Kansas State Statute 72-8205 prohibits bullying in any form on school property, in a school vehicle or at a school sponsored activity or event. Students who have bullied others in violation of this policy and the Student Code of Conduct may be subject to disciplinary action and reported to the local law enforcement agency.

**DRUG FREE SCHOOLS**

The Olathe School District Board of Education recognizing its responsibility to promote the health, welfare and safety of the students in the Olathe School adopts the following policy to assist in the protection of students from dangers, which result from the abuse of restricted drugs. The unlawful manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs or alcohol on school property or at school activities is prohibited. The policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-225 and to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85 Subpart F. This policy and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent.

**SEXUAL HARASSMENT**

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 consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Individuals found to be in violation of this policy will be subject to disciplinary action.

**WEAPONS POLICY**



No student or visitor to any school campus, property, 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.

Possession of a firearm or other weapon or facsimile of a weapon 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. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and, if a juvenile to Social and Rehabilitation Services (SRS).

As used in this policy the term “firearm” means any weapon described in Kansas statute (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

As used in this policy, the term “dangerous substance” means any poison, hazardous chemical such as an acid or base, or substance that, if used inappropriately, may cause or be expected to cause physical harm or danger.

Students who violate this policy may be long-term suspended or expelled from school.

When considering possible courses of action for exceptional pupils in regard to alleged violations of school rules, policies and regulations, procedural due process rights guaranteed by IDEA (Individuals with Disabilities Education Act – P.L. 94-142. 1975) relevant Kansas statutes, or the Kansas Plan Exceptional Pupils are applicable.

## **STUDENT ASSISTANCE**

### **MTSS (Multi-Tier System of Support)**

**Student Intervention Team** – MTSS/SIT is a building wide system facilitating an intervention process to provide assistance to students. Collaborative teams of teachers, support staff and specialists customize interventions based on individual student needs, including academic, social and emotional areas. Students, staff or parents may refer concerns to the schools counselors or administrators.

**Guidance Office** – The guidance office provides the following services to Prairie Trail students: small group and individual counseling, student schedule changes, maintenance of permanent student records, career exploration, enrollment and withdrawal of students. Information regarding supportive services such as special education may be obtained through contact with a school counselor.

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

**HELP Clinic** – The HELP Clinic is an Olathe District Schools program that offers a “bridge” between school and family by offering a variety of student, parent and crisis services. Support is available, at no cost, to students who are finding school difficult because of poor study skills, adjustment concerns, or relationships with others. Parents who want to learn more effective ways of encouraging and motivating children in school can also turn to the clinic. For information regarding these services call 780-7051.

### **Notification Statement of Nondiscrimination**

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)

## Academic Integrity... “Plagiarism”

With the wealth of information on the Internet, it is easy for students to claim other’s work as their own. Often students make sincere mistakes, guilty only of not knowing the rules. Because of this, we hope to provide a clear definition of what plagiarism to avoid any confusion and to set students up for not only a successful school year, but to help all develop good habits.

Plagiarism is to steal and use (the ideas or writings of another) as one’s own. (American Heritage Dictionary of the English Language) It covers both unpublished and published sources. It also involves copying someone else’s work (even with modification), copying material from a book, reference book, Internet or other and claiming it as one’s own, and handing in work wherein a parent or other student did any of the work. Occasionally a student attempts to submit work from a previous course. Unless prior communication has occurred between a teacher and student, this is not acceptable.

To avoid raising any questions, a student should never copy anyone else’s work, whether it’s from a friend, out of a book, or off of the Internet. When using information from a source, always cite it. And most certainly ask a teacher for guidance.

Students occasionally seek the aid of Cliff’s Notes or “Spark Notes”. Sources such as this should only be used, if at all, to help comprehension of a novel. The analyses provided by these guides are often faulty and should never be a substitute for student work.

Plagiarism is taken seriously. Any student who chooses to plagiarize on an assignment may receive no credit. They may or may not have the option of redoing the assignment. Administrators and parents will be notified immediately should this occur.

During the year, students may be asked to sign an authenticity statement for research papers/projects, book reports or literary analysis essays, which simply states that the work he or she did was indeed not copied and that work taken from any source was referenced in a bibliography or works cited page.

In addition, the district has access to a web site called [www.turnitin.com](http://www.turnitin.com). Should a teacher suspect plagiarism, this site helps the teacher find the source from which the original work came.

### **PRT Student Statement of Authenticity**

I \_\_\_\_\_, certify that this work is my own. No one has  
*Student Name*  
completed this work for me, nor have I copied it from another individual or source without proper  
citation. I understand that plagiarism is against the law and is considered unacceptable at PRT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT EXPECTATIONS

**Students are subject to these expectations while on school property, while using school transportation, and while going to, participating in or coming from a school sponsored activity.**

(Note: This is not an all-inclusive list and is subject to modification for reasons of safety, order and discipline.)

### -- Behavior --

- Students should be respectful of the rights, feelings and property of every person at Prairie Trail.
- Students should follow the directions of the adults.
- Students should attend school regularly, be on time, and be properly prepared by bringing the necessary materials to class.
- Students should exhibit safe and orderly behaviors during class time, passing time, in the cafeteria and during all school activities.
- Students should refrain from behavior, which disrupts the educational process. These behaviors include, but are not limited to, using profanity, running in the halls, public displays of affection, loud disruptive behavior, and spreading rumors about students or alleged events.
- Food and drink should only be consumed in the MPR.
- Trash should be placed in the appropriate containers.
- Students should refrain from taking items not their own, i.e. theft. All found mislaid property should be promptly turned over to an adult.
- Students should refrain from threats to cause or conduct which causes physical injury to another person or damage to school property. Threats are defined as stares, hard looks, verbal harassment or statements, physically confronting stances, or any action that can lead to physical assault or damage.
- **If cell phones, iPods, or other electronic devices are brought to school, they should be turned off and placed in the student's backpack between 7:40 a.m. and 3:10 p.m.**
- Students should refrain from the distribution of over the counter medication, prescription drugs, or any other non-controlled substance.
- Students should refrain from the possession, use, or distribution of tobacco, tobacco products, matches,

cigarette lighters, vapes, controlled substances – alcohol or drugs, and drug paraphernalia.

- Students should refrain from the possession, display or use of weapons. Weapons include, but are not limited to pellet guns, knives, firearms or other devices which, by their nature or use can cause injury to person or property.

### -- Dress --

Students are encouraged to show pride in themselves. Clothing worn to school should be worn as it was designed to be worn, appropriate for school and school activities, and should not interfere with the educational process. Undergarments should not be exposed. Clothing should provide appropriate coverage. Rule of Thumb: We are an academic environment. We are at school, not the pool.

The following identifies articles of clothing which have been deemed disruptive and therefore, inappropriate for the school setting.

- Clothing that promotes cigarettes, drugs or alcohol, implies or displays violent, obscene, sexually explicit, suggestive, or ethnically derogatory phrases or pictures.
- Badly torn clothing, hats, sunglasses, bandanas or other headgear.
- Apparel worn in a fashion associated with gangs.
- Because of the temperature variance throughout the school building, students are encouraged to keep a sweatshirt or sweater available to wear during class when needed.

**When a student's dress is deemed to cause disruption by a staff member, the student will be asked to correct their dress.**

