A Message from the Superintendent

Dear Olathe Public Schools families,

The vision of our district is “Students Prepared for Their Future.” Our educators and administrators keep this vision in mind every single day in planning their lessons or making districtwide decisions. We want students to be academically, behaviorally, socially and emotionally prepared for whatever comes next – whether that is the next year of elementary, their journey into middle school, or leaving our classrooms behind for college, technical school, or a career. To be successful, we know it takes all of us working together. We stand ready to partner with you, your student and the overall Olathe community as we embark on another year of growth, learning and fun.

This Parent Guide document is designed to be a helpful resource for your family and to serve as an informational tool. Please visit our district website (www.olatheschools.org) for more information. Each school has its own website, which can be accessed from the district website.

Together, we can provide a strong education by learning from the challenges before us and celebrating our successes. We hope to continue to work collaboratively to provide the best education for the most important members of our Olathe family – our students.

Superintendent Dr. Brent Yeager
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**District Website:** www.olatheschools.org

Administrator names are subject to change due to printing deadlines. (Revised 07/17/23)
The Olathe Public Schools Strategic Plan 2021-2026 outlines the district’s goals and core values to set the road map to help students achieve great success.

The Strategic Plan was approved in October 2019, and then revisited and relaunched in fall of 2021 to align with our state accreditation cycle for 2021-2026. The relaunch of the strategic plan confirmed the district’s commitment to the goals and priority outcomes that serve as the framework for how Olathe Public Schools does business. In addition to the core beliefs and the four pillars which are the framework for our plan, the steering committee also identified needs around Diversity and Engagement. District staff and the Board of Education, with much community input, created a Portrait of a Graduate to outline what we want our students to know and be able to do when they graduate from our schools. The Strategic Plan provides the path and steps the organization needs to follow to help our students achieve the competencies outlined in the POG: critical thinking and problem solving; resilience and social and emotional well-being; creativity and innovation; communication; initiative and self-direction; and social and cross-cultural skills. Our four Strategic Plan goals are:

- **High Academic Expectations for All:** Every student will be challenged and supported through tiers of instruction by all staff to achieve a high standard of academic performance and growth.

- **Behavior and Social-Emotional Development for All:** Every student will benefit from an educational experience that fosters their behavioral, social and emotional development.

- **Human Resources:** The district will attract, develop, engage and retain high quality talent.

- **Effective Systems and Prioritized Resources:** All systems and resources will be aligned based on organizational data to achieve strategic initiatives.

**Core Values:** Integrity, Vision, Accountability, Resilience, Innovation, and Inclusivity

**Vision:** Students Prepared for Their Future

Read more about the Strategic Plan at [www.olatheschools.org/strategicplan](http://www.olatheschools.org/strategicplan).
Activities and Athletics

A variety of opportunities are available for students with specific information on each school’s website.

Boundaries

Legal Residence
The residence of all students is defined as the legal residence of the parent, legal guardian, or person acting in the capacity of a parent where the student resides the majority of the time. In situations involving shared custody the legal residence will be the residence of the primary custodial parent. Call (913) 780-7000 with questions regarding residency.

Maps and Online Information
Boundary maps are published annually and available at the district Education Center, 14160 S. Black Bob Road, (913) 780-7000, and on the district website (www.olatheschools.org). Anyone having a question about the assignment of a particular area should call General Administration (913) 780-7000.

The district also provides, through a collaborative effort with Johnson County, an interactive map. Patrons can enter their home address to view their elementary, middle school and high school attendance boundaries. (AIMS School Locator on the district website)

Moving out of the District
Pupils who move from the district during the school year are considered non-resident and must apply for permission to finish the school year only. Board of Education policy does allow students in grades 11 and 12 to complete their high school years at the high school they currently attend.

School Attendance Areas
The Board of Education has established attendance boundaries for each elementary, middle school and high school. Boundary adjustments are approved by the Board of Education to provide the best pupil-teacher ratio and to make optimum use of district school facilities.

Transfers
Students residing within the attendance area of a school shall attend that school. However, a student may be permitted to transfer outside of his or her attendance area only for exceptional circumstances and highly justifiable reasons. Transfer information and application are available at the district’s website > Parents > Transfers. No school district transportation will be provided. For assistance in Spanish, please call the Spanish Help Desk, (913) 780-7041.
Bus Transportation

- Olathe Public Schools currently provides free transportation to students who live 2.5 miles or more from school or qualify for the federal free and reduced-cost lunch program and meet transportation services eligibility.
- For schools where regular bus routes currently exist, transportation may be available on a payride basis for:
  - Elementary students who reside between 1.0 to 2.5 miles from school.
  - Students who reside within a transportation variance area.
  - Students who attend a 21st Century Academy outside their school of residence.
  - Students who attend the morning session of OATC.
  - Students who attend SOAR at Mill Creek Campus.
- Bus service is available on a first-come, first-serve, space-available basis. Bus service is not available at the following elementary schools: Black Bob, Brougham, Fairview, Havencroft, Scarborough, and Sunnyside.
- Annual bus registration is required for ALL general education students who plan to ride the bus. This includes students who are eligible to ride the bus for free due to their participation in the federal free and reduced cost lunch program, students living over 2.5 miles from school and students who pay for transportation.
- Students will board and exit the bus at their assigned bus stop associated with their primary address. Door-to-door service will not be provided. Bus stops are primarily established by placing stops near corners that are centrally located within a neighborhood.
- All students should arrive at their assigned bus stop five minutes before their scheduled bus stop time. Bus stop times are subject to change.
- All students riding the bus must comply with the requests of the driver, and the Student Code of Conduct will apply at all times. School transportation is a privilege that may be withdrawn for inappropriate behavior.
- For more information on transportation services as well as the registration process, please visit the district website at www.olatheschools.org/transportation.
- Bus service is provided by DS Bus Lines, phone (913) 361-7400 or email olathebus@dsbuslines.com.

Cancellation of Schools

If school is canceled due to snow or bad weather, information will be available in these ways:
- Local television and radio stations
- District website — www.olatheschools.org
- Push notification on district mobile app
- Email and text notification to primary family contacts listed in ParentVUE
- Facebook — go to “Olathe Public Schools”
- Twitter — @olatheschools

If Bad Weather Occurs During the School Day

If school is in session, regular dismissal time will be observed rather than dismissing school early. We must be mindful of such safety issues as transportation, particularly for those students who normally ride the bus or are driven to and from school; lack of supervision at home because of an unscheduled dismissal; and the uncertainty of sending children away from a protected school environment and out into hazardous weather conditions.
Enrollment

Residence

Only students residing in the Olathe School District are eligible for enrollment.

Age Requirements

The requirement for a child’s first enrollment in a Kansas school is governed by state law and the school district cannot exercise any deviations from the law. In essence the law provides:

- A child must be 5 years of age on or before August 31 of the current year to enter kindergarten.
- A child must be 6 years of age on or before August 31 of the current year to enter the first grade.

Entrance Requirements

- All students entering Kansas schools must follow Kansas laws for immunizations and inoculations.
- Physical examinations are required for all pupils admitted to early childhood programs and kindergarten, as well as for grade 6-12 students participating in sports.
- Students enrolled in Olathe Public Schools are required to pay an instructional materials fee and other fees as adopted and approved annually by the Board of Education. Student fees may be reduced or waived for students who qualify based on financial need. The instructional materials fee is assessed to partially offset the cost of consumable materials (worksheets, art supplies, etc.) that are used by students throughout the school year.

Eligibility Requirements

Whenever a child is enrolled in an Olathe district school for the first time, the parent/guardian is required to provide proof of the child’s identity. For all students enrolling/enrolled in the district:

- A certified copy of the birth certificate of the child, or
- Hospital birth certificate with attending physician’s signature and superintendent of the hospital’s signature, or
- As an alternative for the child in the custody of the Secretary of Social and Rehabilitation Services, a certified copy of the court order placing the child in the custody of the secretary.

NOTE: If proof of identity is not presented to the school district within 30 days after enrollment, written notice will be given immediately to a law enforcement agency having jurisdiction within the home county of the school. Upon receipt of the written notice, the law enforcement agency shall conduct an investigation to determine the identity of the child.

Textbooks and Library Books

Textbooks, digital textbooks and library books are loaned to students for their use during the school year. Physical books are to be kept clean and handled carefully. A fee will be charged for lost or abused books.

Volunteers

Parent volunteers are welcome and vital to the success of our schools. Please see the school office for an overview note card with procedures and guiding principles.
Health Services

The district’s health policies and procedures have been developed with a focus on safety. We also believe that health and education go hand-in-hand. At each school, Registered Professional Nurses promote health and safety through the following activities:

• Identifying health needs and coordinating care;
• Implementing communicable disease control including maintaining immunization records;
• Caring for ill or injured students and staff, which may include calling 911;
• Performing nursing procedures, including medication administration, catheterization, gastrostomy feeding, and tracheostomy care;
• Conducting health screenings — vision (grades PK, K, 1, 2, 3, 5, 7, 10), hearing (grades PK, K, 1, 2, 3, 5, 7, 10), and height/weight screening in cooperation with physical education teachers;
• Serving as a liaison between the home, school and community.

Parental cooperation, working with the school to foster good health, is needed in order to provide these services. Specifically, parents should:

• Keep students home when ill until symptom-free for 24 hours OR until the period of communicability has passed. Report communicable illness to your school nurse. For specific exclusion and return criteria, call your school nurse.
• When calling your student in sick, please include symptoms for the school nurse who monitors illness in each building.
• Provide valid contact information as it is vitally important that the school nurse is able to contact a parent quickly should a student become ill or injured at school.
• Students who become sick at school must be picked up quickly to limit spread of illness.
• Have a plan for timely pick-up of sick children in place in the event that a parent is not able to pick up the child.
• Send students to school ready to participate in physical education class and recess. Note: the school nurse may authorize keeping a student inside and/or excused from physical education class for up to two days when the student’s physical condition appears to warrant this action. Additional consecutive days require a physician or dentist note.
• Provide immunization records prior to first entry into the district and updated records, as needed, to maintain state requirements for school attendance.
• Follow medication policies, realizing that unnecessary medication administration at school is strongly discouraged due to potential side effects and safety concerns.

Wellness Policy

The Olathe School District has developed a Wellness Policy to promote healthy nutrition and physical activity choices for students, families and staff. Information about the Wellness Policy is available on the district website, or you may request a copy by contacting the district Education Center, (913) 780-7000.

Medication Policy for Elementary Students

• All student medications, including prescription medications, over-the-counter medications, dietary supplements, vitamins, or essential oils, must be administered through the health room under the supervision of the school nurse, and are to be sent to school in the original container labeled with the student’s name and dosing information per age/weight.
• All medications, including prescription medications, over-the-counter medications, dietary supplements, vitamins, or essential oils, require an order written by a healthcare provider (MD, DO, DDS, APN, or PA) and parental authorization. A new medication order is required each school year.
• OPS school nurses will not administer any product that contains a natural or synthetic form of THC (tetrahydrocannabinol) or CBD (cannabidiol) unless it has been approved for use by the FDA and is accompanied by a medication order from a healthcare provider (MD, DO, DDS, APN, or PA).
• Two exceptions exist to the above policy:
  • Health room stock of acetaminophen, ibuprofen, Tums, and diphenhydramine (Benadryl) may be sparingly administered by the school nurse upon annual parent written authorization.
  • Students in kindergarten through fifth grade with asthma or allergies may carry and self-administer emergency medication. The self-administration policy requires written parent and physician signature specifying 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.

Medication Policy for Middle School and High School

The middle school and high school medication policy varies slightly from the elementary school policy and encourages increased responsibility.

• All prescribed medications should be brought to the school nurse’s attention.
• Many medications prescribed for attention deficit disorder and mental health conditions are controlled substances. All controlled substances must be secured and dispensed from the health room under the supervision of the school nurse. Administration of controlled substances at school requires an order written by a healthcare provider (MD, DO, DDS, APN, or PA) a doctor’s note and parent’s authorization. Students may not carry or self-administer controlled substances. A new medication order is required each school year.
• OPS school nurses will not administer any product that contains a natural or synthetic form of THC (tetrahydrocannabinol) or CBD (cannabidiol) unless it has been approved for use by the FDA and is accompanied by a medication order from a healthcare provider (MD, DO, DDS, APN, or PA).
• Students in sixth through 12th grades with diagnosis of asthma or severe allergies may carry and self-administer emergency medication. Kansas law states that this self-administration policy requires 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.
• Antibiotics and other non-controlled prescription medications can be carried and self-administered by the student at the nurse’s discretion. Medication must be in the original prescription bottle.
• Over-the-counter medications (Tylenol, ibuprofen, cough drops, etc.) may be carried in limited quantities and self-administered by students without written parent and/or physician signature. A limited supply of over-the-counter medications is available from the health room with parent permission.
• In addition, these general rules apply:
  • All medication is to be carried in its original container.
  • At no time should a student give medication to another student.
  • The principal may revoke the self-medication privilege of any student found to be in violation of the policy.

Other Student Health Information

Additional information regarding health policies including access to forms (e.g. medication forms) can be found on the district website. Click on Parents, then Health.
Safety & Security

Positive and Safe Learning Environment

Student, staff and visitor safety is of the highest priority to the Olathe Public Schools. A safe schools culture is achieved by promoting trusted positive relationships, providing clear expectations, and supporting students in the intentional development of character and leadership. The district uses a best practice approach to maintain protocols and programs to help maintain a positive and safe atmosphere for everyone.

Code of Student Conduct

The Olathe Public Schools believes in accountability and a positive approach to student behavioral issues. The Code of Student Conduct (COSC) defines behavioral expectations essential to an effective and safe school. Potential consequences for violations of the code are contained in the booklet as well. The COSC contains information on the weapons policy, Kansas School Safety and Security Act, Safe and Drug-Free Schools Act, and policies related to bullying. The booklet is available annually to each student and family and contains valuable information on student rights and responsibilities. The COSC is accessible on the Olathe Public Schools website.

Multi-Tiered Approach

The district employs a multi-tiered strategy to prevent, prepare for, respond to and recover from the multiple hazards potentially affecting our school community. This balanced approach is designed to build skills and confidence in support of our safe and prepared schools emphasis.

- Safety Services Department
- Public Safety and other Community Partnerships
- Crisis Management Teams
- Crisis Response Planning and Communications
- A.L.I.C.E. Protocol
- Centegix CrisisAlert installed in all district buildings
- Raptor Visitor Management System
- Online safety monitoring software on student devices
- District mobile app that supports anonymous tip reporting
- Digital Radios with direct communication to the district office
- School Resource Officer Program (SRO)
- Keyless Access Control Systems
- CCTV Cameras
- Secure Entrance/Buzzer Systems
- Bus Safety Programs
- Bullying Prevention Programs

Safety Preparedness

A variety of safety drills and exercises are conducted regularly in our schools. The purpose of these exercises is to give students and staff the knowledge and confidence to be prepared in the event an emergency occurs. These processes and practices are important components of our safe and prepared schools emphasis.

SEE SOMETHING, SAY SOMETHING - Anonymous Reporting

The district provides several ways to anonymously report behaviors and/or circumstances negatively affecting the safety and security of our schools. Report all safety and security concerns or rumors to your school administrator or SRO immediately.

Use the district’s app to provide an anonymous TIP or leave a message on the district’s SAFE SCHOOLS TIPLINE: (913) 780-7777.

The Kansas Department of Education, in cooperation with the Kansas Highway Patrol, operates a toll free 24-hours per day, 365 days per year, SCHOOL SAFETY HOTLINE: 1-877-626-8203 for students, parents, and community members.

Please visit www.olatheschools.org for a comprehensive list of our ongoing safety updates to our procedures and resources.
Directory Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. "Parent" includes natural or adoptive parents, guardians or a person acting as a parent in the absence of a parent or guardian. See “Opt Out of Directory Information” below. More detailed information about FERPA may be found on the U.S. Department of Education’s website and at the end of this handbook.

Release of Student Information

The following information is designated as directory information by the school district:

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student

Directory information may be released without prior parental consent unless a parent elects to opt out (see below).

Opt Out of Directory Information

If a parent believes that student directory information (listed in section above) should not be released without prior consent, PLEASE NOTIFY YOUR SCHOOL PRINCIPAL WITHIN 10 DAYS of the beginning of the school year or within 10 days of enrollment. Online registration also provides an opportunity for a parent to opt out of the release of student directory information. Notification to a parent will be provided whenever educational records are transferred by the District to another educational institution, and reasonable effort to notify a parent of the disclosure will occur when the District is to comply with a judicial order or lawfully issued subpoena, unless prior notification is not allowed under law. A copy of the records transferred or released may be requested at a charge of the school’s cost.

Opt Out of Other Student Information, Photos

Parents must also notify the school office if they elect to opt out of the release of the following categories of information: photo/video release, military recruitment (juniors/seniors), and public display of student work. Parents with questions related to opting out or wishing to opt out of the release of any of these categories should contact the school principal within 10 days of the beginning of the school year or within 10 days of enrollment. Opting out is also available via online registration.

The school principal or designee will keep a list of all outside persons or agencies that have accessed a student’s records and the reasons for access. When a student becomes 18 years of age or is attending a post-secondary institution, all rights accorded to the parents will be accorded to the student.

Emergency Information/Address and Phone Changes

Please notify the school office immediately of address and telephone changes. This is important for the school to handle emergencies, maintain communication, and keep student records current. It is extremely important that every child maintain an up-to-date address and telephone number record at the school office.

Emergency numbers (adults who pick up a child in case of a parent’s absence) are also important. We will contact the parent or designated adult in cases of serious illness or other emergencies. This information can be updated as part of the annual online registration process.
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. As used throughout this notice the term “parent” shall include natural or adoptive parents, guardians or a person acting as a parent in the absence of a parent or guardian.

The school district maintains the following types of records on students:

- Personal data information
- Medical and health information
- School grades
- Transcripts from previous schools attended
- Date of school entry and withdrawal
- Results of school-wide tests
- School activities
- Counselor and teacher observation reports
- Special Education records for eligible students
- School disciplinary records

Student Records

The records of currently enrolled students are in the custody of the school principal. Records of students who have left the Olathe Public Schools (“District”) are maintained by the Student Services department at the Education Center. Records will be reviewed annually and records not needed for administrative purposes may be destroyed. Only information that is current, accurate and appropriate will be kept. Special Education records are maintained by the Special Services department located at the Instructional Resource Center.

FERPA generally requires prior written parental consent before a school may release personally identifiable information (PII) from the student’s education records. Prior written consent is not required, however, for certain disclosures, such as:

- of directory information as designated by the Olathe Public Schools;
- to school officials of the district with a legitimate educational interest in viewing the record;
- to officials of other schools or school systems where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer;
- in connection with financial aid for which the student has applied or received;
- to institutions or organizations in connection with studies on behalf of the school district related to developing, validating, or administering students tests or programs;
- to appropriate officials in connection with a health or safety emergency;
- to authorized representatives of state/local/federal agencies in connection with audit or evaluation of federal or state supported programs;
- to comply with a lawfully issued judicial order or subpoena;
- to parents of an eligible student if parents claim the student as a dependent for income tax purposes;
- to an agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student’s case plan, if the agency or organization is legally responsible for the care and protection of a student;
- to accrediting organizations to carry out their accrediting functions; and
- to federal, state, or local officials or authorities for reporting or disclosures under law.

Accessing Educational Records

Parents have the right to inspect and review their student’s education records within 45 days of the day the school receives a request for access. Such requests should be submitted in writing by parents or eligible students to the school principal or Student Services and identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Amending Educational Records

Parents and eligible students have the right to request the amendment of the student’s education records if the parent or eligible student believes they are inaccurate, misleading, or in violation of the student’s rights of privacy. Parents or eligible students who wish to ask the school to amend a record should write the school principal or General Administration level director, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

FERPA Complaint Procedure

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202
Look for the latest district calendar by visiting the district website: www.olatheschools.org

Notice of Non-Discrimination:
The Olathe Public Schools prohibit discrimination on the basis of race, color, ethnicity, national origin, sex, disability, age, religion, sexual orientation or gender identity in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by Title II 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 Executive Director of Special 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, Operations. (05/22)

Regular School Hours
Early Childhood (AM) .................................. 8:20 – 11:30
Early Childhood (PM) ................................. 12:30 – 3:40
Grades K-5 .............................................. 8:20 – 3:40
Grades 6-8 .............................................. 7:50 – 3:10
Grades 9-12 ........................................... 8:00 – 3:00

First full day of classes for all students is on August 14.

High School Finals Schedule
December 15, 2023 ...................................... 8:00 – 3:00
December 18-19, 2023 ............................... 8:00 – 11:15
May 20, 2024 ........................................... 8:00 – 3:00
May 21-22, 2024 ...................................... 8:00 – 11:15

Hours for August 11
Grades K-5 .............................................. 8:20 – 11:15
Grade 6 ............................................... 7:50 – 12:20
Grade 9 ............................................... 8:00 – 12:20

Hours for October 18
Grades K-5 .............................................. 8:20 – 11:15
Grade 6-8 .............................................. 7:50 – 12:20
Grade 9-12 ............................................ 8:00 – 12:20

Hours for September 1, December 19, February 14, April 18
Grades K-5 .............................................. 8:20 – 12:00
Grade 6-8 .............................................. 7:50 – 11:15
Grade 9-12 ............................................ 8:00 – 11:15

Hours for May 22
Grades K-5 .............................................. 8:20 – 12:00
Grade 6-8 .............................................. 7:50 – 11:15
Grade 9-11 ............................................ 8:00 – 11:15

Parent/Teacher Conferences:
October 16-19, 2023
February 12-15, 2024
Specific information on conference times will be provided by buildings.

Kindergarten Enrollment for 2024-2025 is April 11, 2024

2024 High School Graduation
Olathe West - Fri., May 17 at 7 p.m.
Olathe North - Sat., May 18 at 2 p.m.
Olathe South - Sat., May 18 at 7 p.m.
Olathe East - Sun., May 19 at 2 p.m.
Olathe NW - Sun., May 19 at 7 p.m.