



OLATHE SOUTH HIGH SCHOOL 2023–2024 STUDENT HANDBOOK

1640 E. 151st Street
Olathe, Kansas 66062
www.olatheschools.org/south

Main Office: 913-780-7160

Attendance: 913-780-7866

Counselors: 913-780-7874

FAX: 913-780-7161

24-hour SRO Hotline: 913-780-7777

Olathe District Information Line: 913-780-8000

Visit the district website (www.olatheschools.org) to sign up for **Olathe Alert** to receive text messages about school closings!

Policies Subject to change. Please refer to the website for the latest policy and handbook.



OLATHE SOUTH PRINCIPAL:

Mr. Sean DeMaree

ASSISTANT PRINCIPALS:

Mrs. Rachel Jetton Mr. Gabe Mervosh

Ms. Alexis Wilkerson Mr. Phil Simons

GUIDANCE COUNSELORS:

Miss Regan Roth Mr. Chad Hoffman

Mrs. Patsy Roseman Mr. Chayce Wynn

Mrs. Paige Carbajo

SUPPORT STAFF:

Social Workers... Megan Alspaugh & Kathryn Feightner

Psychologists... Jenny Spears & Karen Rogers

Nurses... Hallie Thompson & Tori Reaves

School Resource Officer... Bryan Jeagers

Visit the Olathe South website for the complete staff directory.

OLATHE PUBLIC SCHOOLS VISION STATEMENT

Students prepared for THEIR future.

OLATHE SOUTH MISSION STATEMENT

To empower all students for the challenges of the future!

STUDENT GUIDING PRINCIPLES

- **Honesty:** Truthfulness to oneself and others in both words and actions
- **Respect:** Treating others as you wish to be treated
- **Responsibility:** Doing what you are supposed to do when it needs to be done, even when no one is watching
- **Trustworthiness:** Exhibiting dependable behaviors

TEACHER GUIDING PRINCIPLES

- Children First
- Respect for All
- Teamwork
- Excellence and Quality
- Commitment to Individual Needs

PARENT/PATRON GUIDING PRINCIPLES

- Positive Role Models
- Effective Communicators
- Respectful of All
- Advocates for Education
- Actively Involved

BELIEF STATEMENTS

- All students are life-long learners.
- Education of a child requires the positive participation of students, parents, teachers, staff, and community.
- Learning is directly affected by a positive and safe environment.
- A key to learning is the ability to obtain and appropriately use information.
- Higher-level thinking is a desired outcome of teaching and learning.
- Principles of citizenship and ethical behavior are fundamental to maintaining a democratic society.
- All students should be able to communicate effectively.
- High expectations produce high achievement.

DESIRED STUDENT OUTCOMES

All students will be able to . . .

- Communicate effectively.
- Develop proficiency in languages, math, science, the humanities, and technology.
- Acquire, process, and apply information.
- Demonstrate good citizenship and ethical behaviors that are fundamental to maintaining a democratic society.
- Set and meet high standards and goals.
- Recognize life-long learning opportunities.
- Acquire physical and mental health.
- Be self-sufficient learners.
- Apply critical and creative thinking skills.

GRADUATION REQUIREMENTS 2024, 2025, 2026, 2027

English	4 credits
Applied Communications/International Language	1 credit
Social Studies	3 credits
Fine Arts – Visual or Performing Arts	1 credit
Science	3 credits
Math	3 credit
Technology	0.5 credit
Consumer & Personal Finance	0.5 credit
PE/Health	1 credit
Practical & Consumer Studies	1 credit
Individual Focus Credits	6 credits
TOTAL CREDITS	24 credits

KANSAS BOARD OF REGENTS QUALIFIED ADMISSIONS

The Kansas Board of Regents has established admissions requirements for all students who enter a Kansas Board of Regents university. The specific classes and requirements are listed in the Olathe District Schools Program Planning Guide. Students who are planning to attend a Kansas Board of Regents university can access information online at <http://www.kansasregents.org>.

ATTENDANCE

Definition of Absence: Students are considered absent if they arrive 10 minutes after the tardy bell.

Philosophy: Olathe South strongly believes that regular attendance directly affects academic achievement. It is expected that each student will attend all classes every day. The primary responsibility for attendance rests with the student and parent. Parents should contact the student's administrator if there are circumstances that prevent the student from attending school for an extended time.

Kansas Compulsory Attendance Statutes: Regular attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statutes (KSA 72-1113). It is a parental responsibility under Kansas statutes (KSA 72-1113) to require the regular school attendance "of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the child is exempted by statute.

ABSENCE REPORTING

If a student must miss classes, parents should call the school attendance office (**780-7866**) and advise the school in advance of the absence or by 9:00 a.m. on the day of the absence.

Parents should give the following information:

1. Caller Name
2. Relationship to student
3. A phone number where the caller can be reached
4. Student's name and
5. d grade
6. Date and hours missed
7. Reason for absence

ATTENDANCE PROCEDURE

Students who arrive to class after the bell will be marked tardy. Students who arrive 10 minutes or more after the bell are considered absent from class. Students arriving 10 minutes after the first hour bell must sign in at the Attendance Office window.

1. The attendance office, located near the main entrance, is open from 7:30 a.m. to 3:30 p.m. Students are encouraged to handle attendance issues *before* school immediately after an absence to avoid missing class time.
2. Absences that have not been verified by 2:00 will appear as unexcused on Synergy attendance. The automated telephone call is generated to the homes of students with unverified absences in one or more periods.
3. The student is responsible for correcting outside of class time any attendance errors by contacting parents and/or teachers to verify the absence.
4. A student who becomes ill should report to the nurse's office with an E-HallPass from a teacher. If the student needs to go home, the student must check out through the nurse's office. The nurse will notify the parents or guardian and advise the attendance clerk of the student's departure from the building. At no time should a student leave campus without signing out through the attendance office.
5. Contact with a parent, a parent designee, or a legal guardian must be made before a student will be released from school for ANY reason.
6. Parents are encouraged to set up a Parent Vue account that allows them to monitor both attendance and grades online on a daily basis. Details are available on the district website.

STUDENTS LEAVING THE CAMPUS DURING THE DAY

Olathe District Schools has a closed campus policy. Students are not allowed in the parking lot or outside the building between 8:00 a.m. and 3:00 p.m. without permission from the office. As a district, there is a "no open lunch" policy. Students are not allowed to check out for lunch and the delivery of food from outside of school is prohibited. The office does not send passes for students to pick up materials/food. Whenever possible, appointments should be scheduled outside the school day. However, when it is necessary for a student to leave campus during the school day, parents should call the Attendance Office which will deliver a pass to the student. Parents should allow 30 minutes to process and deliver passes to students.

Students must come to the Attendance Office (780-7866) to sign-out. Students returning to school must sign-in and may be asked to provide verification of the appointment to the Attendance Office. Any student who leaves the building/campus without permission will be considered unexcused.

EXCUSED ABSENCES

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

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

NOTE: Students who plan to be absent for such things as vacation, college visit, family emergencies, etc. or who will be absent during final exams should make arrangements through administration one week in advance, if possible.

NOTE: Students in extracurricular activities like athletics and performing arts must be in attendance at least four class periods (two blocks) to participate after school.

NOTE: There are no school-approved "skip" days.

UNEXCUSED ABSENCES

According to School Board policy, an unexcused absence is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the Board's eight stated reasons for excusable absence or if the building attendance procedure is not followed by the student and the parent or legal guardian.

A student who is absent from class or school is considered unexcused if the parent has not reported the absence according to the procedures outlined above. An unexcused absence for one or more classes will result in disciplinary action and possible loss of credit for missed work.

Some examples of unexcused reasons may include: oversleeping, missing a ride to school, shopping, paying fines, running errands, studying at home, and leaving campus without permission.

ATTENDANCE CONSEQUENCES

The administration has the responsibility to determine appropriate consequences which may include detentions, lunch detentions, ISS, and OSS. Additionally, if a student is truant by state law, truancy reports will be filed with the district attorney.

SUSPENSION

A student 17 years of age or younger may be subjected to disciplinary action for reason of non-attendance. In accordance with board policy and procedures,

building administration has the authority to establish building procedures that respond to students who are inexcusably absent. Building attendance and procedures are provided in student handbooks that are reviewed annually by the Board. The student may request the information covered in his/her classes to keep up with the material covered during the suspension. NOTE: A teacher may request that the student come in outside of class time to collect this information.

TRUANCY

Truancy is defined as absence from a class or classes (a) without prior knowledge or approval of the parent or guardian and the attendance office or (b) without administrative approval. **The school principal or his representative may determine that the student with excessive absences without reasonable excuse is truant.** For students under the compulsory attendance law, which includes students 17 years and under, the following procedures will be followed:

- When truancy occurs the first time, the school officials will make an effort to get the pupil back in class immediately. School personnel will attempt to notify parents. **Whenever the student misses three (3) days in a row or five (5) days unexcused in one semester, a letter is sent to the parents notifying them that a truancy report will be filed with the District Attorney upon the next unexcused absence.**
- If the problem is not corrected, the District Attorney's office will be notified that the pupil is not attending the school regularly. The notification will include the following: pupil's full name, date of birth, parent name, parent's address, date or dates of truancy from school, and remarks.
- The District Attorney will notify parents that his office has been notified.

For students not under the compulsory attendance laws, the following will apply.

- In cases of truancy, parents will be notified of the occurrence and the disciplinary action taken.
- Subsequent truanies may involve a parent conference at school to determine expectations of improvement of the student's attendance.
- Repeated truanies will make the student subject to suspension or expulsion from school under the terms of Kansas Statutes.
- Regular school attendance is the combined responsibility of parents, students, and school personnel. Unexcused absences may result in possible loss of credit for missed work.

EXCESSIVE ABSENCE REPORTING

Attendance will be reported by letter to parents/guardians of students whenever they have accumulated ten and fifteen absences in any one class in a semester. Administrator and counselor teams meet regularly to discuss students with excessive absences.

MAKE-UP WORK

Students are typically given a minimum of two days for an excused absence to make up work missed. After any absence, it is the responsibility of the student to make the initial contact with teachers to collect make-up work assignments and to schedule times for taking tests / quizzes missed. The student has full responsibility to make up all work missed within the time set by the teacher. Assignments may be

requested for absences of two days or longer by contacting the attendance office at 780-7866. Students who are absent because they are involved in *extracurricular activities* should notify their teachers of an upcoming absence and devise a plan to receive all work that will be missed.

Teachers often give *long-term assignments* and set due dates several weeks away. If a student attends class up to the due date of a long-term assignment and has an excused absence on the date the assignment is due, the student is still expected to submit the assignment on the due date unless the student or parent has made special arrangements with the teacher in person or by telephone. The teacher may choose to deny credit or to allow only partial credit for a long-term assignment from a student whose absence was unexcused.

After *repeated or prolonged absences*, a passing grade is extremely difficult. In periods of extended illness or injury, special arrangements will be made to enable the student to continue course work at home. If an absence goes beyond five days, the student and teachers often work out special arrangements. Absences of ten days or more can be handled through an Extended Absence program if the school is notified promptly.

In the event of an unexcused absence, the teacher may choose to deny credit or to allow only partial credit for missed work. However, the student may request the information missed during the absence so that he/she may keep up with the material covered. The student may need to get make-up information before or after school. If the unexcused absence gets changed to an excused absence, the student has the opportunity to make up missed work based on absence policy.

TARDIES

Teachers report each tardy electronically. Tardies are rarely excused. Five-minute passing periods allow ample opportunity for students to get to class on time. Tardies are not accumulated class by class. However, teachers will conference with students who have earned 3 tardies in a class and may involve the student and parents in problem solving if tardies are habitual.

For **tardy #1-5**, the student is given an Admit to Class. Teachers have been instructed not to allow students into class late without an admit from the attendance office.

For **tardy #6 - 10**, the student will be assigned a detention for each tardy and the student may also be put on an attendance contract.

For **tardy #11+**, students may be assigned the following: ISS, OSS, and/or other interventions to be determined by the administrator.

**Failure to serve any detention on time will result in further administrative action.*

ACADEMIC INTERVENTION TIME/ADVISORY

Academic Intervention Time (formally known as Seminar): At Olathe South, we view academic intervention time as an opportunity to further enhance classroom instruction and learning. Students and teachers are expected to maintain an academically inclusive environment during this time. Activities might include completion of homework, make-up work, quizzes, labs, projects; tutoring; individual work with a teacher; opportunity to learn new skills; use of the library, use of academic labs. Other appropriate activities include guest lectures, academic/athletic signings, all-school assemblies, Kansas assessment tutorials, and support groups. Any activity that is generally inappropriate in a class would not be acceptable during academic intervention time.

Advisory: During advisory, students will engage in meaningful opportunities to learn our Social Emotional Standards and address school-wide initiatives.

Expectations:

1. Attendance is mandatory.
2. Students will...
 - bring reading and/or study materials.
 - have some opportunity for movement. (In most cases, students are expected to get prior permission using E-Hallpass to see a teacher before A.I. begins. Those who do not comply with the rules may lose the privilege to leave their assigned classroom.)
 - move directly from one location to another without loitering.
 - make productive use of time.
3. Teachers will...
 - take attendance.
 - process E-Hallpasses so that students can be located.
 - monitor students who remain in their room.
 - assist students.

COMMUNICATION WITH FACULTY

On the Olathe South website, the faculty link provides a complete list of faculty members as well as links to their email addresses. Teachers are available for office hours from 7:30 to 7:55 in the morning and from 3:00 to 3:30 in the afternoon.

FINAL EXAMS

As stated in Board Policy IDD, “Classes in grades 9-12 are required to have culminating assessment activity or exam, given at the time designated in the Senior High Semester Assessment Schedule document, which is modified slightly from a typical block day schedule. This assessment activity or exam can be a traditional examination and/or a performance assessment, including skills/knowledge accumulated throughout the semester. The grade for the semester assessment/exam is included and reported in the 2nd and/or 4th quarter grade and may count for no more than 20% of the total credit toward a student's semester grade.” Those who are absent on exam days will be expected to take those finals upon their return to school. **Taking final exams in advance of the scheduled dates requires special permission by administration.**

FOOD SERVICE

- Breakfast and lunch are served daily. Prices and menus can be found on the district website <https://www.olatheschools.org/foodservices>.
- No meal deliveries (i.e. DoorDash, GrubHub, UberEats, Pizza Hut etc.).
- The automated computer system requires ALL students to enter their student ID number on a special keypad.
- Olathe South and all the Olathe District high schools have a **closed lunch**. Students are expected to eat on campus. Students may bring lunches from home, but they may not eat off campus or order take-out food to be delivered to the school for lunch.

HEALTH SERVICES

The school nurse is on duty every day from 7:30 a.m. to 3:30 p.m. to cover emergencies, illness, and other routine health matters. Students desiring to see the

nurse should first get permission from their teachers who will approve their E-HallPass unless it is an emergency. All students will sign in and out of the nurse's office, with arrival and departure times. If it is necessary for students to leave the building, the nurse will provide a "Permit to Leave Building" slip to the student. Students who have chronic illnesses or who are absent from school for extended periods of time should notify the school nurse. For safety purposes, students who are ill should never report to and remain in a bathroom alone.

The **medication policy** at the high school is slightly different from the elementary and middle school policy and encourages increased responsibility.

- At no time should a student give medication to another student. **In addition to filing a police report, school officials will assign Out-of-School Suspension and likely recommendation for Long-Term Suspension/Expulsion for selling or distributing prescription medications.**
- For students to carry any prescription medication, they must have prior approval by our school nurse.
- 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.
- Inhalers and emergency allergy medications may be carried and self-administered by the student with physician and parental signature.
- Over-the-counter medications (Tylenol®, ibuprofen, cough drops, etc.) may be carried and self-administered by the student. A limited supply of over-the-counter medications is available in the health room upon parent permission.

IDENTIFICATION CARDS

Students are expected to carry an OSHS photo ID card when on campus. If lost or stolen, please report to the Attendance Office for a replacement. (Replacement cost is \$5.)

INSURANCE

A supplementary insurance policy is provided to all students. In case of injury or cause for claim, an incident report must be **completed as soon as possible**.

LOCKERS

Students who request a hall locker are expected to keep their lockers locked at all times. Students should not reveal their locker combinations to any other student. The school does not assume responsibility for items stolen from lockers or lost. Lockers are intended for storage of clothing and school supplies, not for purses or items that are extremely valuable or inappropriate for the school setting as determined by the Olathe South administration. Students must use only their assigned locker. Lockers are school property, and the administration reserves the right to inspect lockers at any time deemed necessary. Personal locks will be removed from lockers. Students should report to the office any locker not working properly.

LOST ITEMS

Ultimately, the student is the best defense against theft. Students are encouraged to leave valuable items at home. Otherwise, students should keep valuables such as cellphones, AirPods, calculators, etc. on their person.

Olathe South is not responsible for nor will students be compensated for items lost

or stolen. Lost and Found is located at the receptionist's desk in the main office. **Students are encouraged to report missing items and suspected thefts to their administrator as soon as possible especially if there is a possible suspect on the premises. Students will complete a Missing Property Incident Report.**

MEDIA CENTER

Hours are from 7:30 a.m. to 3:30 p.m. Monday through Friday. Students must have an E-HallPass from their teachers to use the library during the school day, including for Academic Intervention time and Advisory. Students must present their I.D. cards to check out material from the media center.

SCHOOL CALENDAR

School events are available online at the calendar link on the Olathe South website.

PARKING

1. Students must register their cars and pay a \$30.00 parking permit fee online through TouchBase.
2. Consistent with state law, parking permits will not be issued to freshmen.
3. The parking permit is not transferrable and must be used by the student to whom it was issued and only for properly registered family-owned vehicles.
4. Students who purchase parking permits will be assigned a specific parking lot. **Students must park in their assigned parking lot (any spot their assigned lot that is not reserved and/or has blue lines).** In addition, no student should park in handicap spaces, staff/visitor spaces, fire lanes, median strips, grassy areas and exits and entrances, and the Indian Trail parking lots.
5. Students will be required to properly display their parking hangtag from their rear-view mirror. If the hangtag is lost or stolen, the student will need to report this to the front office immediately and pay a fee for the replacement hangtag.
6. Loitering and speeding in the parking lots are prohibited.
7. Parking offenses will carry consequences **such as \$15 fines and loss of parking privileges.**

TELEPHONES

Phones are available in the office for student use in emergencies. Cell phones may be used before and after school or between classes in the commons. Students are expected to follow each of their individual teacher's cell phone policy while in class. Neither teachers nor students will be called from the classroom for telephone calls except in emergencies.

SCHOOL DISCIPLINE

School officials must protect the learning rights of the student body. The general strategy is for students to self-manage their conduct. However, on the occasion that a student is unable or chooses to ignore the basic guidelines for a successful school experience, school officials are positioned to respond accordingly. Basic guidelines are outlined in this document as well as the **Code of Student Conduct**. Again, Olathe South students shall comply with the regulations and expectations of the school, pursue the required course of study, and respect teachers' authority. When any of these basic rules are broken, the student should expect an administrative response.

GENERAL EXPECTATIONS

Students at Olathe South are expected:

- to be **diligent** in pursuit of academic work
- to be **respectful** toward teachers, fellow students, and public property
- to be regular and **punctual** in attendance to all classes
- to be obedient to the directions and **authority of school staff** and other school authorities Students are under the authority of ANY teacher or staff member of the Olathe public schools at ANY time they are on ANY school ground or at ANY school function not on school grounds.
- to **dress appropriately** according to the [BOE Approved Dress Code](#).

Students at Olathe South are expected to AVOID the following:

- leaving **school grounds** during school when not under supervision of a teacher, coach, or administrator
- creating **disruptions** such as yelling, whistling, and excessive horseplay in the building
- playing games that involve chance, **gambling, betting**, or wagering.
- exhibiting **public displays of affection**
- infringing upon or becoming a **nuisance to others** by such acts as blocking corridors or doors, running in the hallways, and disturbing classes, assemblies, or any other school-sponsored activity
- possessing or using **cigarettes (including electronic cigarettes) or other tobacco products** on school grounds or at any school event
- possessing, using, consuming, selling, or distributing **alcohol or restricted drugs** on school premises (This includes any evidence of being under the influence of such substances. This applies during the school day as well as during school activities before or after school hours.) **NOTE: Violation will result in Out-of-School Suspension and possibly recommendation for long-term suspension/expulsion in addition to the filing of a police report.**
- **Gross misconduct**, including but not limited to the following:
 - striking, assaulting, or threatening to assault a staff member or peer
 - willful destruction of school property
 - writing or using obscene or profane language
 - use, possession, or display of dangerous weapons, including but not limited to firearms, dangerous knives, and chains
 - stealing money or other items belonging to the school or individuals within the school.
- **Willful violations** of any published regulation for student conduct adopted or approved by the Board.

DISCIPLINARY CONSEQUENCES

- **Detentions**: Detentions will be assigned before/after schools and/or during lunch.
- **Suspensions and Expulsions**: Students are given a Code of Student Conduct booklet and are advised of school rules at the beginning of the school year. When the rules are broken, the student may be assigned in-school or out-of-school suspension. The administration may also recommend to the Board of Education a longer separation from school for more serious Class 3 and Class 4 offenses.
 - In-School Suspension (ISS) is an alternative to out-of-school suspension

and will be assigned at the discretion of the administrator.

- Students will be required to be productively involved during their ISS assignment. Teachers typically provide assignments that can be completed in ISS.
- A student who refuses to cooperate with the guidelines and policies or who continues to be a disruptive force in the ISS program will be referred to an assistant principal and may be sent home on OSS.

○ **The following rules must be observed while in ISS:**

- The student must report to the main office at the beginning of the day.
- The student is expected to work quietly with no access to cellphones or electronics.
- Any request to leave ISS for an extended time must be approved by an administrator.
- Any student who has been placed in ISS for an extended time may not participate in any extracurricular activity or athletics nor be present on any district property at any time until the ISS placement has been served.

- Out-of-School Suspension (OSS) of not more than ten days is assigned at the discretion of the school administrator.

- An OSS is a likely consequence for those behaviors considered most detrimental to the educational process or for those unacceptable behaviors a student chooses to repeat. The student who has been placed on an out-of-school suspension may not participate in any extracurricular activity or athletics, nor be present on any district property school grounds at any time day or night during the suspension. **The student may resume participation only after he has returned to classes.**

NOTICE OF NON-DISCRIMINATION

The Olathe District Schools prohibit discrimination on the basis of race, color, national origin, sex, age, or disability in admissions, access, treatment or employment, in its programs and activities 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 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, the ADA or age discrimination may be directed to Staff Counsel, 14160 Black Bob Road, Olathe, Kansas 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, 14090 Black Bob Rd. Olathe, KS 66062, phone 913-780-8221. 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 Executive Director of Special Services. (7/09)

ACADEMIC RECORDS

Progress Reports: Progress reports are issued four weeks into each nine-week grading period.

Grade Reports: Reports on grades will be issued every quarter (nine weeks), and available through ParentVue.

Permanent Record

- Only completed course grades (quarter, semester, and year) are placed in the permanent record. A student's relative rank in class also becomes part of the record.

- Rank in class is determined by the student's grade point average based on semester grades, which are converted as follows: A=4; B=3; C=2; D=1; F=0; P=does not count; 1=0. Selected advanced classes receive a weighted factor of .05 per semester.
- An incomplete grade (I) indicates that a student has not completed the required work for the period indicated. Incompletes automatically become an "F" after a specified time if the student has not completed their required work. Unpaid fees in other programs can affect this decision.
- All grades become final on January 15th for fall semester and June 15th for spring semester.

Transcripts: Transcripts can be obtained by going to the Olathe South Website, click the Counseling Tab, and follow the directions under the Transcripts heading.

Honor Roll: A student must receive all A's to be on the Principal's Honor Roll. The regular honor roll will consist of those students who maintain a B average. Any student receiving any grade of D, F or incomplete is not eligible. A student may have one P grade and still be eligible, provided the other conditions are met. A student must be carrying five units of credit to be eligible for the honor roll.

Release of Student Records: The school may, without the consent of the student or his parents, release student records to the following:

- to other school officials who have a proper educational purpose
- to officials of other school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
- to persons specifically named in Section 513 of the Family Education Rights and Privacy Act

No others may have access to a student's records, except in the following circumstances:

- Records will be available to the student or his parents, upon proper request, no later than 20 days after the request is made. An official competent in interpreting student records must be present.
- Records will be released to others only upon the written consent of the student's parents specifying records to be released, the reasons for such release, to whom, and with a copy of the records to be released to the student's parents, if desired.

RELEASE OF INFORMATION (DIRECTORY/MILITARY)

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.*If you do not want the Olathe School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 10. Any denial of permission by the student's parent or guardian must be renewed yearly by contacting the schools. Otherwise, the district will release that information for the year. The Olathe School District has designated the following information as directory information:

Address	Grade level	Dates of attendance
Student's name	Electronic mail address	Telephone
Date/place of birth	Major Field of study	Photograph

Additionally, the following information is included in directory information: Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degrees, honors and awards received; and the most recent educational agency or institution attended.

**These laws are: Section 9528 of the ESEA (20 U. S. C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 20022 (P.L. 107-107), the legislation that provides funding for the nation's armed forces. You can but need not cite laws in your building handbooks.*

News Media releases include:

- Interviews and photos for local TV and newspaper coverage
- Photos to be used in district publications
- Photos to be used on school and/or district Web sites

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