

CLASS SCHEDULE

HOUR	SUBJECT	TEACHER	ROOM
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

HOURS

California Trail Junior High is open to students at 7:30 a.m. All students will be in their first hour class before the 7:50 a.m. bell. A 7:45 a.m. warning bell will sound indicating that students should be on their way to class. Classes will begin at 7:50 a.m. and end at 3:10 p.m. Students who arrive before 7:20 a.m. should remain in the main entry hall or commons area unless they are under the direct supervision of a teacher. All students should clear the building by 3:25 p.m. unless under the direct supervision of a teacher.

Daily Bell Schedule

Hour 1	7:50 - 8:40
Hour 2	8:45 - 9:35
Hour 3	9:40 - 10:30
Hour 4	10:35 - 11:25
Hour 5	11:30 - 12:45
Hour 6	12:50 - 1:40
Hour 7	1:45 - 2:35
Bulldog Time	2:40 - 3:10

GRADES

GRADE CARDS

Grade Cards are issued at the end of each nine week period. First quarter grade cards will be distributed during parent/teacher conferences. Grade cards will be distributed to the students for second and third quarter. Final grade cards for the year will be mailed home approximately two weeks after the end of school

MID-TERM PROGRESS REPORT

These forms are to be sent home during the fourth week of each quarter; however, they can be sent out at any other justifiable time. The most efficient way to receive constant communication about grades is by participating in Parent Access. Parents are encouraged to sign up for Parent Access through the Olathe School District Web Site.

HONOR ROLLS

Scholarship is recognized and encouraged through honor rolls. The honor rolls are compiled after each quarter. Students are recognized for achievement the first three quarters.

Straight A: 4.0 Honor Roll Straight A (4.0 All A's)

Principal's Honor Roll: 3.5 average (A average or better grade point with no grades below a B)

Academic Honor Roll: A 3.0 average (B average or better grade point with no grades below a C)

ATTENDANCE

ABSENCES

When a student is absent, parents are requested to notify the school before 9:00 a.m. at 780-7220 and inform the office of the reason for the absence. Where no parent call has been received, the attendance secretary will attempt to call the home or Parent's place of employment. Notes do not need to be presented upon re-entry to school if parental contact has been made with the school. Students entering school when no parent contact has been made should present a parental note giving reason, days absent, and have the parent's signature and date. Acceptable reasons for absence include: Illness, family emergency, family business or doctor appointment.

OUT -OF- TOWN ABSENCES

Students who plan an out-of-town trip will need to request homework from his/her teacher. In addition you will need to notify the front office of this planned absence or any other planned absence.

LATE ARRIVALS/TARDIES

If a student arrives at school after 7:50 a.m. he/she must report to the office where the attendance secretary will issue a pass admitting them to class. Tardies will be determined as excused or unexcused by the administration. If you are tardy to class without a legitimate excuse from a teacher, a consequence will be administered. Teachers have specific consequences for late arrivals to class. When a student receives his/her fourth tardy to class, they will be referred to the office. Additional tardies also will require an office referral and administrative action.

TRUANCY

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

1. When a student is found to be truant, every effort will be made to get the pupil back in class immediately and the parent will be notified in writing of the occurrence.
2. When a student has three (3) consecutive unexcused absences or five (5) or more unexcused absences in one semester or seven (7) days in a school year, the district attorney will be notified of all students 7 to 17 years of age.

ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

Students must be in school attendance for four hours of class in order to participate in athletic and extra-curricular activities. If the activity requires an early dismissal from school, the student must be in attendance at least half of the day prior to the activity. This requirement may be waived only by an administrator for extenuating circumstances. If a student is on a school sponsored field trip, he is eligible to participate in extra-curricular activities.

TARDY POLICY

Tardy 1 & 2 – Teacher administered consequences, Tardy 3 – Parent Contact/Teacher consequences, Tardy 4 – Referral to office/Parent notification/Office detention, Tardy 5 – Referral/Two-One hour office detentions/Community Service, Tardy 6 – Referral/One day in-school suspension.

GUIDANCE SERVICES

GUIDANCE SERVICES

Students are welcome to visit with the counselors anytime they have a problem or something they wish to talk over in confidence with someone. We do ask that students either make appointments to see the counselors or have a pass from their teacher to come to the Guidance Office. Parents are encouraged to call the counselor anytime they have concerns regarding their children. Guidance services include maintaining complete and up-to-date files on each student and encouraging the use of those files by appropriate personnel. The information contained in a student's file is made available for him/her to see, if he/she so desires. Other services include supplying educational, social and occupational information to faculty and students. The counselors also work with groups of students in areas of common concerns or with individuals who have personal problems.

GENERAL INFORMATION

HOMEWORK REQUESTS

If a student is absent two full days or more, assignments may be requested through the front office. If requests are made before 9:00

a.m., assignment sheets may be picked up in the office after 3:10 p.m. that day. Requests made after 9:00 a.m. will be ready by 8:00 a.m. the following day.

MAKE-UP WORK

Each student who is absent is expected to make up any work missed; however, it is the responsibility of the student to arrange for securing the assignments and getting the work to the teacher. NOTE: Students generally are given two days make up for each day absent, unless the make up deadline date for an assignment was given prior to the absence. For students having multiple absences, make up work will be arranged by the teacher and administrator involved.

WITHDRAWAL FROM SCHOOL

Secure a withdrawal form from the school guidance secretary the morning of your last day of attendance. A parent signature is required for withdrawal from school. You must have the signature of each of your teachers signifying the return of all textbooks and materials. All fees due and refunds will be handled through the front office at California Trail.

HALL PASSES

During class time, students are required to have a hall pass from their teacher or their planners signed by their teacher.

DOCTOR AND DENTAL APPOINTMENTS

A written request or phone call for permission to be excused should be given to the front office prior to an absence for a dental or physician's appointment. All students leaving school for any reason must sign out in the front office and sign in upon returning to school. Our policy is to release students ONLY to their legal guardian.

NO PASS/NO PLAY

If a student is failing tests or quizzes, does not complete daily assignments or homework, does not participate in class or bring needed materials to class, the teacher will fill out a no pass/no play form and give it to the Activities Director who will notify the appropriate coach.

DETENTION

Teachers may detain students after school for disciplinary reasons. When any student is detained after school, it is the teacher's responsibility to notify the parent(s) of such detention. Detention slips will be issued the day the detention is assigned. Parents are to sign and send the detention slip back to the teacher. Notification of detentions may occur through the telephone. Detentions will be made up by students within two (2) school days from the time the detention is assigned. Failure to comply will result in the detention time being doubled and another two (2) day limit to makeup the time. If a student has not completed the detention time obligation, he/she will then be referred to the office and face a one (1) day assignment to the In-School Suspension Classroom from that class on the first occurrence. Repeated problems will result in more serious consequences.

ILLNESS DURING SCHOOL HOURS

Notify the teacher at once if you become ill at school. The student then will be checked in the nurse's office and parents notified if the student is to be excused from school. **Do Not Leave School Without Permission.** Students are expected to visit the nurse if they are ill. The nurse then will contact the parent. A parent or other responsible adult who is on the student's pick up form must pick up a pupil who is too ill to remain at school.

LOCKERS

All lockers and padlocks will be assigned to students. Lockers are provided for storage and safekeeping of your personal school belongings and materials. Trespassing by others is a serious offense and will be treated as such. Students may go to their lockers before school, after school and between classes. **LOCKERS ARE THE PROPERTY OF THE SCHOOL AND ARE NOT TO BE USED FOR ITEMS INAPPROPRIATE FOR THE SCHOOL SETTING. THE ADMINISTRATION RETAINS THE RIGHT AND DUTY TO CONDUCT LOCKER SEARCHES WHEN NECESSARY.** The combination is the student's private information. One should not tell another student the combination. If a student has difficulty opening a locker, they should see a teacher. The student using the locker is responsible for its care and charges will be levied against the students in the case of damages or defacing on their part. Each student is expected to maintain a clean, well-kept locker. Lockers should be kept locked. The school will not assume liability or responsibility for items lost or missing.

TELEPHONE CALLS DURING SCHOOL

Students will not be called from class for a telephone call. Students may use the school telephone in case of a real need. Any student wanting to use the office telephone during school hours **MUST** have a pass from their teacher.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to have cell phones or electronic devices on them before school or throughout the school day. Cell phones

and electronic devices must be stored in the student's locker. At 3:10p.m. students are permitted to use these items. If a student is caught with a cell phone or electronic device before 3:10p.m., it will be confiscated and taken to the Principal's Office. Parents/Guardians will be required to come to school and pick up their student's item from an Administrator. Repeated offenses may result in school consequences.

VISITORS TO SCHOOL

School visitation must be cleared through the administration several days in advance and should be limited to middle school age youth. The school can not allow students from any metropolitan school in session as personal guests. **No visitors are allowed on exam week or just prior to a holiday.** Parents always are welcome and encouraged to visit the school. **ALL** visitors must sign in at the front office and obtain a visitor pass.

PHYSICAL EXAMINATIONS

Olathe students in Middle and Senior High may participate in a variety of sports. The district is a member of the Kansas State High School Activities Association. A physical is required for all students desiring to participate in district-sponsored sports. The annual physical must be obtained after May 1 for the use in the following school year. All items on the form must be completed. A parent's signature is required for student participation. A new physical is required each school year for sports participation. Forms can be obtained from the school nurse or on KSHSAA's website: <http://www.kshsaa.org/FORMS/Form-ppe.pdf>.

IN SCHOOL SUSPENSION (ISS)

In School Suspension is used for students in a disciplinary manner or for students who need an alternative placement on a temporary basis.

SCHOOL PICTURES

A photographer will take pictures during the early weeks of school. Packets of these pictures are made available for your purchase. There is no obligation to buy these pictures. An all-class picture of the 8th grade class will be taken each fall. Students have the option of purchasing the class picture.

SELLING ITEMS AT SCHOOL

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

MONEY

Do not bring large amounts of money to school. At best it is hard to keep and it can disappear quite easily if you are careless. If you must bring large amounts, please leave them at the office for safekeeping.

BALLOONS AND BOUQUETS

We discourage the delivery of balloon bouquets or flowers to school. Students will be notified that a delivery was made and they may pick it up after school.

LOST AND FOUND

A lost and found box will be kept at the end of the front hall. Any items not claimed at the end of each quarter will be given to a charitable organization. Small items, such as glasses, will be kept in the front office lost and found box.

NURSE'S OFFICE

HEALTH & SAFETY – HEALTH SERVICES, FIRST AID AND ILLNESS

- Health and education go hand in hand. With that in mind, Olathe District Schools has a registered professional nurse on staff at each elementary, middle, and senior high school coordinating health services and promoting health and safety by
- Identifying health needs/coordinating care;
- Implementing communicable disease control;
- Caring for ill or injured, which may include calling 911;
- Performing nursing procedures including medication administration, catheterization, gastrostomy feeding, and tracheotomy care;
- Conducting health screenings – vision (**grade6**), hearing (**grade 6**), and height/weight screening (**grade 8**)
- Partnering with other staff members to provide health education; and
- Serving as a liaison between the home, school and community.
- School personnel, including the school nurses are not authorized to practice medicine by diagnosing or prescribing medicines or treatment for medical conditions.

- For minor injuries, first aid is to be administered by the teachers, principal, secretary, nurse or student himself.
- No student will be taken or sent home until parents or other designated responsible persons are contacted at home or at work. Parents are requested to leave a telephone number of a relative or neighbor to call if the parent cannot be reached.
- The school nurse will work with parents to insure that students meet required immunizations for school attendance.

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

- Ensure current emergency phone numbers are on file with the school office,
- Keep students home when ill until symptom free for 24 hours or until the period of communicability has passed,
- 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.
- Abide by medication procedures realizing that unnecessary medication administration at school strongly is discouraged due to potential side effects and safety concerns.

The Nurse's Office acts as a temporary holding place for students who become ill during the school day. Parents will be called and expected to come for the student. Except for emergencies, a pass must be obtained from the teacher for the student to report to the nurse who then will admit the student to the health office. A maximum of one period is allowed in the health office.

MEDICATION

All prescribed medications should be brought to the school nurse's attention.

Controlled substances (narcotics, anti-depressants, stimulants) require a doctor's note and parent's signature, renewed annually, and will be dispensed from the health room under the supervision of the school nurse.

Inhalers may be carried and self-administered by the student with physician and parental signature.

Antibiotics, inhalers and emergency allergy medicines may be carried and self-administered by the student.

Over-the-counter medications (Tylenol®, ibuprofen, cough drops, etc.) may be carried and self-administered by the student. All medication is to be carried in its original container and only that day's dose.

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.

Severe Allergic Reaction: Injectable epinephrine is stored and available for use by the school nurse in the event a student with unknown history experiences a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents. Students with known history of severe allergies should have their own emergency medication to ensure availability on field trips, etc.

Kansas School Immunization Law

- The District immunization policy has been developed in accordance with Senate Bill No. 575 and applies to students new to Olathe District Schools as well as to returning students. Exemptions are made for certified medical and religious reasons. Please be advised that students with a medical exemption must obtain an annual written statement signed by a physician.
- **NEW TO KANSAS STUDENTS:** Parents/guardians must present proof of student receiving one of each required immunization before the student will be allowed to attend classes. Any needed boosters must be received by the first student day of second semester or within 60 days for students admitted after November 1 of each school year. Required immunizations are listed on the Kansas Certificate of Immunization available from the school nurse.
- **RETURNING STUDENTS:** Parents/guardians will be notified by May 15 of each year of any immunizations needed for the following school year and are due by the first day of school in August. Exception: Ten year Td boosters are due by the first student day of the second semester.

The provisions of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provision of this section. For specific information regarding the Kansas School Immunization Law or for a written copy of the law, please contact the Coordinator of Health Services at 780-7002.

INCLEMENT WEATHER

In the event we are under a severe weather warning, students will not be released from school until an all clear is issued. In the event that it would be necessary to cancel school, the announcement would be broadcast over all four major network TV stations and over radio stations. School closings also are posted on the school's District website. All school activities also will be canceled on days that

school is closed, unless otherwise noted.

MEDIA CENTER

Students may check out books for two weeks and renew them unless they are in demand. Reference books and periodicals may be checked out for one hour during the day or after school for overnight. Overnight material is due before first hour the following day. Lost or damage to books or equipment will be paid by the individual responsible for the loss or damage. Your student I.D. card also is your library card.

VENDING MACHINES

REFRESHMENTS

Vending machines with food products have been placed in the multi-purpose room for student and staff consumption. If we are to keep these machines, guidelines must be followed. Noncompliance by even a few students may result in the machines being withdrawn from California Trail. Machines are turned off until 3:10 p.m. daily.

Guidelines are:

1. Items are priced as marked.
2. Items may be purchased before or after school (or during an approved event under teacher supervision during the day).
3. Opened items are not to be taken into hallways or classrooms. They are to be consumed in the multi-purpose room.
4. Wrappers of food products and beverage containers should be placed properly in waste disposals.
5. Take care of the machines. Do not abuse them. If a machine is not operating, notify the office. Vending machines are used at your own risk. Limited refunds will be given.

SCHOOL LUNCHES

The school lunch program is a participating unit with the Kansas School Lunch Program which participates in the federal commodity use and milk program. Meals are planned to supply the daily requirements for a Type "A" lunch. The lunch period is a completely closed noon hour. Students may eat the Type "A" lunch, a salad or sandwich, or bring their own sack lunch. Milk and ice cream may be purchased separately. California Trail participates in a computerized lunch system. Parents may deposit money in their student's account. Students pay for their lunches by scanning their I.D. card which automatically deducts money from their account. If a student does not have sufficient payment for their meals, they may continue to charge an additional three meals before notification is sent to the parent. Payment can be made on-line at: www.olatheschools.com. Click on Pay/Fees/Lunch Online. There will be a transaction fee each time you post a payment on-line. If you have any questions on your meal balance, please contact the Cafeteria for assistance.

LEAVING THE BUILDING FOR LUNCH

Our school allows each student only 25 minutes for lunch. Because California Trail has a closed lunch setting, parent errands during lunch time are discouraged for other than medical appointments. Parents must sign out their student. It is our intent to use school time to the maximum.

STUDENT I.D. CARDS

All California Trail students receive a picture student I.D. The I.D. card should be carried at school at all times as it has several functions. The I.D. card is the student's lunch card, library check out card, athletic card and bus pass. This card should never be defaced. That is considered vandalism and must be replaced. The cost for a replacement card is \$5.00.

TRANSPORTATION

BUS GUIDELINES

Students riding busses are expected to follow the bus regulations provided by the Olathe School District and the transportation company. **FOR VIOLATING RULES, STUDENTS WILL BE REPORTED TO THE SCHOOL ADMINISTRATION WHO CAN DENY STUDENTS THE PRIVILEGE OF RIDING ON THE BUS.** Please refer to the Code of Conduct and Bus Regulations for specific details

STUDENT DROP OFF & PICK UP

Parents are requested to use EAST Parking Lot for dropping and picking up, both before and after school. Do not drop students off at the front entrance; this lane is reserved for buses.

VEHICLES

Bicycles brought to school should be locked in the bicycle rack to the east of the building.

CTMS BEHAVIOR GUIDELINES

Those students who habitually are displaying poor citizenship and misbehavior will be subject to discipline procedures at California Trail Middle School. Discipline normally is handled by classroom teachers, but in the event of serious misbehavior necessitating suspension from class, students then will be referred to the administration. The best possible discipline or common sense reasoning will result in ladylike and gentlemanly behavior that will never require punishment.

One of the most important objectives education teaches is discipline. Discipline is the training that develops self control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for the rights and responsibilities of other people. With an understanding of the purpose of discipline in a school, you may form a proper attitude toward it and do your part in making your school an effective place of learning while you develop your self-discipline.

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.

CTMS CODE OF CONDUCT

1. Students should attend regularly and be punctual.
2. Students should refrain from the use of obscene language.
3. Students should be respectful towards teachers, fellow students and public property.
4. Students should refrain from leaving the school grounds without permission of a teacher, coach or administrator.
5. Students should refrain from the use of tobacco or snuff on school grounds.
6. Students should refrain from the possession, use, consumption, sale or distribution of alcohol, restricted drugs or misuse of over the counter drugs on school premises. This applies during school day hours as well as during school activities.
7. Students should consume snacks and soft drinks only in designated areas.
8. Students should place trash in the containers provided.
9. Students should not run or fast walk in corridors.
10. Students should not show a display of public affection.
11. Students are not allowed to wear hats in the building.
12. Students are not permitted to bring any electronic music device, beepers, pagers, cellular phones, or any electrical communication device unless they are required for a class project. **Students may not have cell phones, MP3 players or any other electronic listening devices on their person until after 3:10 p.m.** If they have one of these items at school, they need to be in their locker when they arrive at school. They may not be seen in their possession or being used before or during school. All such devices that are brought to the office must be picked up by a parent, including after the first offense. Repeated violations of this rule may result in consequences by the administration.
13. Unacceptable items include but are not limited to: tobacco products, toys, matches, lighters, drugs, alcohol, laser pointers, knives, water pistols, darts, fireworks, guns, any form of ammunition and/or any item which endangers the safety or welfare of others.
14. Students are prohibited from hollering, whistling and scuffling.
15. Students should not be disobedient to any staff member, adult or school authority. If the disobedience results in disorder, disruption or interference with the operation of school or the invasion of the rights of others, the student may be suspended.
16. Students should refrain from gross misconduct including but not limited to striking, assaulting or threatening to assault a teacher, principal or responsible school official; willful destruction of school property, writing or using obscene or profane language; possession, display, or use of dangerous weapons including but not limited to firearms, knives or chains; stealing money or other items belonging to the school or individuals within the school while on school premises or under the authority of the school. If gross misconduct occurs a suspension may be imposed.
17. Students should refrain from wearing obscene or sexually suggestive phrases, pictures or style of clothing depicting violence; clothes that promote drugs or alcohol; revealing clothes such as: bare midriffs, spaghetti straps, halter tops, low cut tank tops or undergarments; badly torn or cut clothing, hats, short shorts, coats worn as outerwear, slippers, sunglasses, bandanas, gang colors, chains or apparel associated with gangs that could cause undo disruption to normal school operation. The school may have certain dress up or spirit days throughout the school year.

18. Students should treat each other with respect. Intimidation, sexually suggestive comments, or any form of sexual harassment will not be tolerated.

19. Students should treat school personnel and peers with respect at all times.

In all instances, students must not infringe upon the rights of others.

DRESS CODE GUIDELINES

All students are to dress properly for attendance at school and at school functions. Students are representatives of their school and their dress and manner should be above reproach. Coats, jackets, book bags and hats are to be left in students' lockers. Students must wear shoes at all times. Special costume type dress is not permitted unless there is a special day designated. Students who are not properly dressed will be requested to correct their dress.

These things are not considered proper school clothing:

- Obscene or suggestive phrases or pictures on clothing;
- Bare midriff; halter tops; short shorts;
- Phrases or pictures on clothing which refer to alcohol, smoking or drugs;
- Hats, bandannas; sunglasses, grills;
- Anything representing gang "colors" or gang affiliation;
- Chains, studded bands;
- Clothing deemed inappropriate by school District staff, or clothing which is a threat to the order or safety of the school or students;
- Clothing in violation of school board policy.

At California Trail, the dress code is intended to insure that students dress tastefully and appropriately for the school setting. We ask students to remember that clothing for school and clothing for recreational activities might NOT be the same. School clothes need to reflect that your child is here to attend the business of learning. Specific guidelines to question that often arise are:

Boys:

- Pants may not sag below the waist – Wear belt to prevent sagging if necessary
- Boxers or other underwear should not show
- Shirts may not be cut at sleeves, especially showing armpits and area below armpits
- No tank tops, unless covered over by an outer shirt – No undershirts in the "tank top" style showing

Girls:

- Tank tops only can be worn with shirt/sweater over them. Overshirts must be worn all day, and tank tops still must meet the guidelines regarding how tight, how low & how short.
- No spaghetti straps, no cleavage, no undergarments should show. No backless or strapless shirts/tops. When standing or sitting, the girl's shirt should meet her skirt or pants.
- Shorts, skirts, etc. should not be too short. When standing – if the ends of a girl's fingers extend past the shorts or skirt – it is too short.

DRUG FREE SCHOOLS POLICY

The Olathe School District Board of Education recognizing its responsibility to promote the health, welfare and safety of the students and employees in the Olathe schools adopts the following policy to assist in protection from the dangers which result from the abuse of restricted drugs. The unlawful manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs and alcohol on school property or at school activities is prohibited. This 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. (KSA 41-719.41-715; 41-805.41-710)

SAFE SCHOOLS 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. (Adopted Board of Education Au-

gust, 1993.)

OLATHE DISTRICT CODE OF CONDUCT – SCOPE OF AUTHORITY

The provisions of this *Code* apply in all situations in which students are involved, including:

1. school activities on Olathe School District property.
2. travel on district transportation;
3. off-site school sponsored activities;
4. on or off-site school related problems which are the result or cause of disruptive behavior on school grounds;
5. violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty, or disrupt the learning environment;
6. misbehavior occurring at any school in the district.

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

CLASS I OFFENSES

1. **EXCESSIVE TARDINESS:** Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas after the “tardy bell” rings.
2. **CLASSROOM DISRUPTIONS:** Intentional acts, behaviors, or conduct in the classrooms or in the school building or upon school District property, which disrupt the educational process.
3. **FAILURE TO FOLLOW DIRECTIONS IN CLASS OR TO DO CLASS ACTIVITIES:** The refusal to participate in required assigned classroom activities.
4. **VIOLATION OF GENERAL SCHOOL RULES:** The failure to comply with or follow general rules of conduct or procedures outlined in school “student handbooks.” General rules include but are not limited to the misuse of lockers or storage areas, the sharing of combination codes for lockers or personal storage areas.
5. **VIOLATING PLAYGROUND RULES:** The failure to comply with or follow established procedures for activities.
6. **VIOLATING LUNCHROOM RULES:** The failure to comply with or follow established procedures for use of the lunchroom facilities.
7. **VIOLATING HALL RULES:** The failure to comply with or to follow established procedures for hallway behavior.
8. **VIOLATING SCHOOL ASSEMBLY RULES:** The failure to comply with or follow established procedures for proper assembly conduct.
9. **VIOLATION OF PARKING RULES:** The failure to comply with or follow established procedures for school parking for students.
10. **USE OF PROFANE LANGUAGE:** The use of any language, act, remark or expression, including obscene gestures, which is offensive to modesty or decency.
11. **INAPPROPRIATE DRESS:** Dress or appearance that is likely to cause disruption of the educational process or to create a health or safety concern. Any reference to alcohol, tobacco, other drugs, sex or profane language on clothes is prohibited.
12. **EDUCATIONAL NUISANCE:** Devices that impede or interrupt the educational process and serve no educational purpose.
13. **ACADEMIC DISHONESTY:** Plagiarism, cheating on tests, copying assignments or papers, placing parent/teacher signature on document.

Each principal has the authority to use discretion and common sense in enforcing the *Code of Student Conduct*. The principal is authorized to apply a higher level of consequence for serious violations of the *Code* even if it is a student’s first offense.

Class I offenses typically do not require a police report.

INTERVENTIONS - CLASS I OFFENSES

Classroom teachers will evaluate each incident of student misconduct and select appropriate interventions. These interventions are designed to empower the teacher to maintain safety and order in the classroom.

- Conference with student and teacher

- Parent/Guardian contact
- Mandatory student parent/guardian and teacher conference
- Contract with student/guardian/parent and teacher
- Time out in another supervised classroom
- Referral to school counselor
- Detention(s)
- Zero on work involving dishonesty or cheating
- Administrative referral

ADMINISTRATIVE OPTIONS - CLASS I OFFENSES

SECONDARY - FIRST OFFENSE:

In-School Conference with Student	Restriction of Attendance at School Sponsored Activities
Detention or Other Extended School Time Options	In-School Suspension
Parent/Guardian Conference	Short-Term Suspension
Revocation Parking Privilege	Probation

SECONDARY - SECOND OFFENSE:

Restriction of Attendance at School Sponsored Activities	In-School Suspension
Detention or Other Extended School Time Options	Probation
Parent-/Guardian Conference	Short-Term Suspension
Revocation of Parking Privilege	

SECONDARY - SUBSEQUENT OFFENSES (THREE OR MORE):

Detention or Other Extended School Time Options	Parent/Guardian Conference
Revocation of Parking Privilege	In-School Suspension
Restriction of Attendance at School Sponsored Activities	Short-Term or Long-Term Suspension

CLASS II OFFENSES

- 1. VERBAL ABUSE OR THREAT OF OTHERS:** Any act of disrespect directed at a teacher, staff member, student or other person in school, including bullying, profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional unlawful threat or intimidation by word or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.
- 2. INCITING TO FIGHT:** The intentional promotion by a student to engage another student in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict or the willful engagement of two or more students in physical combat.
- 3. BATTERY:** Physical contact with another person when done in a rude, insulting and/or angry manner.
- 4. CONSTANT REFUSAL TO FOLLOW DIRECTIONS IN CLASS OR TO DO CLASS ACTIVITIES:** The consistent refusal to participate in regularly assigned classroom activities.
- 5. VANDALISM:** The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property and lawns and/or landscaping, including the furnishings and equipment housed within or upon the school property.
- 6. STEALING, GAMBLING, EXTORTION:** The unlawful taking or disposition of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense, or the participation on school property in games of chance with the express purpose of exchanging money or other tangible barter, or the solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
- 7. CONTRIBUTING TO A DISRUPTIVE SITUATION:** The intentional promotion or advocacy of student misconduct by any student, for any purpose including gang related graffiti or attire, or signs/symbols.

8. **STUDENT SEXUAL HARASSMENT OF OTHERS:** Including, but not limited to: Verbal, such as derogatory comments, jokes, slurs or remarks/questions of a sexual nature; Physical, such as unnecessary, unwanted or offensive touching; Visual, such as derogatory writings, or offensive posters, cards, cartoons, graffiti, drawing, gestures/looks.
9. **DEFIANCE OF AUTHORITY:** The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of school conduct.
10. **INCENDIARY DEVICES:** The possession of any combustible or explosive substance or devices is forbidden (including fireworks). The intentional damaging of a building or the disruption caused either in the building or on school grounds by the use of any combustible or explosive substances or devices. The violations may result in Class III consequences.
11. **INCORRIGIBLE CONDUCT:** Persistent violations of the Code of Student Conduct or persistent violation of the criminal laws of Kansas. Four offenses - either all of Class I or in combination with Class II offenses in a school year - can be considered as "persistent."
12. **MISBEHAVIOR ON BUS:** The failure to comply with or to follow established procedures for bus transportation privileges distributed by transportation provider.
13. **IMPERMISSIBLE DRIVING TO SCHOOL:** Only students with valid driver's licenses or permits are allowed to drive a vehicle to and from school.
14. **POSSESSION OR EXHIBITION OF OBSCENE LITERATURE OR MATERIAL:** In all instances the parent/guardian will be notified and the material will be confiscated from the student and be returned only to the parent/guardian.
15. **MISUSE OF COMPUTER OR VIOLATION OF NETWORK PRACTICES:** Any misuse or inappropriate network practices including, but not limited to, practices that do not conform to District policy or procedures.
16. **SKIPPING CLASS OR SCHOOL:** The unauthorized absence from a scheduled class or school without obtaining consent of the proper school authority.
17. **LEAVING SCHOOL WITHOUT PERMISSION:** The leaving of school grounds after arrival at school without first obtaining permission of the principal or principal's designated representative. Olathe schools have a "closed campus" practice. Students are not permitted to leave the campus for lunch. (Parents, for just cause, may request by note or by telephone permission for their child to leave school grounds.)
18. **TOBACCO-POSSESSION, USE, SALE, DISTRIBUTION:** Possession, use, sale or distribution of tobacco products at school, on school District property or during a school activity. In all instances, the tobacco products will be confiscated from the student and turned over to local law enforcement agencies.
19. **HARASSMENT:** Including, but not limited to derogatory comments, jokes, slurs, spitting or remarks or questions of a harassing or intimidating nature.

Each principal has the authority to use discretion and common sense in enforcing the *Code of Student Conduct*. The principal is authorized to apply a higher level of consequence for serious violations of the *Code* even if it is a student's first offense.

Class II offenses may result in a police report.

ADMINISTRATIVE OPTIONS - CLASS II OFFENSES

SECONDARY - FIRST OFFENSE:

In-School Conference with Student	Loss of Athletic/Activity Privilege
Detention or Other Extended School Time Options	In-School Suspension
Review Bus Privilege	Probation
Restitution	Suspension or Forfeiture of Access to Computer Privilege
Parent/Guardian Conference	Short-Term Suspension
Restriction of Attendance at School Sponsored Activities	Long-Term Suspension

SECOND OFFENSE:

Parent/Guardian Conference	Probation
Review Bus Privilege	Suspension or Forfeiture of Access to Computer Privilege
In-School Suspension/Behavioral Contract with Parent/ Guardian/Student which may involve Community Service	Short-Term Suspension
Restriction of Attendance at School Sponsored Activities	Long-Term Suspension
Loss of Athletic/Activity Privilege	Expulsion

SUBSEQUENT OFFENSES (THREE OR MORE):

Suspension or Forfeiture or Access to Computer Privilege
Loss of Bus Privilege
Expulsion

Short-Term Suspension
Long-Term Suspension

CLASS III OFFENSES

1. **SETTING OFF DISASTER ALARM FALSELY:** The intentional activation of fire alarms or like warning devices.
2. **AGGRAVATED ABUSE OF OTHERS:** An intentional, willful threat or attempt to do bodily harm to a teacher, staff member, student or other person in school, blatant degrading verbal abuse of others; the unwanted, intentional touching of or application of force to another person when done in a rude, insolent or angry manner or the unintentional touching of or application of force to another person which is the result of conduct committed in violation of other Class II or Class III offenses in the *Code of Student Conduct*.
3. **POSSESSION AND/OR USE OF A WEAPON OTHER THAN A FIREARM:** Possession and/or use or threat to use weapons, explosives, or other dangerous articles if such articles may be used as weapons or are designed to hurt someone or put someone in fear. The school will turn over all weapons, explosives, or dangerous articles to the appropriate law enforcement agency. The use of laser pointers in a harmful way is forbidden in school.
4. **GANG RELATED VIOLENCE:** Organized gang related violence which includes but is not limited to threats, confrontations, intimidation, fighting, and/or possession or use of weapons, when such can be attributed to organized groups or gangs.
5. **CAUSING SERIOUS PHYSICAL HARM TO STUDENT OR STAFF:** Intentional efforts resulting in serious physical harm to a student or staff members.
6. **POSSESSION AND/OR USE OF TOXIC SUBSTANCES:** Use and/or possession of intoxicants which cause a loss of control or inebriation and which shall include but not be limited to glue, solvents, and misuse of over the counter drugs.
7. **POSSESSION OR DISTRIBUTION OF NONCONTROLLED SUBSTANCES:** Distribution, attempt to distribute, or possession with intent to distribute a noncontrolled substance, over the counter drugs or upon the representation that the substance is a controlled substance.
8. **PURCHASE OF NONCONTROLLED SUBSTANCE:** Purchase or attempt to purchase a noncontrolled substance that has been represented to be or upon a belief that it is a dangerous controlled substance.
9. **SEXUAL MISCONDUCT:** Actual or simulated conduct, including but not limited to, fondling, inappropriate touching, indecent exposure, or the engagement in any sexual activity on school property, during school functions, or at school-sponsored activities.
10. **ALCOHOL POSSESSION, CONSUMPTION OF ALCOHOL, AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL:** Possession, use, or being under the influence of alcohol at school, on school District property or during a school activity. In all instances, the alcohol will be confiscated from the student and turned over to local law enforcement agencies. The first offense will result in a short-term out-of-school suspension. Subsequent offenses will result in a recommendation for a long-term out-of-school suspension or expulsion.
11. **DISTRIBUTION OF ALCOHOL:** The distribution of alcohol to anyone at school, on school district property or during a school activity is prohibited. In all instances, the alcohol will be confiscated from the student and turned over to local law enforcement agencies.
12. **POSSESSION AND/OR USE OF DRUGS, BEING UNDER THE INFLUENCE OF DRUGS, AND/OR POSSESSION OR USE OF DRUG PARAPHERNALLIA:** Possession, use or being under the influence of controlled substances (other than alcohol and tobacco) at school, on school district property or during a school activity. In all instances, the drug or drug paraphernalia will be confiscated from the student and turned over to local law enforcement agencies. All incidents involving possession and/or use of these drugs will result in a recommendation for a long-term out-of-school suspension or expulsion.
13. **ARSON:** Arson is defined as the willful and malicious burning of a building or its contents and/or the personal property of others.
14. **CRIMINAL DAMAGE TO PROPERTY:** The willful or malicious destruction or defacement of any property on school district grounds or in a school district building.

Each principal has the authority to use discretion and common sense in enforcing the *Code of Student Conduct*. The principal is authorized to apply a higher level of consequence for serious violations of the *Code* even if it is a student's first offense.

Class III offenses may require a police report.

ADMINISTRATIVE OPTIONS - CLASS III OFFENSES

Short-Term Suspension

Long-Term Suspension

Expulsion

CLASS IV OFFENSES

1. **POSSESSION AND/OR USE OF A FIREARM:** Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. This policy may be applied to replicas and/or toy firearms or guns.

The school will turn over all firearms to the appropriate law enforcement agency, in compliance with the "Gun Free Schools Act" (Federal) and KSA 72-89b01-89b04.

Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or be expelled and will be referred to the appropriate legal authorities. The Superintendent may modify such suspension on a case by case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921: "Weapons" means

- (1) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - (2) The frame or receiver of any weapon described in the preceding example;
 - (3) Any firearm muffler or firearm silencer;
 - (4) Any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than ¼ ounce (E) mine, or (F) similar device;
 - (5) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;
 - (6) Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
 - (7) Any bludgeon, sandclub, metal knuckles or throwing star;
 - (8) Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
 - (9) Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
2. The possession of a controlled substance **POSSESSION OF DRUGS WITH INTENT TO SELL OR DISTRIBUTE:** which by virtue of the quantity, packaging, or other circumstances demonstrates intent or effort to sell or distribute. **Class IV offenses require a police report.**

NOTE: Whatever a pupil who has attained at age of 13 years has been expelled from school or suspended for an extended term in accordance with statutory provisions contained in articles 89 or 89a of chapter 72 of Kansas Statutes Annotated, and such expulsion or extended-term suspension was imposed upon the pupil for the following reasons:

- (1) Possession of a weapon, controlled substance or illegal drug at school, upon school property, or at a school-supervised activity; or
- (2) Behavior at school, upon school property, or at a school-supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the chief administrative officer of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency shall investigate the matter and give written notice to the division of vehicles of the department of revenue of the act committed by the pupil. Upon receipt of the notice, the division of vehicles shall suspend the pupil's driver's license or privilege to operate a motor vehicle on the streets and highways of this state. The duration of the suspension shall be for a period of one year. Upon expiration of the period of suspension, the pupil may apply to the division for return of the license. If the license has expired, the pupil may apply for a new license, which shall be issued promptly upon payment of the proper fee and satisfaction of other conditions established by law for obtaining a license unless another suspension or revocation of the pupil's privilege to operate a motor vehicle is in effect. If the pupil does not have a driver's license, the pupil's driving privileges shall be revoked. No Kansas driver's license shall be issued to a pupil whose driving privileges have been revoked pursuant to this subsection for a period of one year.

ADMINISTRATIVE OPTIONS - CLASS IV OFFENSES

LONG-TERM SUSPENSION

EXPULSION

DEFINITION OF CONSEQUENCES

1. **IN-SCHOOL CONFERENCE WITH STUDENT:** A private conference between student, teacher and/or principal attempting to resolve unacceptable behavior.

2. **Detention:** A period of temporary custody during regularly scheduled recess or beyond the length of the regular school day.
3. **Extended School Time:** A period of temporary custody for a period of several hours, i.e. Friday evening or on Saturdays. Appropriate supervision, school assignments, and parental notification will be provided. Transportation is not provided.
4. **Parent/Guardian Contact:** Written notice, phone conference or meeting in person with school representative regarding student misbehavior.
5. **Parent/Teacher Conference:** A meeting between parent and teacher or other school representative.
6. **Suspension or Forfeiture of Access to Computer Privilege:** As stated in the Acceptable Use Guidelines, any student found responsible for misuse or inappropriate network or technology practices may have access privileges suspended for a specific period or terminated. This includes district computer access, Internet, or any other technology applications.
7. **Loss of Bus Privilege:** Subject to the offense, students may lose bus transportation privilege for a specified amount of time according to guidelines developed by the district and transportation provider.
8. **Revocation of Parking Privilege:** The cancellation of student vehicle parking privilege in school parking lots for a specified amount of time.
9. **Restriction of Attendance at school sponsored activities:** Cancellation of student privilege to attend school sponsored activities as a spectator for a specified amount of time.
10. **Individual behavior plan:** A behavioral agreement between parties outlining future actions, limitations, and/or consequences.
11. **Loss of athletic/activity privilege:** Cancellation of student privilege to participate in school sponsored athletics or activities for a specified amount of time.
12. **Restitution:** An agreement between student and school that the student will attempt to restore or replace damaged property, equipment or supplies to their original condition.
13. **Probation:** Requires meeting standards in specific area where adjustment must be shown and maintained for continued placement. Notification will be provided to parent before initiation.
14. **In School SUSPENSION (ISS):** The interruption of classroom attendance and regular school participation, by official directive from the chief building administrator or the designated representative, for a period of time not to exceed five days. A designated, supervised, academically conducive but restrictive atmosphere will be substituted. Administrators will attempt to notify parents prior to placing a student in In-School Suspension.
15. **In School Suspension Behavioral Contract:** An in-school suspension followed by a behavioral agreement between parties outlining future actions, limitations, and/or consequences.
16. **Short term Suspension:** The interruption of school attendance by official directive from the chief building administrator or the designated representative, for a period of time not to exceed 10 school days. Notification will be provided to parent before initiation. Students may not participate in extra-curricular activities during suspension.
17. **Long term Suspension:** the exclusion from school for a period of up to 90 school days. A long-term suspension begins with a short-term suspension (see #16). Parental notification is given at the time of the short-term suspension. Students may not participate in extra-curricular activities during suspension.
18. **Expulsion:** The exclusion from school for a period up to 186 days begins with a short-term suspension. (See #16). Parental notification is given at the time of short-term suspension. Students may not participate in extra-curricular activities during expulsion.

CORPORAL PUNISHMENT

No teacher or administrator shall use physical force or physical contact against a student or strike a student as punishment for a violation of the *Code of Student Conduct*. However, nothing in this policy shall be construed to impair a teacher or administrator from using reasonable and necessary physical force to restrain a student in order to protect one's self, other persons, to prevent the destruction of property, or to prevent any illegal overt act on a part of the student.

OLATHE SCHOOL DISTRICT WEAPONS POLICY

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession, handling or use of any weapon may result in suspension or expulsion from school.

(Adopted Board of Education August 4, 1994)

NOTIFICATION STATEMENT OF NONDISCRIMINATION

It is the policy of Olathe USD 233 not to discriminate on the basis of race, color, age, national origin, sex, handicap or disability in its programs and activities as required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX or Section 504 may be directed to Staff Counsel, 14160 Blackbob Road, Olathe, Kansas 66063-2000, phone (913) 780-8050. Inquiries regarding compliance with Section 504 may be directed to Executive Director of Special Services at 913-780-7024. Interested persons, including those with impaired vision or hearing can 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.