



# Overland Trail Elementary School

“Home of the Cougars”

## Parent/Student Handbook

Celebrating the Past...  
Soaring into the Future!



6225 W. 133rd  
Overland Park, KS 66209  
(913) 239-7000 -school office  
(913) 239-7005 -attendance line  
(913) 239-7048 Fax

Visit us at our website: [www.bluevalleyk12.org/ote](http://www.bluevalleyk12.org/ote)

**Doris R. Moore, Principal**  
[dmoore@bluevalleyk12.org](mailto:dmoore@bluevalleyk12.org)



## **WELCOME TO OVERLAND TRAIL ELEMENTARY**

Dear Parents of OTE Students, ☺

Welcome to the 2014-15 school year at Overland Trail Elementary School! This year we will continue working on plans that began last school year to ensure our children the best possible opportunities when it comes to their education.

This handbook has been developed to give you general information on your school. It will be a handy reference tool and will give you general information concerning policies and procedures at OTE.

Please read the contents of this handbook carefully and note especially those items that relate directly to you and your child. Please keep in mind that sometime our policies and guidelines are subject to change in meeting the needs of the community and the school.

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school, attend our students' programs, and become an active member in the PTO. Thank you in advance for your support this year. If you have any questions, feel free to contact us.

Respectfully,

*Mrs. Moore*

Doris Moore  
Principal  
239-7000

Our faculty and staff believe and operate under the premise that  
**all children can learn.**

We want you to share our vision and support our belief.

---

---

# OVERLAND TRAIL ELEMENTARY

---

---



## Mission Statement

The Overland Trail Elementary Community is responsible for ensuring high levels of learning and effort for students.

## Vision Statement

The Overland Trail Elementary Community truly believes that we are responsible for ensuring that all students learn and reach their academic potential and continue to be life long learners, and we are committed to these four areas:

### High Academic Learning SMART Goals:

- MAP Goal: By the end of the school year, all students will show growth on their MAP assessments. 70% of students in grades K-5 will achieve their MAP targeted growth in reading and math.

### Collaborative Professional Learning Community SMART Goals:

- During each school year, 100% of staff will meet at established times each month to collaborate on the implementation of building and district initiatives.

### Positive, Safe, Respectful Learning Environment SMART Goals:

- Discuss, define and give examples of Blue Valley Virtues as evidenced by 100% of students in Cougar Dens & all 5<sup>th</sup> graders on the B.V. Virtue Quiz.
- All staff will support positive and consistent student behavior.
- Staff will utilize Social Thinking and positive behavior strategies to support student behavior.
- By the end of the school year, 100% of students will participate in a community service activity and record any amount of service hours.

### Curricula & Instruction SMART GOALS:

We differentiate curricula and instruction according to student skills and abilities to insure high academic learning and personalized student growth.

- During each school year, 100% of staff will implement instruction based on Kansas (Common Core) College & Career Readiness standards and district adopted materials.



## ABSENCES

Parents should notify the school before 8:30am or the beginning of the school day to report any school absences. **Please call the absence line @ 239-7005 or e-mail the school office @ [oteos@bluevalleyk12.org](mailto:oteos@bluevalleyk12.org).** If absence is due to illness, please report the nature of the illness, if known, to facilitate knowledge of communicable diseases. Please call the school every day that your child is absent.

If an absence will occur over an extended time, please notify the office and your classroom teacher in advance.

## ARRIVING AND LEAVING SCHOOL

### *School Hours:*

Kindergarten AM Session 8:35 – 11:45 a.m.  
PM Session 12:30 – 3:40 p.m.

Grades 1-5 8:35 a.m. – 3:40 p.m.

- Please plan your child's schedule so arrival at school occurs **after 8:25a.m.** when supervision is provided in the gym.
- Students who arrive prior to 8:25a.m. will go to the gym until the bell rings to dismiss them to their classroom.
- Students who arrive *after* 8:35a.m. are considered tardy. After 8:45a.m. students need to be brought in to the office and signed in by a parent.
- **Please come to the office to sign your child out of the building.** Students must be signed in or out any time students leave or enter school at other than the usual arrival/departure times. Students will be called to the office over the intercom system. Students who are ill may be picked up at the nurse's office and then signed out at the school office.

## ATTENDANCE

The Blue Valley Unified School District strongly believes that regular attendance contributes to the probability of scholastic success and to the development of attitudes of consistent performance that will carry over into adult life.

The following are reasons for excusable absence (makeup required, credit received according to provisions of building guidelines):

- Student illness;
- Illness or death in the family;
- Medical and dental appointments;
- Emergencies requiring a student's service or presence at home;
- Obligatory religious observances;
- Family vacations and family business;
- Participation in a school-approved student activity.

Any absence for reasons other than those listed and/or without parent knowledge and arrangement with school officials will be considered an unexcused absence (makeup work suggested, no credit received).

## BICYCLES & SCOOTERS

For safety reasons, only students in grades 3, 4, and 5 may ride bicycles or scooters to school



without parent supervision. Younger students may not be mature or responsible enough to ride during the busy periods of school arrival and dismissal. Bicycle racks are located next to the gym. Students must walk their bicycles or scooters across the crosswalk and when on school grounds.

Due to lack of storage, scooters must be kept at the bike racks. We encourage students to lock up bikes and scooters during the school day. For your child's safety and the safety of others, we encourage children to wear helmets for bike and scooter riding.

### **BIRTHDAY CELEBRATIONS**

Students are invited to celebrate their birthdays by donating a book to the Overland Trail Media Center. This is a chance to share, with schoolmates, a gift that will be enjoyed for years to come. A number of books with long-wearing binding have been selected to support classroom curriculum or are recommended for elementary student recreational reading. Students wishing to donate a birthday book may bring \$10 (checks made out to OTE), arrange with their teacher to visit the Media Center, and select a title from the birthday bookshelf. A bookplate will be placed inside the front cover of the book with the donor's name and birth date. Contributions will be used to purchase new materials for the Media Center.

**Birthday Treats:** Due to the growing number of food allergies and medical needs of students, *OTE has a non-edible treat policy*. If they wish, students may bring **non-edible birthday treats** per arrangement with the classroom teacher.

**Birthday Invitations:** We ask that students not distribute invitations to personal birthday parties at school unless every student in the class receives an invitation.

### **BLUE VALLEY VIRTUES**



The district clearly recognizes the need for all citizens to develop a sense of personal and civic responsibility. The community supports the

school's efforts to assist families with developing positive character traits in young people through character education. Recognizing that schools and communities enforce certain rules and have certain expectations that are inherent in these values, the District and the Overland Trail Elementary community endorse these core virtues: Respect, Responsibility, Honesty, Compassion, Self-discipline, Courage and Perseverance. These virtues are integrated into school life on a regular basis. Each month, a virtue is highlighted. The core virtues are as follows:

**Honesty:** Each person carries out his or her responsibilities carefully and with integrity, never claiming credit for someone else's work and being willing to acknowledge wrongdoing. Students and staff share their ideas openly, in a climate of trust, with confidence that what is written and spoken is honestly expressed and that all people are trustworthy.

**Respect:** Each person responds sensitively to the ideas and needs of others without dismissing or degrading them. Differences among people are celebrated, and all members of the community are able to accept both praise and constructive suggestions from others. While affirming individual freedom, the rights of the group are also fully honored.

**Responsibility:** Each person has a sense of duty to fulfill willingly the tasks he or she has accepted or has been assigned. All work is conscientiously performed. Members of the community feel comfortable asking for help and agree that they must be held accountable for their behavior.

**Compassion:** Each person is considerate and caring. There is recognition that everyone, from time to time, feels hurt, confused, angry, or sad. Instead of ignoring such conditions,

people reach out to one another. In the case of conflict, members of the community seek reconciliation and try to understand each other, even forgive. Each person also discovers that one of life's greatest satisfactions comes from giving to others and recognizes that talents should be shared through service. Rather than waiting to be asked, members of the community look for opportunities to respond positively to the needs of others, without expectation of reward.

**Self-discipline:** Each person agrees to live within limits, not only the ones mutually agreed upon, but, above all, those established personally. Self-discipline is exercised in relationships with others, especially in the way people speak to one another. Self-discipline also applies to the use of time. At the simplest level, self-control reflects habits of good living.

**Perseverance:** Each person is diligent, with the inner strength and determination to pursue well-defined goals. It does matter that a task be completed once begun, and to persevere not only teaches discipline, but brings rewards as well. Each person pushes hard to complete assignments; all members of the community willingly support others in their work.

**Courage:** Each person agrees to do the right thing even when it is difficult, unpopular, or uncomfortable. This includes teaching students to stand up for what is right even if it means standing alone. Students learn the importance of not giving in to negative peer pressure, engaging in bullying behavior, or standing by when others are being targeted. Finally, courage empowers students to resolve conflict without violence and make smart choices in the midst of fear, crises, or anxiety.



### **BLUE VALLEY CIVILITY POLICY**

Students and parents shall behave civilly and with fairness and respect in dealing with other students, District personnel, patrons, visitors, and anyone having business with the District.

Uncivil behaviors shall be defined as those that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing whether they occur in telephone conversations, voice mail messages, face-to-face conversations, written letters, or e-mail messages. Examples of uncivil behavior shall include, but are not limited to, the use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, or religion; and behavior that is out of control.

Any uncivil behavior by students or parents shall be reported to District personnel. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending person. Retaliation against a person who reports a claim of uncivil behavior shall be prohibited.

### **BLUE VALLEY WEAPONS POLICY**

Following is the Blue Valley School District policy regarding weapons. Please understand that this policy includes toy weapons and props which might be used for plays or musicals (i.e. squirt guns, rubber swords, Scout pocket knives, etc.). In addition, laser pens are not allowed on school property.

Student Possession of a Weapon, Blue Valley U.S.D. #229 Board Policy #5720 adopted 12/12/94 and amended 8/12/96

In compliance with federal and state law, the Blue Valley School District prohibits any



student from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any student found to be in violation of this policy shall be expelled from school for one (1) year. In addition to expulsion from school, other appropriate disciplinary action may be taken for violation of this policy.

The Superintendent of Schools shall have discretionary authority to modify any expulsion or other disciplinary action on a case-by-case basis, if required by state or federal law.

A. As used in this policy, the term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device; and
5. Any other object which is designed for or intended for use as a destructive or injurious device.

### **BUS PASSES (TEMPORARY)**

A. A student will only be allowed to ride the bus if he/she has a written note from his/her parent or guardian.

B. The note must contain the number of the bus the student normally rides and the bus to which the student will transfer.

C. The note should state the purpose of the bus change and be signed and dated by the parent.

D. Students should keep the parent note and hand it to the bus driver upon entering the bus.

E. In the event that students are to be transferred to another bus, the transportation provider will oversee the transfer of students from one bus to another.

Students will be allowed to transfer buses so long as a particular bus does not become overcrowded. Upon entering the bus, students should find a seat and remain seated until the bus stops moving.

Buses will load and unload in the West (Lamar Street) semi-circle drive way.

### **BUS SERVICE**

Blue Valley School District offers free bus transportation to students who live 2.5 or more miles from school. This service is provided through Durham Transportation. Mileage is figured by measuring the most direct route from the student’s house to the school. Free transportation also is provided for students who qualify for the federal free lunch program and for children enrolled in some special education classes.



Bus transportation may be available for parents who want to purchase service for children who live less than 2.5 miles from school. Information about mileage and attendance areas may be obtained from the school or by calling the Educational Services Office at (913) 239-4294. Questions or concerns about bus routes or transportation fees should be directed to Durham at (913) 681-2492.

To ride the bus to and from school is a privilege. If the student's conduct is unbecoming or in any way endangers the welfare of other students, this privilege can and will be taken away. The driver is the person in charge of the bus. Students should show him/her respect and be courteous to other students at all times.

### **CELL PHONE/ELECTRONICS POLICY**

Our purpose at Overland Trail is to learn. While families may wish students to have cell phones available before and after school, OTE policy instructs students to leave cell phones and electronic devices in their backpack while on school property. If students need to use a phone, they may ask a staff member to use one of our many building phones. It is important that students follow school policy. If students choose to use their cell phone or electronic device while at school, they will be asked to visit the principal who will lock the phone or device in a secure spot until it is returned at a future time, not to exceed the last day of school. The parent/guardian will be notified and then responsible for retrieving the device from the principal.

### **CLASS ASSIGNMENTS**

Teachers, the Counselor, support staff, and the principal compose class lists. Class lists are carefully balanced with girls and boys, different learning styles and abilities, as well as different personalities. This provides the best educational environment for your child. Parents may make a written recommendation as to the kind of professional that might work best with their child. Please do not make requests that are related to specific teachers. Such requests must be submitted to the principal by the first of May.

### **COMMUNICATION**

As we work as a team to provide quality education for all students of Overland Trail Elementary, communication is very important. Regular contact between the family and school is the lifeline to our success in working together. Phone calls, voice mail, electronic mail, personal visits, notes and newsletters all serve to keep the communication line open. Each month families may download the school newsletter from the principal and PTO. Visit our web site at [www.bluevalleyk12.org/ote](http://www.bluevalleyk12.org/ote)

### **EARLY DISMISSAL DAYS**

Early dismissal occurs, most commonly, on the second and fourth Tuesday of each month (September – May) to allow staff time for professional development activities. School hours on early dismissal days are as follows:

AM Kindergarten: 8:35 AM – 10:35 AM

PM Kindergarten: 12:00 PM – 2:00 PM

Grades 1-5: 8:35 AM – 2:00 PM



PTO provides an Onsite Community Service activity for students in the Cafe immediately following dismissal on the dates indicated **(+CS)**.

August 26<sup>th</sup>  
September 9<sup>th</sup> + CS  
September 30<sup>th</sup>  
October 14<sup>th</sup> + CS  
November 4<sup>th</sup> + CS  
November 18<sup>th</sup>  
December 9<sup>th</sup>

January 13<sup>th</sup> + CS  
January 27<sup>th</sup>  
February 24<sup>th</sup> + CS  
March 31<sup>st</sup> + CS  
April 21<sup>st</sup> + CS  
May 5<sup>th</sup>

### **FIELD TRIPS**

Throughout the school year, classroom teachers schedule field trips, with the principal's approval, within the Metropolitan Area and nearby points of interest. These



trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign a field trip information form. Parent volunteers



are welcome to attend field trip outings when bus and trip capacity permit. Field trip fees are assessed at the beginning of the year to cover the cost of these educational experiences.

### **GRADE LEVEL PLANNING**

Thursday of each week, grade level plan time will be designated "Grade Level Team Time" or PLC. All teachers at the grade level will be expected to meet and plan for each individual student at their grade levels. Teachers will not answer phone calls, voice mails or schedule meetings during these designated, protected team times to ensure consistency of planning for students.

### **HOLIDAY GUIDELINES**

OTE's holiday guidelines are based on a shared commitment and respect for each individual student. It is our goal to integrate subject matter across disciplines and promote awareness, acknowledgment, sensitivity, and respect for diversity of all cultures through the study of different countries. There are two ways in which holidays are recognized and studied at Overland Trail Elementary School. One way is through the curriculum as it presents holidays within the study of social studies. The other way is through spontaneous student initiated discussions.

We will approach holidays with a plan to educate students about the cultural meaning of these occasions and their history and

customs in a manner which is consistent with the Blue Valley Social Studies curriculum. We will not promote or encourage any particular religious belief.

**A. Religious Holidays.** Our intent is to remain religiously neutral. Music, art, literature, and drama activities related to religious holidays may be studied and performed in programs in an objective and neutral manner as a tradition of the cultural heritage of that particular country. Students will not be asked to participate in activities that are contrary to their religious beliefs.

**B. Religious Symbols.** Religious symbols may be used as a teaching aid or resource if they are displayed or shared as part of the cultural and religious heritage of the holiday and are temporary in nature. (Temporary is understood to mean the item is brought to school and returned home within the same day.)

**C. Secular Symbols.** Secular symbols representing the various holidays may be used freely throughout the school. These include snowflakes, menorahs, dreidels, snowmen, Santa Claus, wreaths, candles, stockings, candy canes, the colors red and green or blue and white, presents, and bells.

**D. Art Work.** Students may choose to create artwork with religious symbols. However, teachers will not suggest or assign them.

**E. Religious Music.** Religious music may be sung or played as part of the academic study of music. Musical studies and concerts shall avoid being dominated by religious music, especially when these coincide with a particular religious holiday; therefore, a variety of selections shall be included.

**F. Holiday Parties.** Parties are scheduled for three occasions: Halloween (Fall Festival), Winter holiday, and Valentine's Day. The room parent and party helpers plan the

classroom parties. Parents are encouraged to be a party helper for one party a year per child. The principal must approve any other “special” parties. Holiday parties will be planned and conducted in a manner and spirit consistent with these guidelines:

- A copy of the district guidelines will be given to all teachers and distributed at the beginning of the year for all parents. These will be explained at the PTO Room Parent meeting held at the beginning of the year and referred to if any questions about the room parties occur.
- Room parents, as an agent of the PTO, should conduct the parties according to OTE guidelines. Parents will complete a Party Agenda one week before the party and gain approval by the teacher. When further clarification is needed, the principal will be consulted to render a decision. Anyone is free to sign up for any item on the party sign-up.
- The party in December will be called a “Holiday Party.”
- At classroom parties where costumes may be worn, violent or graphic costumes are to be avoided. No costume “weapons” may be brought to school.
- Due to space constraints, please consider leaving younger siblings at home. No middle school children are allowed.

### **HOMEWORK POLICY**

Students should read at home every night— independently or with parents. To enhance study skills and practice responsibility, students will be responsible for completing out-of-class assignments and tasks. The purpose of homework assignments is to achieve one or more of the following goals:

1. To provide practice needed to develop fluency of a particular skill,

2. To extend or enrich learning beyond that which was accomplished in class,
3. To provide an activity not possible in the classroom,
4. To complete a project the student knows how to do.

Students in grades 2 through 5 will receive an assignment planner to assist them with time management and organization.

Homework due to absences will be given after two consecutive days of illness. If a child is absent due to vacation time, the work missed will be given to the child upon returning. The make-up work will be due in the same number of days( as a minimum) the child was absent, however this is up to the discretion of the teacher.

### **INFORMATION LINE**

Call (913) 239-4600 to access the Blue Valley Tips Hotline. This line provides information about weather- related school closings, Board of Education meeting notes, updates of weekly District meetings, Legislative Hot Lines and Human Resources Hot Line.

### **LOST & FOUND**

Please label student lunch boxes and articles of clothing. A lost and found bin is located in the front atrium. Any unclaimed items will be given to charity.



### **LUNCH PROGRAM**

Each grade level has 30 minutes for lunch. Lunch shifts run from 10:40 AM until 1:20 PM.

Students may purchase a hot lunch or bring a sack lunch from home. Milk or juice may be purchased separately. A menu is distributed monthly. Deposits can be

made at any time into lunch accounts. Make checks payable to BVFNS. Please write your student's name(s) on the memo line. Student lunch cost is \$2.45, Adult lunches are \$3.40.

### **MEDICATIONS AT SCHOOL**

The Blue Valley School District Department of Special Services maintains a policy regarding the administration of medications in the school setting. School personnel are allowed to dispense "over-the-counter" medications with written parental permission.

Prescription medications require the written authorization of a physician in order to be dispensed at school. The following guidelines will be used at Overland Trail Elementary in regard to this medication policy:

1. "Over-the-counter" and prescription medications must come to school in the original labeled container. Medications received in baggies, envelopes, Kleenex, lunch boxes, etc. will not be dispensed.
2. All medication will be kept in a locked cabinet in the health room. A full-time school nurse is available during regular school hours; therefore, it is not necessary for any student to carry medication.
3. Medications will not be dispensed without a Blue Valley medication request and permission form signed by a parent and physician (prescription medications) and kept on file in the student's health folder.
4. Medications will not be stocked or supplied by the school. It is the responsibility of the parent to supply the medication to the health room if they desire their child to receive it at school.
5. The medication request and permission form must be renewed annually.

### **OUTDOOR RECESS**

Recess time is scheduled during the day for students' enjoyment and physical well-being. Recess is an integral part of the school day. We will limit or eliminate outdoor recess if:

- The heat index is 100 degrees F or higher,
- The wind chill is 15 degrees F or lower,
- There is falling moisture.

This does not preclude individual teachers from taking their class out for a few minutes of fresh air; however, teachers will use discretion. All students are expected to participate in recess unless they stay in because of teacher or parent request. Any student with asthma or respiratory problems will be watched carefully on Red Alert days. If parents wish their child to stay in at recess, a note should be sent to the child's teacher indicating the reason(s) for the request. If a child is to be held in for more than three consecutive days, a note from the child's doctor is requested.

### **SAFETY TRAFFIC FLOW**

Always remember: **SAFETY FIRST!** We share a common concern: the safety of your children. Therefore, we require that students:



- Walk, not run, at all times when entering and leaving the building.
- Go directly home after school (unless parents have made alternate arrangements). Use a designated path to walk home.
- Refuse to enter automobiles of strangers.
- Be considerate of other students, especially younger ones.
- Follow all safety rules for school, bus, bicycles and playground.

- Use crosswalks
- Enter/exit vehicles ONLY on the school side of the vehicle.
- No phones or texting allowed in pick-up and drop-off line.
- For more information, check the OTE website [www.bluevalleyk12.org/ote](http://www.bluevalleyk12.org/ote)

### SCHOOL CLOSING

The district uses a weather forecasting agency to assist with assessing weather conditions. Should school need to be canceled or delayed due to inclement weather, this decision will be made by 6 AM. At that time, the District will notify major television and radio stations. Parents also may call the District's Helpline at (913) 239-4600 for weather-related information.

- **One-Hour Delay Start** – Elementary classes will begin at 9:35a.m. This is one hour later than the regular start. Lunch will be served according to our regular schedule. Dismissal will take place as usual at 3:40p.m.
- **School Closings**—All school activities will be canceled for the day. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise you may assume classes will be in session the following day.

Prior to the onset of inclement weather, students riding the bus will be notified by their bus driver if an alternative pick-up point will be necessary (such as at the top of a hill rather than at the bottom).

### SCHOOL SPIRIT



We are the Overland Trail Cougars. The cougar is our school mascot. OTE colors are teal and black. Spirit days are held throughout the year to

encourage spirit in our school and our community.

### SECURITY STICKERS

OTE asks that parents and visitors wear security stickers while in the school. If you are in the school between the hours of 8:00 AM – 4:00 PM, you MUST come to the office, sign in, and pick up a sticker. Visitors are asked to wear a visitor's sticker throughout their stay at the school. This helps us to ensure the safety of our students. We have volunteer and visitor stickers in the office. Thank you for making safety a priority.

### SEXUAL HARASSMENT

The board of education believes that all students and employees are entitled to work and study in school-related environments that are free from sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the District is prohibited. Sexual harassment is defined as sexual advancement, request for sexual favor or sex-based behavior that is neither welcomed nor requested.

Examples of sexual harassment include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtation; advances or propositions; continued or repeated unwanted remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; the display in the school or work place of sexually suggestive actions, gestures, objects, graffiti or pictures.

1. A student who believes that he or she has suffered sexual harassment, or his/her parent or guardian, may report such matter

to a building administrator, nurse, counselor or teacher. If a nurse, counselor or teacher receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Students or their parents may also notify a District-level administrator in Educational Services.

2. Reports of sexual harassment received from other sources also will be investigated.
3. After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary actions will be taken.
4. Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the provisions of this policy.

### **SPECIAL SERVICES**

Special education services and supplementary reading and math classes are offered, as needed, based on individual student needs. Ancillary support services such as occupational/physical therapy, speech and counseling services also are available.

Gifted services are provided for students who are identified by the District. The Gifted teacher also works with the classroom teachers for kindergarten through grade 5 by providing ideas, special activities and classroom lessons throughout the year.

### **STUDENT ENTRANCE AGE**

The Blue Valley School District complies with state law concerning minimum age requirements for entrance to school. No

exceptions can be made to the requirements of the law.

**A. Kindergarten.** A child who is a resident of this school district may attend kindergarten if:

1. the child has attained the age of five (5) years on or before the last day of August of the school year in question; or
2. the child, regardless of age, was a resident of another state and, while residing in that state, entered and was in attendance in an accredited kindergarten in such state.

**B. Grades 1-5.** A child who is a resident of this school district may attend the elementary grades (grades 1-5) if:

1. the child has attained the age of six (6) years on or before the last day of August of the school year in question; or
2. the child, regardless of age, attended kindergarten while residing in another state and completed kindergarten in this state after establishing residency in Kansas; or
3. the child, regardless of age, was a resident of another state and, while residing in that state, completed a kindergarten course maintained by a public school district or by an accredited private, denominational, or parochial school; or
4. the child, regardless of age, was a resident of another state and, while residing in that state, had entered and was in attendance in an elementary grade (1-5), in such state.

B.O.E. Adopted 8/22/83

Legal Reference Update 7/14/03

## **STUDENT PERSONAL APPEARANCE**

Our school is a place for teaching and learning; appearance and attire should be appropriate for this setting. We adhere to the policy as published in the District calendar/handbook.

Dress and grooming must be neat and in good taste so that each student shares in a positive, healthy, and safe environment at school.

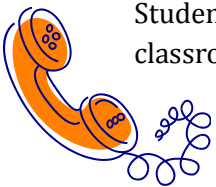
Student attire will be the responsibility of each child within the following guidelines:

1. Dress or grooming may not interfere with the teaching/learning process or cause undue attention to an individual student.
2. Tennis shoes or sneakers will be required of all students participating in physical education classes.
3. Students may not wear hats/caps in the building. Hats may be worn at recess.

When a student's dress or appearance disrupts the educational process or constitutes a risk to health or safety, the student may be required to make modifications as deemed necessary by the principal. Parents will be contacted under these circumstances.

## **STUDENT TELEPHONE USE**

Students may use the phone located in their classrooms or the office. Every attempt should be made to address personal affairs at home such as arranging visits with other students or activities.



## **STUDENT WITHDRAWAL PROCEDURE**

- A. Please notify your child's teacher and the building secretary as soon as possible in the event that your child will no longer be attending Overland Trail Elementary School.

B. Check to see that your cafeteria account is paid in full.

C. Be sure that all library books are returned.

D. Return all textbooks to the classroom teacher.

If you wish to take copies of school records with you, notify the building secretary at least three days prior to withdrawal. We will send records to the new school when we receive a records request.

## **TECHNOLOGY POLICY**

Overland Trail Elementary seeks to integrate the use of technology as an important part of our education program. The opportunity to approach learning in a variety of formats and to access information from a wide range of sources presents exciting learning opportunities. Using fiber optics to connect to a district network, we have access to computers and people all over the world. This also brings availability of material that may not be considered to be of educational value in the context of the school setting. We have taken available precautions, which are limited, to restrict access to controversial materials:

- Students will use the Internet only with the teacher's permission.
- Internet usage will be allowed only during the teacher's presence in the room.
- Students will use only approved search engines or sites bookmarked by a teacher.
- Teachers will preview all incoming messages.
- An Internet filtering system is used.

In addition, the smooth operation of the network relies upon the proper conduct of the user who must adhere to the strict guidelines outlined below regarding



unacceptable and inappropriate use. It is unacceptable/ inappropriate for students to:

- Publicize his/her home address or phone number.
- Send/receive messages using someone else's name.
- Lend his/her account and/or password to other students and/or adults.
- Plagiarize the work of others in completing school assignments.
- Vandalize or otherwise destroy data of another user.
- Send/receive messages that are inconsistent with school rules.
- Send/receive a message that is sexist, racist, or otherwise prejudicial or inflammatory use obscene, harassing or abusive language on-line.
- Violate copyright laws.
- Attempt to log-in to district computer networks as a network administrator.
- Access or attempt to access any part of the District computer networks or any part of a subsystem of the Internet without proper authorization.
- Create, copy or post a computer virus.
- Use communication technologies for commercial use.
- Use communication technologies in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws.

Consequences of Unacceptable Technology

Use: Students violating these guidelines or other administrative guidelines or Board policies, relating to acceptable use of communication technologies, will be subject to any and all applicable disciplinary measures. Possible disciplinary measures may include, but are not limited to, temporary or permanent loss of use of technology.

**TIPS HOTLINE**

The Blue Valley School District has established a Tips Hotline at (913) 239-4600 to report information and/or concerns regarding potentially threatening and/or dangerous situations within the District. Callers can leave a voice mail message with pertinent information. District personnel monitor the mailbox throughout the day. Callers may remain anonymous or leave a name and phone number if they want to be contacted. All information left on this line will be considered serious in nature. Anyone intentionally leaving misleading or inaccurate information may be prosecuted.

**TORNADO/FIRE DRILLS/SEVERE WEATHER/ STORM WARNINGS**

Fire drills are held monthly; tornado drills are held three times per year—twice in the fall and once in the spring. OTE is equipped with a certified tornado shelter located in the dining room. The office contains a civil defense monitor which provides continuous weather information, as needed.

The school has direct contact with the Johnson County Civil Defense Office in Olathe and the Overland Park Police Department. When a "Severe Weather Watch" is put into effect, necessary precautions are taken. No student is kept after school for any reason and all student activities such as music groups and intramurals are cancelled.

When a "Tornado Warning" is received, the students and staff are taken directly to the storm shelter area downstairs. During this time, do not call the school office, as all students and staff will be in the storm shelter area. Children are kept in the shelter area until the "All Clear" signal is received. Students are not released from this area to anyone except their parents.

## TRANSPORTATION CHANGES

For safety's sake, communication is required any time a change in the way your child is going home. Contact the OTE office **before** 3:00pm with any changes. If e-mailing this change, please include both the office and the staff, since staff sometimes doesn't have access to e-mail until after dismissal. Without proper communication, students will be expected to go home in their normal manner.

See topic **BUS PASSES (TEMPORARY)** for more information on changes involving bus transportation.

## OTE WEB SITE

Log on to [www.bluevalleyk12.org/ote](http://www.bluevalleyk12.org/ote) to get current information ranging from newsletters and calendars to cool school activities for Overland Trail Elementary.



## YEARLY ASSESSMENTS

Student performance is assessed in many ways. Teachers use classroom-based measures such as unit tests, performance-based assessment, and weekly tests. Students participate in state/district level assessments. The results of these measures will be communicated to parents through the use of mid-term progress reports, quarterly report cards, conferences, and other contacts.

### MAP Assessments:

Grades K-5: Reading, Math

### Kansas State Assessments:

Grade 3, 4 & 5: Reading, Math, Writing

Grade 4: Science

## YMCA BEFORE & AFTER SCHOOL CHILD CARE -- YCARE

The YMCA provides before and after school child care in our school dining room called YCare. YCare Program hours are from 7:00

AM until school begins and after school (3:40 PM) until 6:15 PM. To sign up, call 345-9622. To receive or report information during childcare hours, parents should call 897-4183.

---

## TIPS FOR PARENTS

---

1. Send your child to school with a smile on his/her face.
2. Praise. Praise. Praise.
3. Provide students an opportunity to apply what they are learning.
4. Share and encourage the joy of reading.
5. Discuss the day-to-day activities of your child's life.
6. Provide your child with a quiet place to study.
7. Volunteer. Your services are always welcomed and appreciated.

---

## SCHOOL HOURS:

---

8:00 a.m. School office opens  
8:15 a.m. Teachers on duty  
8:20 a.m. Breakfast is available for purchase in the Cougar Café  
8:25 a.m. Earliest Student Arrival Time  
8:35 a.m. School Starts  
11:45 a.m. Morning Kindergarten ends (10:35 a.m. on early dismissal days)  
12:30 p.m. Afternoon Kindergarten begins (noon on early dismissal days)  
3:40 p.m. Students dismissed (2pm on early dismissal days)  
4:00 p.m. Teachers off duty/School doors locked

---

## LUNCH SCHEDULE

---

First Grade 10:40 a.m.-11:10 a.m.  
Second Grade 11:15 a.m.-11:45 a.m.  
Kindergarten 11:45 a.m.-12:15 p.m.  
Third Grade 11:55 a.m.- 12:25 p.m.  
Fourth Grade 12:25 p.m.-12:55 p.m.  
Fifth Grade 12:55 p.m.-1:25 p.m.

# General Curriculum Information

## **FULL SERVICE BUILDING PHILOSOPHY**

The Full Service Building concept provides all students the opportunity to receive a well-rounded, quality education that includes all services available within our school. Using this approach, teachers, specialists and staff can help meet the unique learning needs of each student. This team concept allows for the maximum use of time, talents and capabilities of all school personnel.

The total school curricular program is planned around the classroom teacher as the basic mode of instruction. Supporting the teacher are the various specialists whose remedial and enrichment services help to meet our goals and objectives.

This program would not be complete without the efforts and support of our parents through PTO, Scouting programs, volunteering, etc. In an effort to meet the goals and objectives of the “full service concept”, our school and community are working together to provide quality programs and services to our children.

## **DESCRIPTION OF ELEMENTARY PROGRAMS**

The Blue Valley elementary schools employ a variety of educational programs. All elementary schools include a kindergarten-grade 5 structure. Methods of instruction include best practice teaching strategies, self-contained classrooms, variety of instructional resources, cooperative teaching/planning, and continual monitoring of student progress.

Many parent volunteers assist the elementary staff with various clerical and educationally related duties. Strong emphasis is placed on the value of parent/teacher groups with parent education programs an integral part of the total program. Brief descriptions of the various areas of the curriculum follow:

### **READING/LANGUAGE ARTS**

The main objective of our language arts curriculum is to produce effective communicators. Using this integrated program, students expand their abilities to think, listen, speak and write as they engage in the reading process. In addition to state-of-the-art textbooks, teachers provide direct instruction using award-winning literature, computer programs, kits and games. Our reading specialist assists in the classroom and works with some students, individually. Mastery of skills is tested through a management system designed to ensure progress.

## **MATHEMATICS**

The elementary mathematics curriculum focuses on several major content strands throughout all six years. These content strands are Numbers and Computation, Algebra, Geometry, and Data. In addition to acquiring the content knowledge within these four areas, we also emphasize how to use this knowledge. This major strand is called Application. These same five strands also provide the basis for both the middle and high school math curriculum.

## **SCIENCE**

Our science curriculum is based on an inquiry and process approach using hands-on experiments and labs in the areas of life, earth and physical science. Study involves observation, collection and analysis of data, while students develop further questions as they explore science. The program integrates skills in math, reading, writing and technology.

## **SOCIAL STUDIES**

The social studies program uses an interdisciplinary approach to develop sensitive, informed individuals who are prepared for our complex world. Students learn how to use research skills as they study our relationships with the environment. Teaching strategies actively involve the student in the process of inquiry and integrate reading, writing, and math concepts.

## **SPANISH**

All grade levels participate in a Spanish program as part of the elementary curriculum. The goal of this program is to prepare children to express themselves and communicate ideas effectively using the Spanish language. Understanding Spanish culture and learning about Spanish-speaking countries also is emphasized. Active class participation includes games, music, singing and dancing.

## **HEALTH and SAFETY**

The health and safety education program provides students with an awareness and understanding of basic health concepts. The curriculum covers specific objectives that provide opportunities for student involvement essential to understanding health and safety concepts. The school nurse and counselor are available, serving not only to provide nursing and counseling services, but also to act as resource staff in the classroom.

# Traffic Flow Map

Please be aware as you enter and exit the driveway for drop off/pick up during the following hours, it is a **“Right In/Right Out”** only traffic flow.

**7:15am-9:00am**

**&**

**2:45-4:00pm**

**School Days Except for Buses**

