

SANTA FE TRAIL ELEMENTARY SCHOOL

FAMILY HANDBOOK

**7100 LAMAR
OVERLAND PARK, KS 66204**

993-5000

website: smsd.org/schools/santafetrail/



Mission Statement

To provide a safe, caring environment where children respect self and others, pursue learning, achieve their potential and become involved, responsible problem-solvers.

Revised October 2020

FAMILY HANDBOOK

Santa Fe Trail Elementary School

This handbook contains general information about school policies, procedures, and programs. A separate publication with information about curriculum, instruction, and classroom policies/procedures is distributed at Back-to-School Night. Please note that some information contained in this handbook may change during a school year; always feel free to contact the office with any questions.

SFT REOPENING PLAN

Please use the link below to access the SFT Reopening Plan due to the COVID virus. Topic include Social Distancing, Communal Spaces, Arrival & Dismissal, Transitions, Restrooms, Cafeteria & Snacks, Playground/Recess, Classroom, Emergency Drills, Attendance, Instruction, and Nurse's Office/Student Health which has a link to the COVID-19 Assessment for parents to use each day before school.

[SFT Reopening Plan 2020](#)

AFTER-SCHOOL CHILD CARE PROGRAM

An after-school childcare program serves Santa Fe Trail students from the time school is dismissed until 6:00 p.m. The childcare program also offers onsite 3 and 4 year old care. This program is sponsored by YMCA of Greater Kansas City and their telephone number is 913-345-9622.

APPENDIX INFORMATION

The appendix of this handbook contains a listing of district telephone numbers.

ARRIVAL

Please see the Reopening plan for specific details about arrival this year. Students arriving after the 8:10 bell should stop in the office to be checked in. Those arriving after 8:20 AM should be checked in at the office by an adult by ringing the bell. If they are arriving after an appointment, please bring the appointment slip provided by the doctor or dentist.

ART

Each student receives art instruction with the art teacher one period each week as part of the A, B, C, D schedule. The art program provides students with a comprehensive, humanities oriented study of the visual arts. It is a sequentially ordered program covering four major disciplines or components. Through *production* of art, students obtain manipulative and problem solving skills. *Art History* relates the mutual effects that visual arts and the social, political, and economic events have had on each other. *Art Criticism* develops critical thinking and judgment to produce more informed and knowledgeable decision making abilities. *Aesthetics* informs students of theories of art, its formal properties, and helps students understand their individual responses to art and the environment. Information and skills gained are related and transferred to learning in other subject areas.

Student artwork is on display in various hallways of the school and in the display case in the front hall. A framed student art gallery is also located by the office.

ATTENDANCE, ABSENCE PROCEDURES, TARDIES AND TRUANCY

Shawnee Mission K-12 Attendance Guidelines

All students enrolled in the Shawnee Mission School District shall be required to attend school on a regular basis to provide students the opportunity to be successful. Daily attendance records shall be maintained for each student. Absences are at times unavoidable due to illness or family concerns. The Shawnee Mission K-12 guidelines represent an effort to be fair in dealing with absences and to encourage good attendance. Building principals are responsible for enforcing Kansas State Statutes and district attendance guidelines.

The Shawnee Mission School Board has approved six (6) reasons for students to be excused from school. The reasons are as follows:

- Personal illness. (Doctor/Dental/Medical appointments) The school may, with notice to the parent, require verification from a physician of absences due to reasons of health.
- Serious illness or death of a member of the family.
- Obligatory religious observances of the student's own faith.
- Emergency situation requiring immediate action.
- Participation in a Kansas State High School Activities Association activity, a district-approved function, or a school-sponsored activity.
- An absence that has been requested in writing and approved in advance by the building administration.
-

Elementary attendance will be monitored from 8:10 until 3:10. Students are expected to attend school daily and arrive on time.

- Students will be counted tardy AM if they arrive between 8:10 and 8:45.
- Students will be counted tardy PM if they leave between 2:15 and 3:10.
- **At the elementary school level, ten tardies will be counted as 1 unexcused absence.** Excessive tardies will be combined with other unexcused absences for truancy purposes.
- If a student arrives late or leaves early for up to three hours, or is gone for three hours during the day for an appointment described above it will be counted as a half-day excused absence. We encourage students to return to school as soon as possible from appointments during the school day.

K-12 Reporting and Recording of Absences

- An **unexcused absence** is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absence or if the parent or legal guardian does not follow the building attendance procedure.
- Parents or legal guardians are expected to call the building's attendance line to report daily absences, late arrivals, or early dismissals. If a call is not received, school personnel will attempt to contact the parent. If no contact is made within 48 hours, the absence will be counted as unexcused.
- Absences by parent request for family and personal reasons are acceptable provided arrangements are made through the building principal in advance of the absence. These absences will count toward total absences. Students are responsible to complete all make-up work. Students are encouraged to complete work prior to absences when possible.
- Students with excessive absences are at risk of losing credit and/or not mastering grade level standards.
- When a student has reached **7 absences** during the school year, the parents will be sent a reminder letter. After **10 absences**, documentation will be required for all future absences. It is required for each subsequent absence/tardy for illness and appointments the student bring a doctor's note documenting the reason for the absence.
- Per state truancy laws and the Shawnee Mission School District truancy policy, if a student has three (3) unexcused absences in a row, five (5) in a semester, or seven (7) in a year, a truancy report will be filed with the Johnson County District Attorney's office and the parents will be notified. If the student is under the age of seven (7), a report will also be made with the Department of Children and Families (DCF).
- At any time a student's school attendance is a concern, the building administration may require a meeting with the parent or legal guardian to address the issue.

Removing Students Early: Only parents are permitted to take students out of school during the school day. If you would like your child released to anyone else, arrangements must be made with our office. When you know in advance that you will be taking your child out during the school day, it is helpful to send a notice to the classroom teacher. When taking your child out of school, you must first come to the office and **check out the student**. This is for your child's protection. If they are leaving for an appointment, please **send the appointment slip provided by the doctor or dentist to school the next school day**.

Absence Policies

- Please call to report your child's absence before 8:30 a.m. (993-5088). If the school is not notified the absence is unexcused. The school may attempt to contact parents if time allows. Between the hours of 4:00 p.m. and 7:30 a.m., absence information may be left on the attendance line (993-5088).
- Keep your child home if there are complaints of severe sore throat, headache, or vomiting, or if the child has a temperature of 100.0 degrees or higher. Be sure the temperature is normal for 24 hours before your child returns to school.
- Report absences due to a contagious disease to the school health office so that precautionary measures may be taken for those who may have been exposed.
- When students are too ill to remain in school, parents will be notified.
- *Update Skyward to reflect any changed addresses and/or phone numbers for both home and business so you can be reached in an emergency.*

Make-Up Work: Normally, missed work will be made up when the student returns to school. This includes work missed during a family vacation. If the absence may be lengthy, arrangements may be made for make-up work during the absence. This arrangement is at the discretion of the teacher after consideration has been given to the lesson plans during the absence. For a short absence, please request work by 9:00 a.m. and pick it up after school from the office.

Tardies: A student who arrives at school after 8:10 am is considered tardy even if they are late due to a doctor or dentist appointment. They must first go to the office before going to the classroom. Tardiness does not support a student's success in school. Please help your child to establish a routine for arriving at school between 8:00 and 8:10. Promptness is an important lesson for all students to learn. By being tardy, a student misses important morning work, announcements of the day's routines, and interrupts the class that is already in session. As per district Attendance Guidelines:

- Students will be counted tardy AM if they arrive between 8:10 and 8:45.
- Students will be counted tardy PM if they leave between 2:15 and 3:10.

A student is marked tardy when they arrive to the **classroom** any time after the 8:10 bell. Being on time is a life skill that is important to our school, work and private life. Students who arrive punctually have a personal advantage with regard to the school day. They have opportunity to complete the morning assignment, greet classmates, put away personal items, understand the agenda for the day, see the morning broadcast, etc. When students are tardy, both the class and the individual miss out on some important beginnings.

In any one quarter we expect there may be occasionally reasons for being tardy (flat tires, lost book bag, etc.). We realize there are many issues connected with arriving late on a routine basis. Many times it is not the fault of the child; however the child is the one who suffers the natural consequences of being late. Our goal is not to punish, but to solve the issue in the best interest of the educational setting and your child and to avoid long-term problems. Tardy students are to be accompanied to the office by a parent and signed in after 8:20.

TARDINESS must be kept to a minimum. If a student accumulates three tardies in a **semester**, a reminder letter will be sent. After six the teacher will call and another letter will be sent. After nine tardies another letter will be sent with notification that a conference must be held with the principal. Students who are tardy must receive a tardy slip to be admitted to the class. The office will issue the pass to go to the classroom.

According to district Attendance Guidelines:

- **At the elementary school level, ten tardies will be counted as 1 unexcused absence.** Excessive tardies will be combined with other unexcused absences for truancy purposes.

Truancy: Truancy is defined as any three consecutive unexcused absences for all or a significant part of a school day, any five such unexcused absences in a semester, or seven such unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant for the whole day.

It is up to the school to decide whether an absence is excused or not. It is also the responsibility of the school to notify the parent or guardian when the above conditions are present. A truancy referral would be generated to the District Attorney's Office after such notification and continuing unexcused absences. Problems with truancy are often linked to tardies; chronic tardiness to school often precedes attendance problems.

BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLER BLADES

Please exercise parental discretion about letting your children ride their bicycles to school. Children in grades three through six may ride bicycles to school alone but carefully consider if your child is mature enough to exercise good judgment and has the physical skills needed to handle a bicycle safely. Do not hesitate to tell your child that you do not want a bicycle ridden to school if you question your child's ability to assume this responsibility. Students in younger grades can ride bicycles with an accompanying adult.

If your child will be riding a bicycle, take the time to discuss the hazards of riding on city streets. Children need to understand that they cannot count on the good judgment of others to protect them. The use of a bicycle safety helmet is strongly encouraged. **Skateboards, scooters, and rollerblades may not be brought to school.**

BIRTHDAYS

Our elementary school is implementing a "no birthday treats" guideline beginning with the 2018-2019 school year. Birthdays are celebrated within the classroom teacher's guidelines. Ask your child's teacher for details. See the section on **Food Brought to Share with Others** for more information. Children will not be allowed to distribute invitations to personal birthday parties unless every student in the class receives an invitation.

On your child's birthday (or half-birthday in case of summer birthday), your child will be receiving a pencil from the principal.

BOUNDARIES

The northern boundary for the Santa Fe Trail attendance area is Shawnee Mission Parkway; 75th Street is the southern boundary. The western boundary is Metcalf Avenue, and Nall Avenue is the eastern boundary.

BREAKFAST

A breakfast is served daily from 7:50 to 8:10. Students are dismissed to class after finishing. Your child gets milk, juice, and a choice of menu items ranging from cold cereal to cinnamon roll. The price of the breakfast may be deducted from your child's lunch account. If your child qualifies for reduced price meals, the cost for breakfast is reduced. Students qualifying for free lunch also get free breakfast. Parents may join their children. Our breakfast is a great way to start the day! Students arriving after 8:00 for breakfast will be take it up to their classroom. (Students this fall can have meals for free until the federal money runs out in December or January.)

CHILD ABUSE

When a school employee has reason to suspect that a child has been injured as a result of physical, mental, emotional or sexual abuse or neglect, the employee is required to report the matter promptly in accordance with Kansas's law. The reports are made to the Kansas Department for Children and Families or to the appropriate law enforcement agency if they are not open. A report to the Kansas Department for Children and Families is a confidential matter.

Sometimes parents may call the school if they are concerned that a child they know is being abused by a parent, sibling, relative, neighbor, etc. Whenever this happens, we encourage the person calling to make a report directly to the Kansas Department for Children and Families. It is always best if the person making the report has the most direct information. The number is 1-800-922-5330.

CLASS PLACEMENTS

In the spring of each year, the classroom placement procedure for the following school year begins. Our ultimate goal is to ensure that every student has the best possible placement each year. This is a difficult task since the best placement is greatly affected by the overall classroom make-up that a child's teacher has to work with. Classes are constructed in such a way to meet the following criteria:

- Even mix of males/females in all classes at a given grade level
- Combining and placement of students academically to best meet their needs
- Combination of social/behavioral levels in all classes
- As near equal class sizes as possible in all classes at a given grade level

Beyond that, we look at students with clearly exceptional learning or behavioral needs and see if there is one particular teacher's style or strengths that would benefit that student more than another. We also look at the social dynamics between certain students, and if our experiences tell us that two or more students have a negative influence on each other when they are together in the classroom, then we may ensure they are placed in different classrooms.

When placement decisions are made, it is a combination of the classroom teachers, special teachers, parent input, and building principal. Parents can provide specific information for consideration in the form of a letter to the principal.

A specific teacher cannot be requested. Parent input does not guarantee any particular placement. While we will certainly take parent information into consideration, we cannot allow that information to be used to create unbalanced classes.

Students will be notified of their classroom placements at the Annual Meet & Greet where they can meet their teacher and place supplies in their desks.

COMMUNICATION BETWEEN HOME AND SCHOOL

Back-to-School Night is scheduled in the fall. It provides an opportunity for parents and teachers to meet. Information is provided about curriculum and instruction and about the PTA. The faculty shares information about goals and how they will work to achieve them.

Report cards are posted four times a year. Grading symbols are defined on the report cards. In most academic disciplines, in fourth through sixth grades, students receive letter grades (A, B, C, D, F). In primary grades, students are marked S (Satisfactory), I (Improving), N (Needs Improvement), and U (Unsatisfactory). At the end of the third grade, teachers will provide a transition from the primary grading system to the intermediate grading system.

The classroom teacher will request a fall conference with every parent during conference days. Teachers will send home conference times well in advance of the fall conference dates. We ask that parents make every attempt to meet during the scheduled time since teachers will have little flexibility to rearrange times. However, if a time is not workable, contact the school to arrange another time.

A spring conference is arranged at the request of either the parent or the teacher. Additional conferences will be arranged whenever the parent or the teacher perceives the need. If a child needs help, teachers will not wait for grade cards or conferences to communicate with parents. Conferences are a vital time; please make every effort to attend them.

Classroom teachers may post online a minimum of one newsletter per month. These newsletters will inform parents about class activities, curriculum, and special events.

School information is communicated through email and text message at least weekly. Please check for updates often and let the secretary know if you are not receiving these notifications.

Parents may communicate with teachers at any time. Sending an email, writing notes or telephone discussions are very efficient. Messages may be left on the teacher's voicemail, and teachers will make every effort to return calls during their next available block of time. If you need to meet at length with a teacher, please schedule the meeting ahead of time.

Parents are encouraged to observe in the classroom. Observation in the classroom gives parents an opportunity to evaluate their child's participation, and it provides greater insight into curriculum, teacher expectations, and classroom procedures. *Please check with the teacher before visiting so your visit can be scheduled at a time when the class is in the room and no tests are being given.*

All visitors are to report to the school office upon entering the building. If you are volunteering, have a meeting, or are eating lunch with your child, you are asked to check-in and wear your Raptor badge during your stay. Please return the Raptor sticker to the office at the end of the visit so you are checked out of the building.

Board of Education meetings are generally held on the fourth Monday of each month at 7:00 p.m. in the McEachen Administrative Center. The public is invited to attend.

State law requires that each Kansas school have a School Site Council to provide school and community input. The Council is composed of the principal, teachers and other school personnel, parents of students attending the school, students, a business community representative, and other community members.

Quarterly School Site Council meetings are scheduled by the principal. An agenda is prepared and distributed to members at least five days prior to the meeting. Minutes of each meeting are maintained. Parents are encouraged to provide input. Please call the office if you want a list of council members and meeting dates.

CRISIS PLAN

Should a crisis or a potentially dangerous situation ever occur at Santa Fe Trail, the staff has a plan in place to handle emergencies and keep students safe. If needed, this plan will be immediately implemented and the proper authorities such as police or 911 will be called. If the school should need to be evacuated, all students would go to a designated location. Email and text alert systems will be utilized in the case of an emergency for quick contact.

Part of an effective crisis plan involves being proactive in keeping a school safe and secure. All visitors must report to the office. The faculty will immediately report any stranger in the building or on school grounds who

is not wearing the appropriate identification provided by the office. Additionally, all outside doors except for one door at the main entrance are kept locked during the school day.

CUSTODY AND COURT ORDER INFORMATION

In order to protect our students, it is imperative that the office has a record of any custody or court order arrangements that affect the child while at school. This includes any orders that prevent a parent or other person from picking up or having contact with a child. Please provide the office with any legal documentation that outlines specifics for which the school could be responsible. This documentation should be an original document with a court seal. In case of any questions, please contact the principal.

DIGITAL LEARNING INITIATIVE

The students and staff are excited and pleased with the technology advantages offered at Santa Fe Trail. All students have an iPad assigned to them for educational purposes. The iPads for students in Pre-K through 2nd grade are kept in carts in the classroom. Fourth through sixth grade students have locations in the classrooms to charge them overnight.

iPads

Students agree to the following iPad expectations:

- **Lock Shot:** My lock shot is to be a picture of myself taken at school. I will not change this without teacher permission.
- **Background:** My background may only be chosen from the Apple Wallpaper available in General Settings.
- **Not for School Use Folder:** This folder includes games I have downloaded, FaceTime, Music, and any other items my teacher tells me to put here. I will not access this folder while at school unless my teacher gives me permission. *Students new to the district do not have access to downloading apps.*
- **Toolbar:** Toolbar includes icons for Safari, Mail, and Settings.
- **Pictures and Videos:** I will not store personal photos or videos on my iPad. If I take photos or videos at home it will delete them before returning to school.
- **Social Media:** I will not engage in social communication during school hours unless it is part of a class assignment.
- **iPad Storage:** My iPad will be kept secure in my backpack when I travel to and from home and school.
- **Stylus and Earbuds:** I will have my stylus and earbuds with me in class whenever I have my iPad.
- **No Expectation of Privacy:** Any adult at school can access my iPad at any time. The iPad is not my personal property and is to be used for educational purposes only at school.

DISCIPLINE

Santa Fe Trail Elementary School has three Guiding Principles that students are expected to exhibit in all areas of the school called the ABC's of SFT:

Actively Engaged

Be Safe

Caring

The Santa Fe Trail staff encourages your support and reinforcement of the Guiding Principles and their implementation. An element of an effective school is a safe and orderly environment so students and teachers can be engaged in learning experiences. **We are serious about providing a safe learning environment for all children.** The Guiding Principles / Student Expectation will be thoroughly taught by all staff and reinforced throughout the year. Students who experience a problem with a Guiding Principle may be asked to move to the safe seat and fill out a Think Sheet that allows the child to think through the behavior and to assume responsibility for the actions. The Think Sheet is designed to be a learning tool that enables the child to grow from the experience. Additional consequences to writing the Think Sheet may be determined by school staff depending on the situation. Major problem behaviors will result in office referrals and further consequences.

Incidences involving physical contact and/or any type of harassment (verbal or otherwise) and/or threats will be taken very seriously. Actions taken will range up to out of school suspension for several days. The school may increase or accelerate any consequences if an individual situation warrants such action.

If you have any concerns about how your child is being treated by other students, please let the teacher know so the situation can be thoroughly investigated. While all members of the staff work diligently to supervise students in all situations, things can happen of which we are unaware. Parents can be a valuable resource in providing the school with information of such happenings.

We encourage all families to discuss these expectations with their children and to reinforce appropriate behavior. Let's work together to establish high expectations for our children. *All SMSD policies and procedures will be followed.*

DISMISSAL

Please see the SFT Reopening plan for specific dismissal details for this year. Dismissal arrangements should be in place and students picked up by 3:25. Students are taken into the building at 3:25 to call to see if their ride is coming. Students are released by the adult supervising them to parents when they come inside. If a change must be made in dismissal – how a student will get home or who will be picking them up, please notify the office before 2:30. The end of the day is very busy and classes may be in different locations. Time is needed to be sure the teacher has the correct information to share with the student. With multiple calls coming in, it is often difficult to ensure that these important messages are conveyed. When these messages are received early, we can often not interrupt instruction in a classroom. Thanks for assisting us in keeping everyone safe.

DISRUPTIONS DURING THE SCHOOL DAY

Since instruction time has a direct effect on the amount of learning for students, we do not want to disrupt instruction unless it is absolutely necessary. In an effort to reduce disruptions, we ask that parents bring items needed by a student to the office rather than deliver them to the classroom. When you need to speak with a teacher, please call his/her voicemail and leave a message or email them to call you when they are available.

DRESS CODE AND CLOTHING NEEDS

According to board policy, the general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the education process, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the consequences. Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols, or depictions of gangs, illegal substances, or alcoholic beverages may not be worn. Hats will be worn outside only or on a specific hat day.

Recess is an integral part of the school day and proper outdoor clothing is essential. Please see that your child is prepared for abrupt weather changes at times of the year when the weather may take a sudden turn for the worse. *Warm coats, gloves, and hats are necessary for cold weather and boots are needed in times of snow.* For safety reasons, we ask that each child wear gym shoes during physical education classes. **No flips flops, slides, platform shoes, sandals or shoes that do not fit snugly to the foot are to be worn to school.** This rule is in place as a safety precaution for your children. Students need appropriate footwear for recess each day.

The Shawnee Mission PTA Area Council operates a clothing center. If a child should need clothing that the family is unable to provide, contact the principal or school nurse. They will put parents in touch with agencies that can provide needed clothing. Inquiries will be kept confidential.

DRILLS: FIRE, SEVERE WEATHER (TORNADO), AND CODE RED

Fire drills are conducted quarterly, and three severe weather drills are also conducted during each school year. The civil defense warning system informs school personnel about severe weather. During a tornado warning all children are taken to the designated storm shelter area and kept there until an "all clear" is sounded. The basement area serves as the storm shelter. Students may only be released to their parents or to an authorized adult during a severe weather warning. In the event of a warning that extends beyond the school day or if an alert is received at dismissal time, children will be kept at school until the "all clear" sounds or they are picked up by their parents.

The school also conducts monthly Emergency Preparedness Drills during the school year. The purpose of these drills is to keep all students safe in locked classrooms in the event there is an intruder or some other dangerous situation in the building and practice remaining inside if there are issues in the vicinity of the school.

EMERGENCY SAFETY INTERVENTIONS

Book: SMSD Policies

Section G: Personnel (Licensed and Non-Licensed)

Title: Emergency Safety Interventions

Number: GAAF

Status: Active

Adopted: February 23, 2015

Last Revised: August 15, 2016

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state of any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving, the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students: Using face-down (prone) physical restraint;

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such

as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position.

Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent, the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contact the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the

ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback to comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis.

At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a section 504 plan such student's IEP team or section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private schools shall help facilitate such meeting.

For a student without an IEP or section 504 plan the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

ENGLISH LANGUAGE LEARNERS

Shawnee Mission schools support English Language Learners in our neighborhood schools.

ENHANCED LEARNING

This program serves students who are identified based on very high scores on individual aptitude and achievement tests. The students attend classes one day each week here at SFT. Classes focus on enrichment and extension of the curriculum. The Enhanced Learning teacher is responsible for the Individual Educational Program (IEP) and facilitating the Enhanced Learning Class.

Prior to a child's placement in Enhanced Learning, parent contact is made by the classroom teacher and interventions are done through a tiered system before permission for testing is obtained. This ensures parent awareness, participation, and consent in all phases of referral, screening, and service. Parent permission is required before a student may be served in the Enhanced Learning program.

FIELD TRIPS

Due to COVID-19, there will not be field trips this year. Virtual field trips are an option. Field trips are educational experiences that relate to the curriculum and require travel from the building to have an opportunity not available within the school. These trips are usually made by bus and are normally in the Greater Kansas City area. Parent permission is required before a student may participate in a field trip.

Parents will receive written information as to the purpose, time, and location of each trip. Our PTA covers the cost of field trips here at SFT.

FOOD BROUGHT TO SHARE WITH OTHERS

Classroom Celebrations

Our elementary school is implementing a "no birthday treats" guideline beginning with the 2018-2019 school year. This decision was made after much thought and discussion at the building and district level. Many schools have already implemented this guideline. There are a variety of reasons why we are making this change, the main one being to coordinate with our district's wellness policy on making healthy choices, in alignment with federal regulations.

Other rationale for restricting treats at school include the following concerns:

- **Allergies:** Due to the increasing number of students with food allergies, schools have had to be extremely careful with any food items entering the school building. It is a safety issue and something that we need to take very seriously.
- **Promoting Healthy Lifestyle:** The federal Centers for Disease Control and Prevention estimates that one in six school-age children are overweight; triple the proportion in 1980. The agency has projected

that one in three children born in 2000 will eventually develop a form of diabetes linked to being overweight.

- **Equity:** Some parents are not able to provide treats for their child on birthdays or special days because of financial hardships.

The purpose of this change is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating, physical activity and healthy choices. This change brings together current research to create guidelines that help us with healthy choices for all of our students. If you are interested in reading the district's policy on wellness, it is available on the District website.

- Three **elementary parties** per year may be celebrated with food, following specific guidelines:
 - All foods brought to school for sharing at parties must be in labeled packaging by the manufacturer. (Exception of whole fruits/vegetables).
 - All labeled food items must be checked by the classroom teacher and school nurse.
 - No homemade food items should be provided to share at the parties.
 - Teachers/staff members are responsible to follow all safety measures when providing food in the classroom, fieldtrips, parties, etc.
 - No carbonated sodas or energy drinks will be provided to students.
- Students are allowed and encouraged to have water bottles in the classroom.
- No food or beverages will be provided or sold in competition with food service during the meal serving times.
- Food may not be ordered for delivery during the school day for student consumption.

HEALTH

Please see the SFT Reopening Plan for specific details due to COVID-19. A registered nurse with a Bachelor of Science degree and a valid Kansas School Nurse Certificate staffs the health room. The responsibilities of the school nurse include screening vision, hearing, maintaining health records; providing first aid; assessing illnesses; notifying parents of communicable diseases; monitoring daily attendance; administering medications as ordered by physicians; and planning with the staff to provide a safe environment for students. The nurse provides resource materials that relate to health and safety, and she teaches special units in the classroom. She also participates in planning programs for exceptional children and serves as a health consultant to students, parents, and teachers.

School nurses are not authorized to practice medicine by prescribing medications or making diagnoses. If non-prescription medication is given by the nurse, it must be accompanied by signed parent instructions. The parent may arrange to come to the health room to give the medication to the child.

Prescription medication can be administered by the school nurse if it is sent to school in the original container showing a current prescription with the child's name and dosage. This prescription may serve in place of a written order from the physician and **must** be accompanied by a signed note from the parent. Medication should be delivered to the nurse's office immediately upon arrival at school. Students may not keep any medicine in their possession while at school. Do not send unlabeled medication. Students who have a cast, sutures, or an incapacitating injury should bring a doctor's note detailing any limitations in school activities.

All children are given individual hearing and vision tests by the school nurse. Parents are notified if the child needs further examination by a health care professional. The district provides an audiologist to examine hearing at no charge when the school nurse refers a student.

If a student has a significant injury or illness at school, the nurse will notify parents immediately. Shawnee Mission Health Policies require that children with the following symptoms must be excluded from school:

- Temperature of 100.0 degrees or markedly below normal with symptoms of illness
- Severe colds, sneezing, and cough (non-allergic)
- Red or discharging eyes (non-allergic)
- Upset stomach, vomiting, and/or diarrhea
- Undiagnosed rash, skin lesions, or suspicion of contagion

A student should be symptom-free for 24 hours before returning to school. Please call the school and report your child's illness during any absence by 8:30 A.M. Call 993-5088 and leave a voicemail message if it is after hours.

Kansas law requires that a Kansas Certificate of Immunization Form be completed for all students. A completed Health Assessment Form is required at the time of initial enrollment a physical exam is required for all students who enroll in a Kansas school for the first time. Dental check-ups are recommended but not required.

Parents are encouraged to make appointments for medical and dental services after school hours or on Saturday. The school recognizes that this is not always possible. Students will be excused for appointments during school hours if the school is notified. Parents must pick up the student from the school office. A student who is gone more than two hours (excluding lunch and recess) because of an appointment will be marked absent one-half day.

HEALTH AND SAFETY INSTRUCTION

Health and safety instruction is a part of our school's curriculum. Health education is taught by the classroom teacher. The four key concepts in the curriculum include physical health and safety, mental health, chemical substance use and abuse, and growth and development. Early in the school year, teachers instruct students in safety to and from school, safety in the building, playground safety, bus safety, and school emergency procedures. These safety rules are reviewed and reinforced throughout the year.

AIDS and Human Sexuality are a part of the school's curriculum and are mandated by the state of Kansas. The school nurse is in charge of this part of the curriculum, and parents are informed prior to the instruction. Parents also have the opportunity to review the curriculum and materials prior to the lessons. Parents may choose to have their child not participate in these programs by notifying the school nurse or principal.

HOMEWORK

Homework is an integral part of a student's total learning experience. Homework appropriate to a student's age and maturity helps a student develop responsible patterns of behavior and retain what has been learned. Since homework is an extension and reinforcement of classroom learning experiences, it should be at a level of difficulty where students can work independently. Teachers provide specific information regarding homework at Back-to-School Night.

A general guideline for homework is that daily homework should not exceed ten minutes for each year in school (Example: The fifth grade maximum would be 50 minutes daily). Parents are asked to set aside the appropriate amount of time each night and establish that as at-home study hour. **If your child has no homework on any given night, an equivalent amount of time should be spent reading for pleasure.** Parental support in establishing the importance of homework and the expectation that it be completed is vital to a child's success. If you find that your child consistently works longer than the recommended amount of time for the grade level or if there are other difficulties, please contact your child's teacher.

HOURS

Office hours:	7:30 a.m.- 4:00 p.m.
1st-6th grade hours:	8:10 a.m.-3:10 p.m.
Kindergarten hours:	8:10-3:10 Students are brought out for dismissal about 3:05 p.m.
Pre-K:	8:15-11:00 a.m. or 12:15-3:00 p.m.

EARLY DISMISSAL HOURS

Kdgn.-6th grade hours: 8:10 a.m. - 12:30 p.m.
Pre-K: No school on early dismissal days

Students are allowed to enter the gym at 7:40 unless they need to arrive earlier for a class, or club meeting. Supervision is available beginning at 7:50. If a student wishes to eat breakfast it is served from 7:40-7:55. Ideally, students' not eating breakfast should arrive around 8:00.

On early dismissal days, grades Kindergarten - 6 will begin at 8:10 and dismiss at 12:30.

LIBRARY/MEDIA CENTER

The Library Media Center at Santa Fe Trail is a vital link in the total curriculum. Students are scheduled to visit the library at least once a week, but **they may come any time during the school day with the permission of their teacher**. The objectives of the library program are (1) to establish varied and lasting reading interests; (2) to develop basic library research and study skills; (3) to stimulate interest in and to instruct students and teachers in the use of all types of media materials; and (4) to provide materials and related media to meet the needs of students and teachers.

Kindergarten and first grade students may check out one book per week. Second through sixth graders may check out the same number of books as their grade level per week. Up to three books per week may be checked out by fifth and sixth graders

Students are allowed to check out if **ALL** overdue materials have been returned to the library. Overdue notices are sent home with students after they have forgotten a book for four weeks. If the book is not returned by the end of the second month, the book is considered lost, and the student is required to pay for the book.

If a library book is lost or damaged beyond repair, the student is required to pay the current list price to cover the replacement of the book. The student may check out materials only if the lost or damaged book has been paid for or replaced. Lost books must be paid for before the end of the school year. If a lost book is paid for and later found and returned, a minimum fee of \$1.00 will be retained and the balance will be refunded.

Parents are welcome to visit the library at any time. Parents are invited to check out books. Any parent who wishes to check out books from the Santa Fe Trail library may do so by giving their name and contact information to the librarian.

LOST AND FOUND

A lost and found table is located outside the gym and a box below the table also has found items. Any article found on the playground or in the school building will be placed on the table for a few weeks. Please have your child check the table for lost items and feel free to check yourself. Small valuables are kept in the office. Unclaimed items are donated to charity. It is helpful if all items were clearly labeled with the child's name. This would include labeling tennis shoes, boots, coats, sweaters, jackets, hats, gloves, book bags, lunch boxes and notebooks.

LUNCH

Students may bring their lunch or buy a school lunch.

Students bringing lunch but wishing to buy milk or students wishing to purchase extra milk may purchase it by the carton through their lunch account. Contact the office for current milk price information. Any student may have water from the fountain at lunch. Healthy food and beverages are encouraged and sodas avoided in the lunchroom. A written doctor's verification must be on file of student food allergies.

Free and reduced lunches are available for limited income families. Information about free and reduced lunches is available on the SMSD website. If at any time during the year family income should decline, check you are welcome to apply for free and reduced meals. The application is available on the website and inquiries will be kept confidential.

Hot lunches (which include one carton of milk and/or juices) may be purchased by students. The cafeteria uses an automated lunch system; each student receives a bar-coded lunch ticket. Parents may deposit any amount into a child's account; checks are payable to Santa Fe Trail School. Please check with the school office for current lunch price information. Payments may be made to your student's account through the Internet. The web site address is <https://payments.efundsforschools.com/v3/districts/55790> The student's ID number is needed for all transactions.

The web site allows you to combine the payments for each student in your family into one transaction. There will be a usage fee assessed for this transaction. Payments can be made by check or cash at the school or by credit or debit card online. Parents can monitor student purchases online. Reminder phone calls for negative balances are made to elementary and middle school students. All students will receive calls for low account balances.

MAKE-UP WORK

Students absent one week or less will be allowed double the amount of time absent in which to make up missed work. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students whose absence extends longer than three weeks may qualify for homebound instruction.

Since children need to be in school, parents are asked to plan family vacations when school is not in session. Teachers will make efforts to provide some work in advance of the absence, but it is not required that all work be given prior to the vacation. School work that is missed during a vacation is to be made up after the vacation. All necessary materials will be provided to the student upon returning to school.

MORNING ROUTINE

At 8:10 each morning, announcements are generally broadcasted from the office. Announcements include the day's lunch menu and reminders about special activities and events. Immediately following the announcements, each class recites the Pledge of Allegiance. The pledge may be followed by the recitation of the ABCs of SFT.

MUSIC

The elementary music education curriculum is designed to provide all students with the opportunity to develop their musical potential and understanding of music through active participation. Listening, singing, rhythm, movement, and theory are the skills that are stressed. Every student has music twice a week for thirty minutes, except kindergarten students who have two twenty-minute sessions. Students have an opportunity to use melody bells, rhythm instruments, recorders, ukuleles, autoharps, and electronic keyboards at appropriate grade levels. Listening to literature introduces great works of music from the past and the present.

The strings program begins in fifth grade. Beginning and advanced groups each meet twice weekly for thirty minute sessions. Golden Strings is an Honor Group for 5th and 6th grade string students. Students are chosen by audition in the spring. Golden Strings meets once a week at 7:00 a.m. at a centrally located North Area

elementary school. Students are bussed free of charge to their home schools after rehearsals and arrive in time for regular classes.

The band program begins in fifth grade. Beginning (5th Grade) and advanced (6th Grade) bands meet twice weekly for thirty minute sessions. The North Area Honor Band is for outstanding 6th grade band students. It is an outgrowth of the elementary school band curriculum in the North Area. Members from eight schools rehearse once a week after school beginning in September and continue through April. The Honor Band performs a November concert, with the North Pep Band at a basketball game in January, and a concert with other area honor bands in March. The Honor Band has been selected to perform at the Kansas Music Educator's Association In-Service Workshop twice since being organized as part of the North Area band curriculum.

Students in the fifth and sixth grades have the opportunity to participate in the Santa Fe Trail Choir. If your child is interested in being in the strings, band, or choir, contact your child's music teacher through the school office.

OBSERVATIONS IN CLASSROOMS

Due to COVID-19, visitors are not allowed in the building this year.

PARKING AND TRAFFIC INFORMATION

Please do not park or leave your car unattended in the loading zone in front of the school. This area is marked with signs that identify it as a "loading zone." When cars are parked in this area, it is difficult to pick up children at the curb and traffic flow is impeded.

Encourage your children to walk to and from school. Carpool with your neighbors as much as possible. Students should walk on sidewalks where they are available and cross streets at the corners where the crossing guard is on duty. The crossing guard is located at the intersection of 71st and Lamar. The guard's responsibility is to assist students in watching for traffic in order to help ensure a safe crossing of 71st & Lamar streets. Observe the signs on 71st Street in terms of allowance for legal turns/no parking. The crossing guard and staff members should be obeyed in all matters regarding safety. Bicycles are to be walked on school grounds. Only students in grades 4, 5, and 6 may ride bikes to school.

When parking in the south Staff parking lot, please do not block staff members' cars as they may need to leave to attend meetings, etc. The center area must be left open for busses to pass. Also leave a driving lane in the north parking lot. If possible, it is suggested that use of the north lot be avoided at dismissal time; children crossing the lot pose a safety risk.

Please model appropriate pedestrian behavior for your children. When parents get out of their cars and walk across the driveway rather than use the sidewalk or crosswalk, children observe them and are tempted to do the same. Most children cannot understand that it is O.K. for parents to cross the driveway but not safe for them.

Discuss pick-up procedures with students who ride with you. Teach them to make eye contact with a driver before walking in front of a car. Make a plan for circumstances that might delay you. Children need to know exactly what to do when they walk outside and you have not yet arrived or are not visible.

When waiting in your car to pick up a child in the circle drive, wait adjacent to the curb and drive forward when space is available. **Do not drop off or pick up children from the left lane of the drive.** This is a safety risk because it requires the children to cross the right lane. For safety reasons, students should not get out of vehicles on the grassy areas past the canopy. The grass is slippery when dry and even more dangerous when wet or icy. **All students exiting the building who need to cross the drive must do so at the crosswalk by the main exit. Do not park in the parking lot and wave your child across the driveway. A traffic flow map is included in the back of the handbook.**

Please allow the teachers to monitor the students in the designated areas at dismissal. Adults should gather the children they are picking up and clear the front area quickly so the staff can monitor those that remain and hear when a student is called for by radio. Please make arrangements to communicate with the teacher at a different time to allow her/him to properly supervise the students.

When you come inside to pick up your child, please wait in the front hallway. Waiting outside a classroom can be a distraction during a time when teachers are giving instructions at the end of the day.

PERSONAL ITEMS BROUGHT TO SCHOOL

Students **are not to bring privately owned play equipment or electronics to school** unless it is by teacher request for a special occasion. The school cannot assume responsibility for any such items students may bring. If your child brings an item to school for a special occasion, please make sure you have given your permission. If a student brings an item to school without permission, the teacher may keep it for safekeeping until the end of the day. If you have any questions, contact your child's teacher.

PHYSICAL EDUCATION

Grades K-3 have physical education for a week as part of the A, B, C, D schedule. In the primary grades, gross and fine motor skills are developed in game situations. The intermediate grades begin working on skills and rules needed for team sports and lifetime activities.

Physical education has as its basic principles the development of the individual physically, mentally, emotionally, and socially. A component of the physical education curriculum emphasizes wellness concepts and practices. The objectives of the program provide students a broad range of information pertaining to health and fitness. To promote a habit of fitness, each class will take a fitness break of approximately fifteen minutes on days when physical education is not scheduled.

Field Day is held in May. The focus of field day is cooperative rather than competitive. These activities are planned and coordinated by our physical education teacher. Sixth graders aid the children and operate the events. Parents are welcome to come and watch the fun! Sixth-grade students participate in the District Olympic Festival that is a special field day activity just for them.

PHYSICAL EDUCATION PARTICIPATION

Students are excused from physical education upon written request of a doctor or parent. Notes need to be delivered to the nurse's office where they will be kept on file and forwarded to the physical education teacher. Parents are contacted if there are any questions. If a student is unable to participate in physical education more than five days, a medical exemption is required with a note from the student's physician. The decision to excuse a student from physical education may be made only by the nurse, parents, or physician. Students are not given the option to determine their nonparticipation.

PROMOTION, RETENTION, AND ACCELERATION

The rate of a child's progress through the school program is based on each child's unique needs. The decision to promote, to retain, or to accelerate students is based on consideration of all facets of child development. Parents are always involved and must give their consent when retention or acceleration of students is considered. District procedures must also be followed.

PSYCHOLOGIST & SOCIAL WORKER

The school psychologist and social worker are members of a team that provides diagnostic services for all students and support services for students who are in students in the building. Each team serves several schools.

PTA Objectives and Activities

Every child – One voice!

Santa Fe Trail Parent Teacher Association is a local PTA unit organized under the authority of the Kansas Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers. Our PTA is open to all parents, teachers and interested Santa Fe Trail supporters. Memberships are available year-round for a reasonable cost. Membership in PTA shows support of the following objectives:

- To promote the welfare of children and youth in home, school, community, and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Santa Fe Trail PTA board consists of offices of president, 1st vice-president (membership/classroom programs), 2nd vice-president (student programs/family events), 3rd vice-president (ways and means), secretary and treasurer.

PTA meeting times are printed in Trail Talk, and are open to all interested parties, whether they are PTA members or not.

The PTA sponsored programs reflect the needs and interests of the Santa Fe Trail students and families.

- **Family and community programs:** A welcome back event is held the evening before school begins, all-school carnival, community pre-school story time, free or low-cost family fun night events through out the year, kindergarten round-up, skating parties, and a free school directory.
- **Student programs:** Alcohol and drug awareness programs, Chat N Chew book club, Citizenship Contest for 5th and 6th graders, cultural arts presentations and assemblies, safety – bike and bus, Variety Show, Yearbook, and funding for some SFT club activities. ***The majority of PTA fund raising supports free or low-cost field trips for each grade level.***
- **Ways and Means:** Book Fair, Box Tops, Entertainment Book sale, Gift Wrap sale, Recycling, Walk-a-Thon and other forms of passive fund raising. Our fund raising activities are made up of both active fund raising (selling items) and passive activities (making money on items or activities that you already have or use, i.e. newspaper and cartridge recycling, Scrip gift cards and Box Tops). ***The funds earned make low cost field trips, cultural arts events and building extras possible. Every student benefits equally!***
- **Teacher and staff support:** Room parents, funding of special teacher request needs, popcorn parties, Teacher Appreciation Week, Accelerated Reader and library funding, and funding for miscellaneous student incentives and rewards.

Santa Fe Trail PTA is a non-profit organization and all our committees are run by volunteers. ***Please consider volunteering your time when possible in our Santa Fe Trail community, whether it is in your child's classroom, on one of our committees, or at a SFT event.*** Not only does your child benefit, but the SFT community does as well! Have a great school year!

READING SPECIALIST/INNOVATION SPECIALIST

The Reading Specialist assists in all aspects of the reading program. She participates in planning appropriate curriculum and acts as a resource for materials and ideas for classroom teachers. Other duties include administering the building reading testing program, assisting in the district and state testing, diagnosing individual students and participating in the general education intervention planning. Her primary responsibility is working with students who need extra support.

RECESS GUIDELINES

All students are expected to participate in recess. Generally, if a child is too sick to go outside for recess, the child is too sick to be in school. There may be occasional exceptions to this rule, but it is a reasonable guideline. A written doctor's request for indoor recess will always be honored.

There will **not** be outdoor recess when:

- The temperature is 15 degrees F. (-13 C.) or below.
- The wind chill index is 0 (-18 C.) or below.
- There is significant falling moisture.

Teachers may take their classes out briefly for fresh air at their discretion. Please make sure your child is properly dressed for cold weather. This includes boots, hats, gloves, and a warm coat.

RECORDS

Student records are kept for each child. Information is incorporated into each student's cumulative record folder and is for school use only. Records include academic work, level of achievement, grades, attendance data, scores on standardized aptitude and achievement tests, health data, family information, teacher/counselor ratings or observations.

Student records are confidential. Only the student's parents or guardians and designated school district officials shall have access to them. Parents or guardians must sign a release form to have a student's records released to anyone else other than a court of law. The school must comply with any court orders or subpoenas that request a student's records. If such a request is received, the school must make an effort to inform the parent that there has been a legal demand for the child's records. The school will comply with this demand unless further legal action blocks the release.

Parents who plan to move are requested to contact the secretary at least one week before an anticipated move so transfer procedures can be initiated. Parents may request a copy of school records for the receiving school, but the cumulative folders must be mailed to the receiving school rather than sent with parents. If the receiving school is not in Shawnee Mission, the school must provide Santa Fe Trail with a release form, which has been signed by the parent on the receiving school's letterhead before records will be sent. Please encourage the receiving school to call the principal if they need information before records arrive.

RESOURCE ROOM

The Resource Room teacher provides direct and indirect service to students who have learning problems. The support of the Resource Room teacher enables a student to participate in the regular class program and to receive academic support from a special education teacher. The special education teacher also provides service to classroom teachers by aiding in curriculum modification and behavior management programs, by providing materials, and by observing students in their classrooms.

Parent permission is required before a student may be served in the Resource Room. Any parent who has questions or concerns about a child's academic functioning or learning ability should contact the classroom teacher or the Resource Room teacher.

ROOM PARTIES

Due to COVID-19, we currently are not have parties.

SANTA FE TRAIL SCHOOL HISTORY

(Adapted from The Sun Newspaper, March 18, 1994)

When Santa Fe Trail opened at 7100 Lamar, it housed about 400 students. There were six kindergarten classes, six first grades, one third grade and one fourth-grade class. That represented only a portion of the student body that ultimately attended Santa Fe in 1954. Only part of the building opened at the beginning of the school year. Another 400 moved in later in 1954 when additional classrooms and the cafeteria were finished.

Actually, Santa Fe Trail was in existence before the school building opened, but students attended Hickory Grove and Overland Park elementary schools while construction proceeded at Santa Fe Trail.

The principal when Santa Fe Trail opened was James Spoon. There have been only seven other principals in the school's history - John Anderson, Richard Barrett, Mary Fran Horton, Diane Feely, Anita Foertsch, Steve Vandemark and the current principal Kristal Leiker.

Average family income was about \$4,000 a year when Santa Fe Trail opened its doors. Most students lived in Mission Township, an unincorporated area of the county that would later be incorporated as Overland Park.

Beginning teachers at Santa Fe Trail were paid approximately \$2,400 a year, but the Kansas PTA was petitioning the state to raise that figure to \$3,600.

The history of the school reflects the history of America. Back when thrift was promoted over consumption, students were encouraged to accumulate stamps that then could be traded for U.S. Savings Bonds. During the Cold War, when the Kansas City area was deemed by the federal government as one of the 10 most likely targets for a Soviet nuclear missile, students rehearsed evacuations.

The Santa Fe Railroad, because of the similarity of its name to the schools, donated to the school board a 150-pound brass and steel locomotive bell during the 1954 opening year. Where to keep the bell away from "little hands" became a school issue, and it was finally placed on a rolling platform and displayed in the school library. It has become a Santa Fe Trail tradition to roll the bell into the main hall on the last day of school so each student can ring it.

We are proud of Santa Fe Trail's fine history and solid tradition in the community.

SPECIAL EDUCATION PROCEDURES

Special Education represents a range of direct and support services designed to meet the needs of individual students who are exceptional. This includes handicapped and gifted students. Special classrooms throughout the district serve students on an individual basis with comprehensive evaluations, specific goals and objectives, and parent involvement. Speech services and a learning center are support services available to identified students.

In order to qualify for special education services, the school needs to evaluate the needs of the student. Classroom teachers begin the process by discussing the child with parents and the Student Improvement Team (SIT), which is composed primarily of classroom teachers. If interventions implemented do not have the desired effect after a period of time and student data supports that sufficient growth has not occurred, the team may determine the child might meet criteria for special education services. The district team, including SIT, the school psychologist, social worker, and parents meet. If evaluation is suggested, the team works with parents to obtain permission and determine the need for the child's program modification. All processes attempt to keep the student in the regular education setting of the school if possible.

If you have concerns about your child's educational progress, please contact your child's teacher. Our primary goal is to have a child be successful in the regular education setting with modifications and supports in place for that success. Staffing into Special Education occurs only after it can be documented the child cannot be successful without special education support.

SPEECH AND LANGUAGE

The Speech and Language pathologist provides direct instructional services to help students develop maximum competence in communication. Other services include diagnosis, consultation, referral, instruction, and evaluation for students with special communication needs and disorders. Concerns about an individual child's speech and language skills are addressed through the SIT team who will involve the building Speech Pathologist if appropriate.

STUDENT COUNCIL (STUCO)

The Student Council is a very active group at Santa Fe Trail. Five fifth grade officers are elected by grades four and five each spring. All officers must carry a "C" average and be recommended by teachers, parents, and students. The elected officers share equally in responsibilities during the following school year.

Three representatives are selected from each classroom to represent their classmates at meetings for the year. The Student Council sponsors a variety of activities each year, including United Way, community service projects, theme days, and operates a student store that is open four mornings a week before school for part of the year..

STUDENTS LEAVING DURING THE DAY

Students may leave during the school day only if an authorized person checks them out. That person must report to the school office and check the child out. Identification will be required when picking up a student.

STUDENTS REMAINING AFTER SCHOOL

Due to COVID-19, we currently are not having any after school activities. Since the playground is unsupervised before and after school, children are not to be on the playground before school or use the playground before 6:00 p.m. on school days. **The YMCA rents the playground after school until 6:00 Monday through Friday.**

STUDENT SAFETY TO AND FROM SCHOOL

If any child is approached or bothered by a stranger on the way to school, the child is to report the incident immediately to the office. The school will investigate, make a police report, and inform the child's parents. A parent or other safe adult should be notified if the incident happened on the way home. Parents should report the problem immediately to the police and to the school office.

In the case of any incident, teachers will reinforce safety procedures and a message will be sent by email. It is the philosophy of the school to inform all families of any concern. While we do not want to unnecessarily alarm parents and students, we would rather be "safe than sorry."

TELEPHONE

The telephone at school is a business phone and may be used by children only with the permission of the teacher and if it is the best alternative in solving a problem. Children will not be called from the classroom to accept a telephone call; however, messages can be delivered to children through the school office. It is requested that this be kept to a rare occasion and that plans for after school activities be taken care of before children arrive at school.

Students are allowed to use the telephone if they are being kept after school longer than 10 minutes by a teacher. Teacher or office personnel permission is required for a student to use an office phone.

Teachers will not be interrupted in their classrooms to talk on the telephone while school is in session except in the case of emergency. All teachers have telephones in their rooms and voicemail. Messages may be left directly on a teacher's voicemail during the day, or you may call the office and ask to be forwarded to the teacher's voicemail. Outside calls will not ring into the classroom during school hours.

Student Cell Phones

Students who bring cell phones to school will leave them in the office during the day so they can be locked in the safe. This is the best way to protect these very expensive small items. Students retrieve them before leaving the building at the end of the day.

TESTING

Standardized group tests are given to students in kindergarten through sixth grades each year. Parents may request a meeting to interpret test results at any time. Available test results may be interpreted to parents at fall conferences. Santa Fe Trail also gives the Kansas State Assessments.

TRANSFER POLICY

It is the policy of the Board of Education to allow student transfers among the various buildings within the school district to better serve the individual needs of the students. Student transfers are approved if sufficient space is available in the receiving schools. This request is made online must be submitted by the posted date for the following school year. See the SMSD Student Handbook for more information.

WEAPONS POLICY--SHAWNEE MISSION SCHOOLS

Last Revised: October 26, 2015

Possession of, handling, and/or transmitting a weapon at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity 7 days a week, 24 hours a day as defined under the Kansas Gun-free Schools Act, K.S.A. 72-89a01(h) or amendments thereto shall result in expulsion from school for a period of not less than one year. The superintendent may modify the expulsion in any manner consistent with federal law. Possession of a weapon means knowingly having direct physical control over a weapon or destructive device or knowingly having the power and the intention at a given time to exercise dominion or control over a weapon.

Under that act, weapon is defined as: "Weapon" 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 or more than 1/4 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 1/2 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, sand club, metal knuckles, or throwing star; (8) any knife, commonly referred to as a switchblade, 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. The term 'weapon' does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use

as a signaling, pyrotechnic, line throwing, safety or similar device; (4) surplus ordinances sold, loaned or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks."

Students shall not knowingly possess, transport, display, or offer for sale, barter, use, threaten to use or exchange any object that can be reasonably considered a weapon, at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity, 7 days a week, 24 hours a day, 365 days a year. Violation of this provision shall result in expulsion from school for up to 186 days. This provision covers all weapons or facsimiles of weapons which are not covered by paragraph A and K.S.A. 72-89a01(h).

Any student who brings a firearm or weapon to a school, district facility, district grounds, or on the bus or in any vehicle used to transport students for district purposes at any time 7 days a week, 24 hours a day must be referred to law enforcement as required by Kansas law.

In accordance with K.S.A. 72-89c02, whenever a pupil who has attained the age of 13 years and has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year or has engaged in behavior at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal or administrative designee of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency.

This policy is supplemental to any other administrative guidelines and procedures affecting students.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies), and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Notwithstanding any other language to the contrary, it shall not be a violation of this policy for a student enrolled in Navy Junior Reserve Officers Training Corps (NJROTC) to possess NJROTC equipment for the purposes of participating in adult-supervised NJROTC activities.

WEATHER-RELATED SCHOOL DISMISSALS

The district website has information about decisions made about inclement weather. The Shawnee Mission Alert system will send text messages and information will be available on the website.

Severe Weather Plan- Telephone lines sometimes cannot handle all incoming and outgoing calls when weather conditions are severe. Consequently, a parent might not be able to call the office to make special arrangements until after school has been dismissed. This is the reason we request information be provided early in the school year so the school knows your plans for extenuating circumstances. Please take the time to make sure your children know what they should do in case of rainy or snowy weather or early dismissals. If your children usually walk and you want them to ride, please decide who will pick them up and where.

Every effort is made by the Shawnee Mission district to ensure the safety of all children. A good practice for parents is that whenever weather conditions are questionable; listen to the TV or radio so you can be informed of any school closing decisions made by the district and check your text messages and email.

**SHAWNEE MISSION PUBLIC SCHOOLS
DISTRICT AND NORTH AREA TELEPHONE NUMBERS**

McEachen Administrative Center	7235 Antioch	993-6200
Bluejacket Flint Elementary	11615 W. 49 th Terrace	993-2000
Crestview Elementary	6101 Craig Road	993-3000
East Antioch Elementary	7342 Lowell	993-3200
Merriam Park Elementary	6100 Mastin	993-3600
Nieman Elementary	10917 W. 67 th Street	993-4000
Roseland Elementary	4900 Parish Drive	993-4700
Rushton Elementary	6001 W. 52 nd Street	993-4900
Santa Fe Trail Elementary	7100 Lamar	993-5000
Hocker Grove Middle School	10400 Johnson Drive	993-0200
SM North High School	7401 Johnson Drive	996-6900

Please see **Shawnee Mission School District Elementary Student Handbook 2017-2018** for more information.