

**Basehor Elementary  
and  
Basehor Intermediate School**

**Student Handbook**



**2019-2020**

# Basehor Elementary

**Tiffany Lynch**  
Principal

[tlynch@usd458.org](mailto:tlynch@usd458.org)

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# Basehor Intermediate

**Garold Baker**  
Principal

[gbaker@usd458.org](mailto:gbaker@usd458.org)

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Basehor-Linwood USD 458

## WELCOME...

Those of you who are returning to Basehor Elementary School and Basehor Intermediate School know that we take pride in providing a quality educational program for our students. Our school is strengthened by the active participation of parents, and we encourage every parent to become involved. We are eager for new families to become a part of our school.

We are proud of the past achievements of our students. We will use this past as the foundation for an even better future. With the cooperation of parents, students, and teachers, we anticipate another successful year in a growing tradition of excellence.

The information in this handbook should answer many of your questions about school policies and procedures. The staff will be happy to discuss any other questions or concerns. Please feel free to contact the school. We are looking forward to a great year!

Basehor Elementary School  
and Basehor Intermediate School

BES (913) 724-1038  
BES FAX (913) 724-1492

BIS (913) 724-1279  
BIS FAX (913) 662-7089

Basehor/Linwood Central Office Fax 724-2709  
Basehor/Linwood Central Office 724-1396 723-3400

Basehor/Linwood Bus Coordinator - 724-KIDS (5437)

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## **NONDISCRIMINATION**

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and excluding suspension or expulsion from school.

The Basehor-Linwood USD 458 School District does not discriminate based on one's race, color, nationality, origin, religion, sex, age or disability in admission to, treatment, or employment in its programs and activities. Any questions regarding the Board's compliance with Title VI, Title IX, ADA or section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Compliance Officer, who can be reached at 2008 N. 155th Street, Basehor, KS 66007, 724-1396 or 723-3400.

Superintendent, Basehor-Linwood USD # 458  
2008 North 155th Street  
Basehor, Kansas 66007  
(913) 724-1396  
(913) 724-2709 (Fax)

## PARENT TEACHER ORGANIZATION (BBT)

Does my child's school have a parent/teacher group? How can I become more involved in my child's school? What is the BBT I keep hearing about?

If your child started Kindergarten in August or you just moved into the neighborhood, let us introduce ourselves! We are the Basehor Bluejay Team, also known as BBT. BBT is the parent and school staff group which supports Basehor Elementary School (BES) and Basehor Intermediate School (BIS).

BBT sponsors many activities throughout each school year such as teacher luncheons, class field trips, Red Ribbon Week, the annual talent show, educational assemblies, an end of the school-year carnival and much more!

BBT also makes many equipment and material purchases for each school building. The money raised through BBT membership and fundraising efforts have helped purchase color printers, continuing ink supply, playground equipment, document cameras, board games, and back to school gifts for teachers and students.

It is easy to get involved with your child's school through BBT. Dues are \$5.00 per family and all the money stays within the local organization (checks can be made payable to "BBT"). In addition to being part of an active and meaningful organization, you will receive a student directory which is published yearly.

The Basehor Bluejay Team functions with an Executive Board (elected yearly), Committee Chairs (volunteer positions renewed yearly) and Members (\$5.00 dues). Meetings are held the first Tuesday of the month and all members are encouraged to attend.

Many volunteers are needed to help BBT remain a successful and vital part of the educational experience of BES and BIS students. There are many levels of involvement, so be a part of the team...the Basehor Bluejay TEAM!

### Basehor Bluejay Team Committees

**Sneak Peek:** Plan and set-up a BBT welcome table to inform others about our organization and provide a snack/small gift for students at the beginning of the school year, Sneak Peek Night.

**Membership & Student Directory:** Plan and coordinate the yearly BBT membership drive. Also, organize, print, and distribute the yearly student directory.

**Room Parents:** Coordinate the assignment of room parents for each classroom.

**Teacher Appreciation:** Organize volunteers for staff breakfasts/luncheons, Care Cart, National Teacher Week, Paraprofessional Appreciation Day and other appreciation events.

**Fundraising:** Plan and coordinate the annual school-wide fundraiser.

**Box Tops/Best Choice Labels/Capri Sun Collection:** Promote, collect and submit items for reimbursement.

**Homecoming Parade:** Work creatively to design and build the BBT float for the high school Homecoming Parade.

**Red Ribbon Week:** Work with school to promote the nation's oldest and largest drug prevention program in October.

**CHILINGO:** Plan and coordinate annual Chili Cook-off and Bingo event.

**Outdoor Wildlife Learning Space (OWLS):** Coordinate volunteers for maintenance of the BES/BIS courtyard gardens.

**Talent Show:** organize and coordinate the annual talent show.

**Testing Snacks:** Purchase, prepare and distribute snacks to 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students during State Assessments.

**Classroom Board Game and Book Gifts:** Organize, purchase and deliver board games and books to be donated to teachers and classrooms in December.

**Silent Auction:** Delegate lists & contact businesses to provide items or services. Then organize and print silent auction items/services' slips for the BBT carnival.

Join our email group at [basehorbluejayteam@gmail.com](mailto:basehorbluejayteam@gmail.com)

Or "Friend" us on Facebook at "Basehor Bbt".

### OFFICERS:

President: Jen Holmes  
Treasurer: Melissa Lewis

Vice President: Kristen Pierce  
Secretary: Michelle Kelly

# BASEHOR ELEMENTARY/INTERMEDIATE 2019-2020 SCHOOL CALENDAR

## August

Aug. 2	Enrollment 10:00-6:00 p.m. @ BES & BIS
Aug. 8	District/Building Inservice
Aug. 9	District/Building Inservice and Collaboration
Aug. 12	Collaboration/Teacher Work Day
Aug. 12	Sneak Peek 5:00-6:30 p.m.
Aug. 13	Teacher Work Day
Aug. 14	First Day of School K-5, 6, & 9
Aug. 20	District-Wide Strings Program Parent Info Night 6:00 p.m.
Aug. 26	Parent Night Grade BES @ 5:30-6:15 p.m./BIS @ 6:30-7:15 p.m.

## September

Sept. 2	<b>NO SCHOOL</b> ; Labor Day
Sept. 3	<b>NO SCHOOL</b> ; In-service and Collaboration
Sept. 10	Site Council @ 5:00 p.m.; BBT Meeting @ 6:30 p.m.
Sept. 12	Individual Pictures
Sept. 13	Mid-Term Reports Available
Sept. 30-Oct 4	BES Book Fair

## October

Oct. 1	BES Book Fair Parent Night 5:30 p.m.-7:00 p.m.
Oct. 1	BBT Meeting @ 6:30 p.m.
Oct. 10	End of 1st Quarter
Oct. 11	<b>NO SCHOOL</b> ; Teacher Workday
Oct. 14	GR 3 Music Program 6:00 p.m. @ BLHS
Oct. 15	All School Photo and Individual Picture Retakes
Oct. 15	GR 4 Music Program 6:00 @ BLHS
Oct. 16	1 <sup>st</sup> Quarter Report Cards Sent Home
Oct. 16	Elem. School in Session; Parent Teacher Conferences 4-8 p.m.
Oct. 17	<b>NO SCHOOL</b> ; Parent/Teacher Conf. 1-7 p.m.
Oct. 18	<b>NO SCHOOL</b> ; Vacation Day
Oct. 31	Halloween Parade & Parties BIS @ 3:00 p.m./BES @ 3:10 p.m.

## November

Nov. 5	Site Council @ 5:00 p.m.; BBT Meeting @ 6:30 p.m.
Nov. 11	<b>NO SCHOOL</b> ; Inservice and Collaboration Day
Nov. 15	Mid-Term Reports Available
Nov. 21	BBT Chilingo @ BES 5:30 p.m.
Nov. 25	GR 5 Music/Strings Program @ 6:00 p.m. @ BLHS
Nov. 27, 28, & 29	<b>NO SCHOOL</b> ; Thanksgiving Holiday

## December

Dec. 3	BBT Meeting @ 6:30 p.m.
Dec. 9	GR 2 Music Program @ 6:00 p.m. @ BLHS
Dec. 12	BBT Movie Night 6:00-8:00 p.m.
Dec. 20	Holiday Parties BIS @ BIS @ 3:00 p.m./BES @ 3:10 p.m.
Dec. 20	End of 2 <sup>nd</sup> Quarter
Dec. 23-Jan. 1	<b>NO SCHOOL</b> ; Winter Vacation

## January

Jan. 2	<b>NO SCHOOL</b> ; Teacher Work day
Jan. 3	<b>NO SCHOOL</b> ; In-service and Collaboration



Jan. 6 Classes Resume  
 Jan. 7 BBT Meeting @ 6:30 p.m.  
 Jan. 10 2<sup>nd</sup> Quarter Report Cards Sent Home  
 Jan. 20 **NO SCHOOL**-Vacation Day

### February

Feb. 5 Site Council @ 5:00 p.m.; BBT Meeting @ 6:30 p.m.  
 Feb. 7 Mid-Term Reports Available  
 Feb. 7 Valentine's Day Parties BIS @ BIS @ 3:00 p.m./BES @ 3:10 p.m.  
 Feb. 10 GR 1 Music Program 6:00 p.m. @ BLHS  
 Feb. 12 Parent Teacher Conferences 4-8 p.m.  
 Feb. 13 **NO SCHOOL**/ P/T Conf., 1-7 p.m.  
 Feb. 14 **NO SCHOOL**; Vacation Day  
 Feb. 17 **NO SCHOOL**; In-service and Collaboration Day

### March

Mar. 3 BBT Meeting @ 6:30 p.m.  
 Mar. 5 BBT Talent Show 6:00 p.m. @ BLHS (4<sup>th</sup>-Dress Rehearsal)  
 Mar. 5 End of 3rd Quarter  
 Mar. 6 **NO SCHOOL**; Collaboration and Teacher Work Day  
 Mar. 9-13 **NO SCHOOL**; Vacation Days  
 Mar. 20 Spring Pictures & Class Pictures  
 Mar. 20 3rd Quarter Report Cards Sent Home  
 Mar. 24 Kindergarten Roundup Parent Meeting @ 6:30 p.m.  
 Mar. 30-Apr. 3 BIS Book Fair  
 Mar. 31 BIS Art Show 5:30p.m.-7:00 p.m.  
 Mar. 31 BIS Book Fair Parent Night 5:30 p.m.-7:00 p.m.

### April

Apr. 1-3 No Regular Kindergarten Classes  
 Apr. 1-3 Kindergarten Roundup 9:15-11:15 a.m. and 1:15-3:15 p.m.  
 Apr. 7 Site Council @ 5:00 p.m.; BBT Meeting @ 6:30 p.m.  
 Apr. 10 **NO SCHOOL**; Vacation Day  
 Apr. 17 Mid-Term Reports Available  
 Apr. 20 **NO SCHOOL**; In-service and Collaboration Day

### May

May 1 BBT Carnival 5:30 p.m. - 7:30 p.m.  
 May 5 BBT Meeting @ 6:30 p.m.  
 May 8 BES Field Day (Rain Date is May 11)  
 May 20 BIS Dash & Splash Day (Rain Date is May 21)  
 May 22 **STUDENTS DISMISSED @ 12:00(BIS)/12:10(BES)**; Last Day of School  
 May 22 4th Quarter Report Cards Sent Home  
 May 22 ½ Day District/Building In-Service in PM  
 May 25 Memorial Day; District Offices Closed

**Dates to be announced:** BBT Mother/Son Magic Show  
 BBT Daddy-Daughter Dance

## BASEHOR ELEMENTARY/INTERMEDIATE STAFF

Mr. Garold Baker.....	BIS Principal
Mrs. Tiffany Lynch.....	BES Principal
Ms. Katie Kobialka.....	BES Counselor
Mrs. Shannon Lieburn.....	BIS Counselor
Ms. Heather Brooks.....	Kindergarten
Mrs. Susan Eder.....	Kindergarten
Ms. Sara Henninger.....	Kindergarten
Mrs. Michelle Kelly.....	Kindergarten
Mrs. Alyson Theno.....	Kindergarten
Mrs. Morgan Brown.....	Grade 1
Mrs. Jordan Call .....	Grade 1
Mrs. Cynthia Fletcher.....	Grade 1
Mrs. Katie Hoffman.....	Grade 1
Ms. Jacey Lashier.....	Grade 1
Mrs. Kristen Rosche.....	Grade 1
Mrs. Mary Genz.....	Grade 2
Ms. Morgan Judd.....	Grade 2
Mrs. Heather Osterhaus.....	Grade 2
Mrs. Amy Salazar.....	Grade 2
Mrs. Shelly Schoepflin.....	Grade 2
Ms. Andrea Finley.....	Grade 3
Ms. Rebecca Hill.....	Grade 3
Ms. Jessica Hobbs.....	Grade 3
Mrs. Tanner Lee.....	Grade 3
Ms. Nicole Rogier.....	Grade 3
Mrs. Amanda Brown.....	Grade 4
Ms. Jayne Denny.....	Grade 4
Mrs. Caitlan Johnston.....	Grade 4
Mrs. Stephanie Shupe.....	Grade 4
Mrs. Emily Storck.....	Grade 4
Mr. Shane Bartels.....	Grade 5
Ms. Kim Chute .....	Grade 5
Mrs. Kelly Kelly.....	Grade 5
Ms. Kelsey Stahl.....	Grade 5
Ms. Greta Wiebe.....	Grade 5
Ms. Cyndi Kenton.....	Media Specialist
Mrs. Stephanie Saueressig.....	BIS Technology Coordinator
Mrs. Kittie O'Donnell.....	BES Technology Coordinator
Mrs. Renee Lee.....	Art
Mrs. Cindy Reynolds.....	Music
Mr. Jason Puderbaugh.....	Physical Education
Mr. Paul Wilburn.....	Strings
Mrs. Baily Espeland.....	BIS Nurse
Ms. Kimberly Steffen .....	BES Nurse
Mrs. Karen Pursel.....	BES Reading Specialist

Ms. Melanie Wall.....	BIS Reading Specialist
Mrs. Heather Gabel .....	BES Library Aide
Mrs. Heidi Pate.....	BIS Library Aide
Mrs. Marsha Tinder .....	BES Resource Teacher
Mrs. Stephanie Tucker.....	BES Resource Teacher
Ms. Melanie Weilert.....	BIS Resource Teacher
Mrs. Shari Kuttler .....	BIS Resource Teacher
Mr. Taylor Rainey.....	BIS Resource Teacher
Mrs. Rachel Cole.....	Occupational Therapist
Mrs. Emily Bean.....	Speech Therapist
Mrs. Lisa Swaim.....	Speech Therapist
Mrs. Michelle Payne.....	Instructional Interventionist
Ms. Toni Curry.....	School Psychologist
Ms. Karen Bonham.....	I.D.E.A.
Ms. Amy Cook.....	ECSE
Ms. Ashley Glass.....	ESL
Mrs. Debbie Dearinger.....	BES Secretary
Mrs. Diane Kirk.....	BIS Secretary
Mr. Curtis Brooks.....	BES Custodian
Ms. Torie Cheffen.....	BES Custodian
Mr. Phil Martin.....	BES Custodian
Mr. John Holtgrefe.....	BIS Custodian
Mrs. Cynthia Smith-Simmons.....	BIS Custodian
Mrs. Amy McKissick.....	BES Food Service
Mrs. Heather Croucher.....	BES Food Service
Ms. Annita Verdict.....	BES Food Service
Mrs. Holly Peterson.....	BIS Food Service
Mrs. Tiffany Henderson.....	BIS Food Service
Ms. Joy King.....	BIS Food Service

### **DISTRICT STAFF**

Mr. David Howard .....	Superintendent
Mrs. Sherry Reeves .....	Assistant Superintendent
Mr. Ben Pretz.....	Director of Teaching and Learning
Mrs. Ashley Razak .....	Communications Coordinator
Mrs. Pam Chenoweth .....	Senior Bookkeeper/Board Clerk/Payroll Clerk
Mrs. Leslie Woods .....	Human Resources Assistant
Mrs. Missy Smith.....	Receptionist/Assistant to Superintendent & Asst. Superintendent
Mrs. Susan Billings.....	Receptionist
Mrs. Harolene Baumgartner .....	District Printer
Mr. Jeff Crouse.....	Director of Buildings & Grounds
Mr. Fredy DeLeon.....	Director of Technology
Mrs. Della Lucas .....	Food Service Manager
Mrs. Christina Elven.....	District Bus Coordinator

## DISTRICT STAFF ADMINISTRATION

Mr. Jarred Fuhrman .....	BLHS Principal
Mr. Jared Jackson .....	BLHS Asst. Principal
Mr. Ross Schwisow.....	BLHS Asst. Principal/Athletic Director
Mrs. Amy Garver.....	BLMS Principal
Mr. Scott Peavey .....	BLMS Asst. Principal
Mrs. Cindy Hiebert .....	LES Principal
Mrs. Deborah Ricker .....	GRES Principal
Mrs. Tiffany Lynch.....	BES Principal
Mr. Garold Baker.....	BIS Principal
Mrs. Erin Morrison.....	BLVS Director
Ms. Cassie Arnold.....	Asst. BLVS Director

## BOARD OF EDUCATION MEMBERS

Spencer Fritz	Jeanette Klamm
Tracey Hannah	Shelley Stevens
Tim Hill	Lori VanFleet
Dayna Miller, President	

## PHILOSOPHY

We of USD 458 believe that our students are individuals with different needs. They have the ability to learn in a variety of ways and situations in an environment conducive to learning.

We will provide a general education with curricular and extracurricular opportunities to develop specific skills and interests for life. Students will have the opportunity to reach their potential intellectually, emotionally, and physically.

We encourage students to understand and respect the dignity and rights of others as responsible citizens in a democracy.

We further believe the success of our educational process is dependent upon the cooperative efforts of school, home, and community.

## BASEHOR ELEMENTARY/INTERMEDIATE VISION STATEMENT

**“Believing Everyone Succeeds as we work Together!”**

## BASEHOR ELEMENTARY/INTERMEDIATE MISSION STATEMENT

**Learn, Love, Lead #TheBluejayWay**

## BASEHOR/LINWOOD USD 458 VISION STATEMENT

**“All Students Developing and Reaching Their Potential”**

## ACADEMICS

The curriculum at the USD 458 elementary schools is academically oriented. Students are provided a quality educational program designed to help each child reach their maximum potential. Homework will be assigned on the basis that it will provide the means to an end product of scholastic success. Lessons will be designed to provide progress and interest in learning. With teacher/student/ parent cooperation and effort, the children at USD 458 Elementary Schools will achieve the goal of academic excellence.

### Assignments

Students are responsible for completing assignments. If assignments are not completed within the designated time, after school time may be required to complete outstanding assignments. Parents will be notified in advance if after school time is necessary so that they can make transportation arrangements. It takes teamwork to make sure adequate study skills are developed.

One day is allotted for each day a student is absent to complete assignments. For example, if a student is absent two days (Monday/Tuesday) the work is due on Friday. We encourage parents to pick up assignments, or make arrangements to have work sent home with a sibling or student that lives close.

### Homework Policy

The teachers and administration believe that good study habits are essential to every child's success. The purposes of homework are:

1. To encourage development of independent study habits, skills and responsibilities.
2. To reinforce, enrich and extend learning by providing a variety of educational opportunities outside the classroom.
3. To provide an additional opportunity for family involvement in the child's education.

The following are examples of homework you can expect your child to have and ideas as to what you as a parent can do to help your child be successful:

#### ***Kindergarten***

- \*Reading with your child
- \*Weekly reading folders
- \*Weekly handwriting practice
- \*Vocabulary word practice
- \*Special projects as assigned

#### ***Possible Learning Websites***

##### ***Reading Eggs***

<http://readingeggs.com/>

##### ***BrainPop Jr.***

<http://www.brainpopjr.com/>

#### ***First Grade***

- \*Reading with your child
- \*Practicing spelling words
- \*Practicing math facts
- \*Studying vocabulary words
- \*Special projects as assigned

##### ***RAZ Kids.***

<https://www.raz-kids.com/main/BookDetail/id/1377>

##### ***Spelling City***

<http://www.spellingcity.com/>

## **Second Grade**

- \*Reading with your child
- \*Prepare for spelling tests
- \*Review basic math facts, money, time, etc.
- \*Special projects as assigned

## **Math Seeds**

<https://mathseeds.com/>

## **Reflex Math**

<https://www.reflexmath.com/>

## **Star Fall**

<http://www.starfall.com/>

## **Third Grade**

- \*Weekly spelling lists
- \*Practice sheets reinforcing concepts
- \*Special assignments/projects
- \*Reviewing addition, subtraction, multiplication facts
- \*Reading with your child and/or silent reading
- \*Unfinished daily work

## **Study Island**

<http://www.studyisland.com/>

## **Internet 4 Classrooms**

<http://www.internet4classrooms.com/index.htm>

## **Fourth Grade**

- \*Assignments/projects/reports
- \*Practice multiplication/division facts (flash cards)
- \*Weekly spelling lists
- \*Reading with your child and/or silent reading (Accelerated Reader)

## **Fifth Grade**

- \*Review and study for upcoming tests
- \*Review math concepts
- \*Special project assignments
- \*Study spelling and DOL for weekly tests
- \*Complete daily assignments
- \*Reading with your child and/or silent reading

## **Report Cards**

Report cards noting academic performance will be sent home with students at the end of each quarter. In addition to these reports, mid-term reports will be available so that parents can continue to be informed of their child's academic progress. Report cards/mid-terms reports reflect the course content at the various grade levels.

Performance scales are:

Grade K-5	E	Excels	90%-100%
	+	Satisfactory	80%- 89%
	/	Developing	70%-79%
	-	Needs Improvement	69% and below
	□	Not assessed at this time	

A = Adapted: Same curriculum; modified delivery

M = Modified: Different curriculum; different pace

R = Resource Room

## Honor Roll

Students in third through fifth grade will be recognized for academic achievement at the end of each quarter and also for the cumulative year. Academic achievement will be recognized as noted:

### Gold Honor Roll

#### *3rd - 5th Grade*

- “90%-100% Excels” in the areas receiving percentage scores: Reading, English, Spelling, Math, Social Studies, Science/Health
- No “ - Needs Improvement” in Art, PE, Media, Music, Strings

### Blue Honor Roll

#### *3rd - 5th Grade*

- “80%-89% Satisfactory” or above in the areas receiving percentage scores: Reading, English, Spelling, Math, Social Studies, Science/Health
- No “ - Needs Improvement” in Art, PE, Media, Music, Strings

## Assessments

Each regular classroom educator will administer a number of district wide assessments in the academic areas:

- Kansas State Assessments occur in the spring of the year in the following grades and subject areas:
  - 3<sup>rd</sup> - 5<sup>th</sup> grade English Language Arts and Math every year
  - 5<sup>th</sup> grade (move from 4<sup>th</sup>) Science every year
- MAP Assessments are administered to monitor reading and math skills:
  - KG - 5<sup>th</sup> grade 3 times per year (beginning, middle and end)

## Special Services

To meet the needs of students requiring services other than that of the regular classroom, the districts of Basehor-Linwood and Tonganoxie formed a Special Education Cooperative to provide special classes and/or services. These services include: Severe Multiple Disabilities, Intellectual Disability, Deaf/Hard of Hearing, Speech Therapy, Occupational Therapy, Psychological Services, Visually Impaired, Gifted, Learning Disabled, Work study/Transition, Physically Impaired, Emotionally Disordered, Early Intervention and Developmental Services, and Autism. Through U.S.D. 458, students may also receive assistance from a Reading Teacher.

Recommendations are made for possible placement by staff members. Parental involvement is part of the evaluation process. Parents or guardians must give written permission for Special Education testing and placement.

All student progress is monitored through the Multi-Tier System of Support (MTSS), which includes our Student Intervention Team (SIT) or Building Leadership Team

(BLT) for strategies and interventions. Student Assistance Plans (SAP) will be written as needed.

## **Section 504**

Our district not only attempts to make sure qualified students are serviced through our Basehor-Linwood and Tonganoxie Cooperative of Special Services but the staff also works to outline services for students who qualify under Section 504. Section 504 of the Rehabilitation Act sets the guidelines to ensure that discrimination due to any mental or physical impairment does not occur within any federally funded program. Parents of USD 458 elementary school students need to understand the school district has certain guidelines and procedures that must be followed under any special program. At the same time, the staff members within the district work to make sure parental and student rights are outlined and safeguarded.

### **You have the right to:**

1. Have your child take part in, and receive benefits from public education programs without discrimination based on a disability.
2. Have the school district advise you as to your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities.
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA 2004) (PL 108-446) or to receive reasonable accommodations under Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by individuals who know the student, the evaluation data, and placement options.
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school district.
9. Give your child an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost if the fee would effectively deny you access to the records.
12. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of



- the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decision regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you.
  15. Ask for payment of reasonable attorney fees if you are successful on your claim.
  16. File a local grievance.

## **ADMISSION REQUIREMENTS**

### **Before Attending Classes:**

Students entering a Kansas school for the first time must present:

- 1) a Kansas Certificate of Immunization
- 2) a current physical for students who are nine years old or younger
- 3) a valid birth certificate

Students entering kindergarten must have reached the age of 5 on or before August 31 of the current school year.

Students attending USD 458 Elementary Schools are to be legal residents of the attendance area. If the family is a resident of Basehor-Linwood USD 458, but not of the Basehor Elementary/Intermediate School attendance area, permission to attend Basehor Elementary/Intermediate must be obtained from the building principal and the superintendent.

According to the district's policy, nonresident students are not eligible for enrollment within our district. Any special requests will be forwarded to the Board of Education.

### **Textbook Rental**

Textbooks are provided by the school on a rental basis. Fees for rental are to be paid at enrollment. They are checked out in the fall and returned at the end of the school year. Students are expected to return books in the same condition as received, allowing for wear occurring from normal use. Charges will be made for books lost or damaged.

## **ANIMALS IN THE SCHOOL**

\*\*\*See copy of Kansas Guidelines for Animals in Schools.

Animals will not be allowed to be brought into the school unless the teacher and/or principal have requested it for educational purposes. Anyone bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Any animal that is brought into the school must be appropriately inoculated, housed, humanely cared for and properly handled. Under no circumstances are animals to be transported on school buses.

## ATTENDANCE

If a student is to adequately comprehend the schoolwork required of him, it is extremely important that regular school attendance be maintained. Students absent more than 10 days can begin to develop gaps in their subject matter knowledge. The building principals will monitor attendance and report any inconsistencies should that action be necessary.

### Absence

Students shall regularly attend school, their classes and the extracurricular and co-curricular activities in which they participate, unless they have any of these reasons for an excused absence:

1. Personal illness - A doctor's note will be required for any absence after three consecutive days or five total days in a semester. After 10 excused days of absence, a doctor's note is required and future absences will be counted as unexcused days unless a doctor's note or legal document is submitted for approval to the Principal.
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend).
3. Necessary appointments that cannot be made outside the school day and are verified.
4. Emergencies requiring a student's service or presence at home and which are documented and verified by the building principal. Dangerous local road conditions might qualify as an emergency under this section.
5. Obligatory religious observances of the student's own faith.
6. Family vacations and personal matters arranged in advance with the school administrator (with class assignments arranged in advance and due upon return or as agreed to by the building administrator and teacher)
7. Participation in a school approved student activity, a Kansas State High School Activities Association sanctioned activity, or a district approved function.
8. Military families – Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.

Students shall make up all assignments missed during excused absences, with credit awarded according to school guidelines.

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence without parent knowledge and arrangement with school officials shall be considered an unexcused absence (with makeup work outlined for the student). A "significant part of a day" is defined as one class period or its equivalent. Students with a history of personal illness may be requested by the school to provide a physician's statement. (See #1.) Makeup work with credit is allowed for suspended students if turned in according to suspension agreement.

**Parents are responsible for notifying the school office when their child is going to be absent.** A student absent from school due to reasons numbered four or six

above shall be entitled to an excused absence until the days of excused absence for those two reasons total seven per school year. Requests for excused absence for more than seven days for those two reasons may be submitted to the school administrator for approval. Appeal of the administrator's decision may be made to the Superintendent.

### **Vacations**

1. All vacations must be pre-arranged with the building administrator at least ten days prior to the start of the vacation.
2. If any of the vacation days exceed the seven-day limit, they may be counted as unexcused.
3. After approved by administration, the parent will be responsible for notifying the teacher. Upon notification, the student will receive a homework assignment sheet.
4. All homework assigned during a vacation is due upon the student's return to school. Credit will not be given for unfinished work. Additional work that was assigned while on vacation must be completed when the student returns.

Each school shall carry out these functions:

1. Maintain accurate official records of attendance (the official record of attendance may be the teacher grade book and/or attendance records that are maintained electronically.)
2. Notify parents of student absences.
3. Implement corrective measures for serious attendance problems.

### **Late Arrivals/Early Dismissals**

1. According to countywide policy, students who receive 5 unexcused late arrivals/early dismissals will be counted as 1 unexcused day.
2. Students arriving late, but before 10:15 a.m. (10:25 BES) will be counted as a late arrival.
3. Students leaving early in the afternoon but after 2:15 (2:25 BES) pm will be counted as an early dismissal.
4. Students missing 1½ hours to 3½ hours will be counted absent ½ day.
5. Students missing over 3½ hours will be counted absent one day.

### **Truancy**

A child is truant if he/she is of compulsory school age and is not enrolled in school. A child is truant if he/she is of compulsory school age and is enrolled, but inexcusably absent for 3 consecutive days, 5 or more days in any one semester, or 7 in the year. If the attendance pattern shows a student is missing or tardy a few days each week or there is some other pattern to the absences or tardies, contact will be made with the parents so that there can be consistent attendance. If absences or tardies are noted to be excessive and inappropriate, they will be recorded as unexcused. The principal is the attendance officer of the building and will officially report three consecutive days of unexcused absences or five total days of unexcused absence within a semester or seven days for the year. Excessive tardies will also be reported to the Truancy Officer or Department of Children and Families (DCF).

### **Check in and out of Office**

Any student arriving after 8:45 (8:55 BES) or leaving before 3:45 (3:55 BES) must check in or out of the office. A sign out sheet is provided for authorized parent or guardian. A student may not leave without permission through the office. The number of late arrival/early dismissals are noted on the report cards.

### **Perfect Attendance**

Students with a record of no absences, late arrivals or early dismissals will be recognized at the end of each quarter. Cumulative recognition for the year will also be made for these students.

### **BICYCLE RIDERS**

Students riding bicycles to school must follow the safety rules prescribed.

1. Bikers should park their bikes in the provided racks immediately after arriving at school.
2. Bikes are to be walked, not ridden, across the crosswalks with the walkers.
3. To provide security, a chain and lock are recommended.
4. We strongly encourage students to wear bicycle helmets.

### **CARE OF BUILDING AND EQUIPMENT**

Each student has a responsibility to properly care for the materials and equipment that the school has provided for his or her educational benefit. Any damage incurred to property of the school must be repaired or replaced at the expense of the person responsible.

### **CELL PHONES**

Cell phones are not to be out and/or in use during the school day. A violation of the procedure will result in the cell phone being turned over to the school principal.

### **COMMUNICATION**

Open and continuous communication is an essential element to effective teamwork. In order to ensure the most accurate and immediate communication line between home and school, questions, praises and/or concerns should first be directed to the classroom teacher.

### **COMPUTER USE**

Refer to School Board Policies on page 39. Discipline for violations of the Network Use and Publication Policy will be at the administrator's discretion.

### **DISCIPLINE**

The elementary school staff accepts the goal of developing in each student a self-discipline which will enable the student to function freely within the guidelines

established for him/her by peers, school, home, and society.

We expect our students to be respectful of:

- building guidelines
- the learning environment
- other people - students and staff
- school property

Occasionally a student's action takes him/her outside of the established guidelines requiring prompt, affirmative, and appropriate discipline for the infraction of the rules. Parents will be notified of a significant discipline problem.

The elementary staff encourages the students to examine choices they make, take responsibility for their choices, and to consider the consequences. If students are involved in a physical fight, they do so, understanding they will receive at least a half-day of supervised study with any subsequent problems subject to a full day(s) of supervised study or suspension. Fighting will be defined as a situation where any part of the body touches another person during confrontation. Parents will be informed if follow through is necessary. Deviations from this procedure will be determined by the building principal.

Some examples of conduct resulting in disciplinary action are:

- Defiance of Authority - The refusal to comply with reasonable requests (willful disobedience from school personnel or disobeying any general rule of school conduct).
- Intimidation or Threats - The making of threats to cause another student or staff to be fearful (written or verbal). Comments of violence or personal harm will be taken seriously and can result in law enforcement action.
- Fighting - The willful engagement of two or more students in physical combat.
- Discriminatory Insult, Intimidation, or Harassment due to race, color, sex, religion, national origin, or disability status.
- Profane Disrespectful Language - The use of any profane language, acts, remarks, expressions, slang, obscene gestures, which is offensive.
- Destruction, Defacing or Vandalism of Property - The willful or malicious destruction or defacement of any school property for which students will be held financially responsible for repair and/or replacement of said property including labor.
- Stealing - The unlawful taking of property of another with intent to deprive the person of that property.
- Writing, Distribution, or Possession of obscene materials.
- Possession of Laser Pens - If laser pens are brought to school, the pens will be secured by the staff and will be disposed.
- Possession/Distribution of alcohol, drugs, tobacco, or weapons - See Drug Free/Weapon policies
- Cheating - To dishonestly claim another's work as one's own; through conversation glancing at others' work, or writing notes, to secure answers dishonestly from another student or source.

- Plagiarism - To steal and pass off (the ideas or words of another as one's own: use) created production without crediting the source: to commit literary theft: present a new and an original idea or product derived from an existing source (Webster 9th Collegiate Dictionary.) This includes materials from electronic sources, i.e. internet.

Consequences for inappropriate student choices can include:

- In-school conference with student
- Detention
- Loss of privileges
- Parent/guardian conference
- Contracts/probation
- Supervised study
- In-school suspension
- Out-of-school suspension
- Expulsion

## **BULLYING AND HARASSMENT DISTRICT, USD 458**

### **(Also see Policies JDDC and KGC)**

The Basehor-Linwood USD 458 Board of Education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

### **Definitions:**

#### **A. Bullying**

“Bullying” means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

#### **B. Cyber Bullying**

"Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Cyber Bullying is not limited just to students, but includes teachers, administration and/or any other staff of the school. Misuse of these electronic forms of communication may cause a disruption with the operation of the normal school process and will be dealt with according to its severity. Consequences could range from detentions to long-term suspension or expulsion.

### **C. Harassment**

Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 458 will not tolerate these actions by students, staff or parents.

- Harassment is directed at one or more pupils.
- Harassment substantially interferes with educational opportunities, benefits, or programs of one or more pupils.
- Harassment adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect.
- Harassment is based on a pupil's actual or distinguishing characteristic or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying, Cyber Bullying, and/or harassment may be perceived as being motivated by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Bullying, Cyber Bullying, and/or harassment will not be tolerated on school property, at any school-sponsored function, in a school vehicle, or through any school owned computers or telecommunications.

### **Prohibitions**

Each of the following forms of bullying/harassment are prohibited:

- Student-to-student behaviors
- Student-to-adult behaviors
- Adult-to-student behaviors
- Adult-to-adult behaviors

### **Complaint Procedures**

It is considered the responsibility of all students and staff members to report acts of bullying in any of the above-described situations to a member of the school staff or administration. If reported by a student to a staff member, it is then the responsibility of the staff member to report said incident to the building administration. All such reports are to be taken seriously by the building administration. The school staff and administration will support students and coworkers making such reports and protect against any potential retaliation for making such a report. Students and staff making prompt, accurate, and thorough reports, either verbally or in writing, will have those reports recorded by the administration. An investigation to determine the facts will take place immediately or as soon as practicable, in order to verify the validity and seriousness of the report. Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

## **Sanctions and Support**

It is the intent of this policy to prevent bullying and/or harassing behaviors, redirect students from continuing such behaviors, and to support both the victims of bullies and the bullies themselves.

Where it is determined that students have participated in bullying or harassing behaviors in violation of this policy, the school building administrator responsible for maintaining order and discipline may take disciplinary action including, but not limited to, suspension, expulsion, and referral to law enforcement officials for possible legal action.

The following factors will be considered for determining consequences:

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Employees found to have participated in bullying or harassing behaviors, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with disciplinary action established by policy or practice.

## **Dissemination of Bullying and Harassment Policy**

A summary of this policy and grievance procedures shall be published in student and staff handbooks and on the district website where it is easily accessible to all persons who may be affected by the policy.

## **Consequences of Bullying**

1. *Office Referral* - Written form signed by student and parents identifying the occurrence and the formal referral - Triplicate NCR-one to the office, teacher, and parent
2. *Day of ISS* – Seven (7) complete hours from the time of the incident-This will be accompanied by a conference with the student, teacher, parent, and administrator
3. *Three days of Out of School Suspension* - followed with a conference with student, parent, teacher, administrator
4. *Long Term Suspension*

## **DISMISSAL**

Students will be dismissed according to parental directions only. Student indication of a dismissal change does not constitute appropriate notification. If requesting a change in dismissal, please **notify the office at least 1 hour prior to the dismissal time.**



If an unusual situation occurs and your daycare provider does not arrive on time, you will be notified to provide transportation.

## **EMERGENCY PROCEDURES**

### **Fire Drills**

Fire Drills will be held 4 times during the school year. The signal to evacuate the building will be the intermittent sounding of the fire alarms along with the flashing light signal at each fire alarm station. Students and staff will exit the building as quickly and quietly as possible, according to the posted emergency exit route in each room or area. In the event of a bomb threat, the nature of the threat will determine if fire emergency procedures would be followed.

### **Crisis Drills**

All outside doors are to be locked. In the event of an intruder in the building, our staff is trained to organize the students to be as protected as possible. If the need arises to implement our intruder plan, parents will be instructed where to meet children and where to go to get information concerning the building. **DO NOT** come to the building in the event of an emergency. You may think that you will help your child be safe, but you may make matters worse. We will make every effort to ensure that all occupants at the school are as safe as possible at all times.

### **Tornado Drills**

Tornado drills will be held in the fall and spring. A continuous siren over the building intercom system or a continuous blast on an air horn will signal the warning. Students and staff will move to their designated areas, as posted, and stay by the wall with hands covering heads.

### **Crisis Plan**

Each building in our district has a Crisis Plan that will go into effect immediately in the event of a crisis. **Students with a disability will be taken to a safe area by their assigned teacher, para and/or aide during any type of emergency.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to

provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The actual means of notification (special letter, inclusion in a BES/BIS newsletter, student handbook, or newspaper article) is left to the discretion of each school.

## **FUND RAISING OR SOLICITING**

USD 458 Elementary Schools sponsor a limited number of organized fund raising activities. No individual representative of any organization (profit or non-profit) may sell or advertise at school without approval of the school principal.

## HEALTH AND MEDICAL ISSUES

### Kansas Immunization Requirements

Immunization requirements and recommendations for the current school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup.

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

<http://www.kdheks.gov/immunize/schoolInfo.htm>

**Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. A single dose of **Tdap** is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.

**Poliomyelitis (IPV/OPV):** four doses required. Three doses acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.

**Measles, Mumps, Rubella:** two doses required.

**Hepatitis B:** three doses required through grade 12.

**Varicella (chickenpox):** two doses required for grades K-12 unless history of varicella disease documented by a licensed physician.

**Haemophilus influenzae type b (Hib):** three doses required for children less than 5 yrs of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses given.

**Pneumococcal conjugate (PCV):** four doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.

**Hepatitis A:** two doses required for children less than 5 years of age. Doses should be given at 12 months of age, with a minimum interval of 6 months between the first and second dose.

### Infectious Diseases

During the year, students may come into contact with any of several infectious diseases. Because of this, it is important that children with communicable diseases, including the common cold, are kept home until they are well enough to return to and function adequately in school. Students must be fever free for at least 24 hours and free of fever for 24 hours without Ibuprofen/acetaminophen. This reduces the danger of spreading diseases on an epidemic proportion among the school population.

### Student Health Guidelines

A parent, guardian, or designated contact may be notified immediately to pick up a student from school who presents with any of the following conditions:

- **Asthma:** Symptoms that do not respond to prescribed medication or if no prescribed medication is available for treatment of asthma symptoms.
- **Diabetes:** A blood glucose of greater than 400, moderate to large ketones, or inadequate supplies to treat diabetes at school; or if there have been two or more unsuccessful attempts to correct a low blood glucose of less than 80.
- **Diarrhea:** Two or more loose watery stools during the school day. All students must be free from diarrhea for 24 hours without the aid of any medication before returning to school.
- **Head lice:** The student will be sent home if live lice are identified. They may return as soon as possible after treatment. Students may be at school with nits but will be monitored by the school nurse.
- **Localized rash:** A rash of undetermined origin as a sign of potential illness.
- **Temperature greater than 100 degrees:** All students must be fever free for 24 hours without the aid of fever reducing medication.
- **Signs or symptoms of acute illness, serious accident, injury or communicable disease:** The school nurse should be notified of any of these signs or symptoms and assess the situation for determination.
- **Uncontrolled coughing:** Student may be sent home if coughing becomes disruptive to the educational environment.
- **Vomiting:** Student will be sent home if the episode is not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy foods. If the event is unwitnessed, the nurse may use their discretion based upon student health assessment. All students must be free from vomiting for 24 hours without the aid of any medication before returning to school.

**These guidelines have been adapted from the CCL. 037 Kansas Department of Health and Environment Rev. 3/2017 Bureau of Family Health Child Care Licensing Program 1000 SW Jackson, Suite 200 Topeka, KS 66612-1274 Phone (785) 296-1270 Fax (785) 559-4244 Website: [www.kdheks.gov/kidsnet](http://www.kdheks.gov/kidsnet) Guidelines for Exclusion of Children (or Staff Working With Children) Who Are Ill As Recommended in Caring for Our Children: National Health and Safety Standards: Guidelines for Out-of-Home Child Care Programs (Third Edition)**

Purpose for setting specific guidelines include the fact that these illnesses can result in a greater care need than the staff can provide, without compromising the health and safety of the other students.

### **District Medication Policy**

In compliance with changes in the Kansas Nurse Practice Act (K.A.R. 60-15-104), Basehor-Linwood School District has adopted the following medication policy:

**ALL** medications must be sent in the original container.

**ALL** medications must be accompanied by a note from the parent/guardian containing the following information:

1. Date
2. Name of student
3. Name of medication
4. Dosage (amount, time of day, and number of days meds are to be taken)
5. Reason for medication (i.e., strep throat, ear infection)

6. Any special instructions or information that might be helpful
7. Signature of parent/guardian

### **Prescription Drugs**

In addition to the above; if your child takes a prescribed medication **daily**, it must be accompanied by a written physician's order. Any changes in dosage and/or time must be accompanied by a note from a parent/guardian, and a newly labeled pharmacy container and a new written physician's order.

For **short term** prescriptions (i.e.: antibiotics), the original pharmacy container and a parent's note are sufficient.

**\*\*\* Please note:** We discourage the transportation of medications back & forth from home to school by students. At your request, the pharmacy will provide a second labeled container so that a sufficient quantity of the medication can be left at school.

### **Non Prescription Medication**

Nonprescription medications will not be supplied by the school. Any changes in dosage, time or **reason** must be accompanied by a note from a parent/guardian. Please note that throat lozenges/cough drops are considered medication and are subject to the above policies. This policy was developed with the safety of your child in mind. Please feel free to contact our school nurse if you have questions concerning this policy or have concerns regarding any student health-related issue.

### **Student Self-Administration of Medications**

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate. As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

### **Student Eligibility**

An eligible student shall meet all the following requirements:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;

- Know the length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

### **Authorization Required**

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment or once annually.

### **Employee Immunity**

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

### **Waiver of Liability**

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

### **Additional Requirements for Students Prone to Specified Emergencies**

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self administration of medication may be revoked.

## **Health Screenings**

Grades K-5, new/transfer students, and Special Education students will be routinely screened for vision and/or hearing. Teacher/parent referrals will be screened upon request with parent permission. Students are encouraged to participate in the dental health card system as a method of dental health screening.

## **HOMELESS**

### **McKinney-Vento Homeless Education Assistance Act**

The McKinney-Vento Act was established to provide rights to homeless students and as a guide to help educators identify these students. USD 458 will work hard to help any homeless student.

Homeless students include those that are living in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because they cannot find affordable housing.

McKinney-Vento eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is the preference and is feasible.
  - If the school district believes that the school selected is not in the best interest of the child, then the district must provide parents with a written explanation of its position and inform parents of their right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the child's needs.

For further assistance, please contact our Homeless Liaison at the district office, (913) 724-1396.

## **INCLEMENT WEATHER/EMERGENCY DISMISSAL**

School will not be dismissed because of weather conditions that arise during the school day, if it is feasible for students and staff to remain safely at school. If a situation should arise and an early dismissal is needed, our phone notification system will be activated.

If adverse weather conditions exist before school begins, and we decide to cancel school, Mr. Howard will first tweet the news (@dlhoward32). Notifications will also be placed on our District home page ([www.usd458.org](http://www.usd458.org)) and the official Basehor-Linwood Facebook

page ([www.facebook.com/Basehor-LinwoodUSD458](http://www.facebook.com/Basehor-LinwoodUSD458)) and sent via our school notification system and the Basehor-Linwood mobile app (available for iOS and Android devices).

You can also check the following TV stations for school closing announcements:

Channel 6 News - Lawrence  
KMBC TV (9)  
KCTV TV (5)  
WDAF TV (4)  
KSHB TV (41)

It is very important that the phone, email and SMS text messaging contact information we have on record for parents and guardians is accurate and up-to-date, so please remember to let your school's secretary know if any of your information has changed.

## **LUNCH PROGRAM**

Basehor Elementary/Basehor Intermediate has a closed lunch period in effect. All students must eat a cold lunch at school or participate in the district hot lunch program. Free and reduced lunch applications are available for those families who qualify. Forms may be picked up in the office.

Food Service transactions are managed by a computerized scanning system within Skyward. The following information outlines some details in regard to operation:

1. The process works like a bank account system. A lunch account should be established with no less than \$5.00. You may send payments in any dollar amount. Checks should be made payable to USD 458. All money should be sent to school in an envelope that is clearly marked with your child's name, grade, and purpose (i.e. Lunch Money) in order to assure that it is credited properly.
2. If a student has money on account, it can be used for extra milk (with lunch) or hot lunch.
3. All students in a family are on one account regardless of grade or building.
4. Parents should check their child's account online through Skyward. E-mail alerts may be set up to receive lunch account notices for those who have a negative balance. Parents who do not have access to Skyward may contact the school office and request the balance.
5. Multiple charges per day for lunch will cause the account to be depleted on a regular basis, especially if you have multiple children in the district. Extra milk is NOT included in the free or reduced meal program. If you do not want your child to have extra milk, please inform food service staff.

### **Food Service Frequently Asked Questions**

*How do I know what my child's account balance is?*

You must login to Skyward Family Access. If you do not have your Skyward login and password, contact the your school secretary and the information will be provided to you. If you do not have internet access, you may contact Della Lucas at



724-2122 to inquire about your account.

*What happened to low balance reminders?*

Parents that have email addresses in the Skyward database may receive email notifications when the account balance is less than \$5 by signing up through Skyward. After logging in, follow these steps:

Click on E-mail Notifications

Click on the Change My Notifications button

Click in the box to Receive Notifications when Food Service Balance is under \$5.00

Click on Save button

Should you have an excessive negative lunch account balance, you will receive a payment reminder letter. This letter will indicate the need for payment or your child will be required to bring a cold lunch until a positive balance is restored.

*We qualify for the Child Nutrition Program, why do we have a negative balance?*

If your family qualifies for free meals, your child(ren) may eat lunch at no charge. If your family qualifies for reduced meals, you will be charged .40 per lunch. These programs do NOT include extra milk taken during lunch. If your child takes extra milk, their account is charged .40 cents per carton. If you do not want your child to have extra milk, please inform food service staff.

*How do I make a payment?*

You have two options. You may send cash or check to school with your child. Please put it in an envelope with your child's name, grade and the amount. You may also make a payment on-line with a credit or debit card through Skyward. You will find the option in the Food Service window. On-line payments can only be made by the primary guardian's account.

*I have more than one student, do I need to send money with each of them?*

You only need to send one payment per family. Siblings, regardless of which building they attend, share one account.

**Lunchroom Rules**

Failure to follow the rules will result in a student being sent to a special table, loss of recess, or exclusion from the lunchroom. The authority of the lunchroom supervisors will be supported by classroom teachers and the administration.

1. Students must enter the lunchroom in based on their lunch choice and file through the line giving their names to the lunch clerk.
2. Students should walk to their assigned table; no running in the lunchroom.
3. Students should talk quietly to the students around them. Do not yell to other tables or students at the opposite end of your same table.
4. No switching or trading of food will be allowed.
5. Students will not play with their food or others' food.
6. Students will follow the directions of the lunch aides, lunch servers, or other staff members in charge in the lunchroom.

7. Nutritional drinks are available (milk). Please do not send pop in your child's lunch.

### **Parents at Lunch**

Having lunch with your child is a special time for your child(ren) and you. You are allowed to bring fast food for your child; however, it is not permissible to bring food for children during lunchtime who are not yours.

### **Unpaid Meal Charges**

The district's meal charging requirements are as follows. A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$25 worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a cheese sandwich, fruit, and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within five (5) working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Payments for school meals may be made at the school or district office or online via your child's Skyward account. Students, parents, and guardians of students are encouraged to prepay meal costs.

## **MENTAL HEALTH CRISIS TEAM**

Basehor-Linwood USD #458 has an established Mental Health Crisis Team with a defined protocol for use by designated staff in the event of a student mental health crisis. Protocol includes suicidal ideation, panic attacks, anxiety, significant DSM-5 diagnosis, self-harming behavior, suspected drug/alcohol abuse and child abuse/neglect.

## **MUSIC**

### **Vocal Music**

Vocal music is provided for all students. Part of the class includes general music curriculum which each child is responsible to learn as part of his/her course of study. There will be one evening program for each grade level, 1-5, throughout the school year. All students are expected to participate in the program unless arrangements are made in advance with the principal. At fourth and fifth grades, recorders will be taught.

Recorders and instruction books are purchased through the school. All students will be required to achieve a minimum proficiency on the recorder.

### **Instrumental Music**

At the fifth grade level, interested students may begin formal training on string instruments. Students will be expected to perform in concerts held during the school year and any absence from a performance must be brought to the principal's attention in advance. Parents are required to pay for or rent string instruments.

### **NEWSLETTER**

A newsletter will be e-mailed or sent home with students every other Friday. Upcoming events and activities will be listed. Please read the newsletter. It will answer many of your questions. Individual teachers also send communication, which outline the activities specific to that class/grade.

### **OUTSIDE RECESS**

Students will be going outside for recess breaks whenever possible during cold weather. No arbitrary temperature will be set as a fixed rule for staying outside, but the principal will use approximate guides and take into consideration conditions at recess time. Children should have appropriate clothing at school to provide warmth for recess breaks. Students who need to occasionally stay inside due to health reasons must bring a note from a parent stating the need. Students who request to remain inside for extended periods must have a doctor's permit.

### **PARENTS' NIGHT**

Parents' Night is scheduled on the district calendar and is held during the first three weeks of school for each grade level. This evening affords parents an opportunity to get to know their child's teacher, understand what will be expected of the students, understand the setup of the students' day, and recognize how to team in the process of their child's education. Parents who do not attend put themselves, their child, and their teacher at a disadvantage. Teachers expect and need 100% attendance.

### **PARENT-TEACHER CONFERENCES**

Two parent-teacher conference days have been scheduled in the fall and one day in the spring to facilitate communication between the school and home. Teachers expect to communicate with all parents at conference time. Additional conferences may be arranged when requested by either parent or teacher.

### **PARTIES**

Room parents sponsor seasonal class parties for students. Treats and games will be enjoyed at Halloween, before winter vacation and Valentine's Day. No middle or high school students will be invited to attend. Other special events will be scheduled as appropriate.

**Birthday treats may be dropped off at the front desk.** Please make sure to communicate with your child's teacher prior to bringing birthday treats to the office.

**NO** flowers or balloon bouquets will be accepted or allowed at school. If these are delivered they will **not be accepted**. Deliveries such as these make it difficult for the remainder of the students in the classroom. In addition, students cannot take bouquets home on the bus. **Student party invitations cannot be handed out at school unless the entire class receives an invitation. No more than one invitation may be sent per non-school event.**

## **PHYSICAL EDUCATION**

All students at USD 458 Elementary Schools receive instruction in physical education. No special clothing is required, although consideration should be given to clothing without a tight fit on P.E. days. All students are required to wear tennis shoes in order to participate. Rubber soled hiking boots, canvas shoes that do not enclose the entire foot, flip flops, and cleats are not considered tennis shoes. All children are expected to participate.

It is best for students to always have their tennis shoes at school or wear them to school so they will not miss a day of Physical Education. A note from the Physical Education instructor will be sent home if the student doesn't have appropriate shoes for class.

Any student unable to participate on his/her Physical Education day will need to bring a note. A doctor's permit explaining restrictions (casts, splints, etc.) or requests for extended periods of inactivity will need to be provided.

## **PLAYGROUND RULES**

Students are afforded one or two recesses per day depending upon the grade level. The same behavior expectations for students in the building apply to the playground and school property. Below is a list of rules specifically for the playground and play equipment at BES/BIS.

- Play without pushing, shoving, or pulling on clothes.
- Touch football only.
- When playing tag, stay on the grass or designated area.
- Cartwheels are allowed in grassy areas only.
- No gum or candy on the playground.
- Do not hang on the basketball goals.
- Ask the teacher before leaving the playground.
- Do not climb on top of the monkey bars, tube, and bars by the tornado slide.
- Sit, don't stand, on the teeter-totters.
- Sit upright on the slide with feet first. (No somersaults at the top.)
- Rocks and snow must remain on the ground.
- Look where you are running.

- Tetherballs are for hitting, not swinging on, sitting on, or kicking.
- Do not jump from the top of the equipment.
- Line up immediately at the whistle.
- Only one person on the slide or horizontal bars at one time.
- Slide down the slide and do not enter from the bottom and go up.
- Swings
  - Sit in swings and swing straight.
  - Do not jump out of the swings.
  - Stay off the crossbars of the swing.

As needed, notes, phone calls, and/or discipline referrals will be sent home to communicate a need for a behavior change on the playground. The same consequences will apply as found in this section on discipline.

## **RELEASE OF INFORMATION**

By selecting “yes” to the media line on the student information form, you are consenting to your child being interviewed, photographed and/or videotaped by the news media or representatives of the Basehor-Linwood School District USD #458, its agents and independent contractors. Any information or images obtained from those activities may be reproduced by the school district and/or the public media for use in advertising, publicity or educational activities, including, but not limited to, district and school publications and/or videos, print and television news and district and /or school web sites. You also waive any claims you may have and release the school district and its employees from any liability or claims arising out of such activities. Media permission remains in effect until such time the student’s parent or guardian revokes it.

### **Examples:**

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

### **Privacy Guidelines for Elementary Students**

**ALLOWED WITH SIGNED PARENTAL CONSENT:**

#### Identifying Text

- Full name (without photo); only first name on Internet

### **Privacy Guidelines for All Students**

**ALLOWED WITHOUT PARENTAL CONSENT:**

#### Photos/Video

- Group photo (8 or more in picture)
- Photos (plus full names) of individuals who are participating in school sanctioned performances or competitive events
- Individual shot (not to exceed 6 seconds)

#### Audio

- Student musical/drama/sports performances

**ALLOWED WITH SIGNED PARENTAL CONSENT:**

### Identifying text

- School
- Grade
- Class/Teacher's name
- Full name (without photo); only first name on Internet

### Photos/Video

- Individual portraits with full name
- Group photo of less than 8 people

### Audio

- Interviews
- Individual extracurricular performances

### Original Work

- All original student work posted to the website

## **Directory/Military**

Directory information, which is information that is generally not considered harmful or an invasion of privacy is released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

\*If you do not want the Basehor-Linwood School District to disclose directory information from your child's education records without your prior written consent, you must notify the district on the student information form.

The Basehor-Linwood School District has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent school attended
- Class designation
- Major field of study
- Photograph

\*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

## **RETENTION OF STUDENTS**

It is the desire of our staff to have each student promoted into the next grade level at the end of the school year; however, students must achieve the skills necessary to move to the next grade level. If there are concerns registered by parents or staff members, the following procedure will be observed:

1. The teacher and parents will discuss concerns early in the second semester.
2. The issues must be brought to the attention of the principal.
3. A plan will be developed by the principal, teacher, parents, and student for improvement.
4. Toward the end of the school year, if it is deemed that the student has not made adequate progress toward needed skills, retention will be discussed between the principal, teacher, additional staff as needed, and the parents.
5. Summer school and/or tutoring (if available) may be required before a decision is made concerning retention.
6. Written documentation in the student's permanent record folder will reflect the decision by school staff and parents to retain the student at the same grade.

## **SCHOOL BOARD POLICIES**

**\*\*\*All USD 458 school board policies are available on-line at:**

<https://www.usd458.org/apps/departments/index.jsp?show=MDE>

### **Bullying (JDDC)**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **Bullying by Parents (KGC)**

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state

law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan {shall/may} be posted on the district’s website and copies of such documents shall be made available to parents of current students upon request.

### **Computer Use: Network Use and Publication Policy (NUPP)**

By selecting yes to the NUPP line on the student information form, you are stating that you have read and understood the Network Use and Publication policy that is available at your child’s school or online at:

[https://www.usd458.org/apps/pages/index.jsp?uREC\\_ID=681175&type=d&pREC\\_ID=1123593](https://www.usd458.org/apps/pages/index.jsp?uREC_ID=681175&type=d&pREC_ID=1123593) . You also agree to allow your child to have grade-level appropriate access to:

- District Network
- Internet
- Website Publishing
- Electronic Mail

Discipline for violations for the NUPP will be at the administrator’s discretion.

### **Concealed Observations (KGB)**

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student’s evaluation or provision of special education services with the principal’s prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.



Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

### **Disruptive Acts at School or School Activities (KGD)**

Disruptive acts at school or school-sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

### **Drug Free Schools and Communities Act**

The 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 Stat. 1928, require both schools and higher educational institutions to adopt certain policies in order to remain eligible for any federal financial assistance, including student financial aid.

### **Drug Free Workplace (GAOA)**

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions, which may be taken under board policies or the negotiated agreement.

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

### **Alternative I**

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

### **Drug Free Schools (JDDA)**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale, or distribution of illicit drugs and alcohol by students at school, on or in school property or at school sponsored activities or events is prohibited.

#### Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school, on or in school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to: disciplinary action up to and including suspension or expulsion from school.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

### **Hazing (JCF)**

No student shall engage in nor shall any staff member knowingly allow students to engage in the hazing of another student. Hazing is defined as any behavior which coerces, demands, or encourages another person to perform any act which could reasonably be expected to result in bodily harm, disfigurement, or death as a condition of membership in a school organization, team, or group or who engages in any

behavior which is done in a manner which could inflict bodily harm, disfigurement, or death.

### **Hazing (JCF-R)**

Any student who participates in the hazing of another student shall be subject to the school disciplinary code as specified in JCDA, JDD, and/or the student handbook. Disciplinary action may include expulsion for up to 186 days.

Any staff member who encourages or tolerates hazing of a student by another student shall be subject to disciplinary action by the district, which may include termination. FOR GENERAL HARASSMENT, SEE POLICY GAAB.

### **Sexual Harassment (JGEC)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.  
FOR GENERAL HARASSMENT, SEE POLICY GAAB.

#### **Use of Surveillance Cameras (JGGA)**

The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage, which is a record of student behavior, shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information. (See CN and JR et seq)

#### **Use of Tobacco Products in School Buildings (GAOC)**

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. {Any use of tobacco products or electronic cigarettes on district property shall be only in areas designated for such purpose.}

#### **Visitors to the School (KM)**

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

#### **Weapons (JCDBB)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-

sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **Weapons and Destructive Devices**

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having any explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- 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.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Penalties of Possession**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile, to ~~SRS~~ DCF or the Commissioner of Juvenile Justice.

## **SCHOOL HOURS**

Basehor Elementary full day kindergarten and grades 1-2 are in session from 8:55 a.m. to 3:55 p.m. Half day kindergarten classes are from 8:55 a.m. to 11:55 a.m. Basehor Intermediate grades 3-5 are in session from 8:45 a.m. to 3:45 p.m. Students walking to

school or coming in private transportation should not arrive before 10 minutes prior to the start time. Supervision is not available for students arriving earlier than 8:35 (8:45 BES). Students who are bus riders and car riders will be dismissed at 3:45 (3:55 BES). Walkers will leave immediately after this.

## **SKYLERT PHONE NOTIFICATION**

Skylert is a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency, unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements, reminders, or for opinion polling. It is essential that parents keep their emergency numbers up to date with the elementary office.

## **SCHOOL TRIPS**

Periodically during the school year, classes will be taking educational trips, which relate to classroom activities. Field trips, which reinforce concepts taught in the classroom, are encouraged. The onsite examination of things and places that have been studied in the classroom, and participation in educational activities away from the school buildings are integral parts of the educational program at the elementary level. For students to travel on these trips, parents or guardians must complete and return permission slips for each trip. For in-district travel, parents give permission for travel on our intra-district travel permission form. This form is signed each school year at enrollment and covers within the district transportation between schools, to the local library, to local businesses, school sponsored activities, etc. Any non-educational trip taken by the students will be at the expense of the group going on the trip. All admission expenses incurred during educational trips are the responsibility of the individual students. All students will be expected to attend their class trips unless arrangements are made in advance with the principal.

No gifts are to be bought on school trips for individuals or the group. Students are to have only the money necessary for the trip as determined by the professional staff.

**Due to numbers and other conditions, grade levels could limit the number of parent sponsors. No preschoolers, siblings, relatives, or friends will be allowed to go.**

Students attending field trips will return to school on the school bus, not in cars with parents unless permission is given by the principal prior to the school trip. The safety of our students is our first priority; therefore we expect students to return on the bus.

Supervision during field trips:

1. Ten students to one adult is recommended.
2. Students are to observe the same standard of conduct and dress on excursions as they would in the classroom.
3. **NO** money is to be brought by students beyond that necessary for the field trip.

4. **NO** items are to be bought by sponsors or children.
5. Sponsors help the students gain the most educational benefit out of the trip by conducting educational discussions.

## STATE MANDATE

The district, as mandated by statute, has incorporated into its curriculum instruction relating to human sexuality and Acquired Immune Deficiency Syndrome (AIDS). As required by statute, parents may request to have their child excluded from said instruction; therefore, an exclusion form is provided by our school district and is available upon request from the principal's office.

## STUDENT DRESS CODE

Each student shall make it a habit to look neat and well groomed at all times. Each student shall strive to look their best by the practices of cleanliness, neatness and attractive grooming. Extremes in dress shall be avoided, as they are a distraction to the educational process. Many of the extremes in dress can cause embarrassment to other students and staff. In the matters of dress cleanliness and grooming, **the building administration will have the final authority** in determining if the student is dressed appropriately. The items contained in this dress code are not intended to be all inclusive, but examples. As the styles of dress and grooming change, so will the items that are and are not appropriate for school. When a student fails to comply with the dress code, they will be asked to change dress so it is appropriate. If necessary, parents will be asked to bring a change of clothes to school on request. If the student continues to be in violation of the dress code, they will enter the discipline policy.

Examples of Appropriate Dress (K-12):

- Sleeved tops that cover the shoulders and midriff
- Pants that don't sag and are worn on the waist or hips, not below
- Skirts and shorts that are not shorter than mid-thigh
- Jeans, slacks and shorts (mid-thigh or lower)

Possible Examples of Inappropriate Dress (K-12)

- Pajamas
- Short Shorts
- Tube tops
- Halter tops
- Short crop tops
- See-through shirts
- Tank tops
- Spaghetti strap tops
- Open back shirts
- Bare shoulder shirts
- T-shirts that advertise, show sponsorship or promote in any way; drugs, alcohol, tobacco, violence, gangs, inappropriate sayings - graphic phrases, derogatory comments, suggestive material, etc.



- Bedroom slippers
- Jewelry and/or accessories that can be removed and used as a weapons such as dog collars; studded or spiked collars, bracelets, belts, necklaces and rings; billfold with chains, etc.
- Hats, caps, bandanas, sunglasses, headbands or head wear, book bags, clothing bags, gloves and coats are to be placed in the student's cubby upon arrival at school and stay in that location until school is dismissed.
- Stage makeup and coloring of skin or hair may not be performed at school. Extremes in makeup should be avoided, as they are a distraction to the educational process.

#### Suggestions for Students/Parents/Teachers to Determine Appropriate Dress:

- Sagging - It will be considered sagging any time a student's pants are down lower than their hips. If a student has to keep pulling up their pants, wear a shirt or coat to hide the top of the pants, or wear shorts under their pants to hide the appropriate anatomy, it will be considered sagging. This is with or without a belt.
- Can the student raise their arms above their head without showing any part of their stomach or midsection?
- Does the student's shorts or skirt fall below their fingertips when their arms are straight at their side?
- Can the student bend or squat without exposing himself/herself?

## TRANSPORTATION

### Bus Riders

Those students who meet local board qualifications for district bus service will receive information prior to the beginning of the school year including their bus driver's name, bus stop, approximate scheduled pickup time, and a copy of "The School Bus Rules and Regulations". Parents should review these rules with their children, as misconduct on the bus will be strictly disciplined. Further information can be obtained through the school office or the district bus coordinator, Joe Howard (724-KIDS).

Special arrangements for having your child ride to a different location or on a different bus will require a note or phone call in advance from parent or guardian. This may be subject to available space on the bus.

All students will be required to participate in an emergency bus evacuation drill each school year. The drill will be supervised by school personnel.

### Boarding and Riding Regulations

The following rules and regulations have been adopted to insure the safest, most enjoyable and efficient transportation for your children. Most of these rules and regulations have been taken from the KANSAS STATE REGULATIONS FOR SCHOOL BUS TRANSPORTATION.

1. Students must be at bus stop on time.

2. While waiting at the bus stop, students must wait on sidewalk, driveway, or as far off of traveled portion of the road as possible.
3. Students must wait in an orderly manner; and wait until bus comes to complete stop before approaching the bus.
4. If it is necessary to cross street or roadway, students must wait until driver signals them to cross.
5. Students must enter bus single file and be seated as quickly as possible.
6. Upon leaving bus; wait until the bus comes to a complete stop, before standing to exit.
7. Exit single file in an orderly manner, and walk away from the bus.
8. Upon leaving bus, if students must cross roadway, walk approximately 10-15 feet forward beyond so the driver can see the student. Do not cross until driver signals you to do so.
9. The operator of any school bus shall be responsible for the order and conduct of the pupils transported.
10. The operator has the responsibility to assign seats, and will be directed to do so as a matter of policy.
11. Pupils should obey promptly and willingly, any reasonable directive of the driver.
12. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language or gestures are not permitted.
13. Pupils must remain seated with feet on the floor in front of them; not in the aisle or draped over the seat back.
14. Students may not board or depart from a bus at any other stop than that which has been properly authorized by parents or school authorities.
15. Pupils will not extend hands, arms, heads or objects from the bus windows at any time.
16. Pupils are not permitted to shout, or gesture to passing vehicles or pedestrians from the bus.
17. Students may adjust windows only when permitted to do so by the driver.
18. Pupils may not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus.
19. Riders must stay out of the driver's seat and may not tamper with any operating equipment.
20. Students may not exit from the emergency door unless directed to do so by the driver.
21. Eating, drinking, and/or passing food/beverages on the bus is prohibited.
22. Possession or use of tobacco, drugs or alcohol in any form shall not be permitted on the bus.
23. Animals, knives, matches, firearms including cap and water pistols, explosives, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus.
24. Students needing to ride any bus other than their regular assigned bus must give driver a note from their principal or parent.
25. Students desiring to take another student home with them who does not normally ride a particular bus must obtain prior permission from bus driver or authorization from their principal to assure the bus is not overloaded.
26. Teachers, especially sponsors of activity trips need to be aware of bus regulations.

27. Teachers should be aware that many large items cannot safely or conveniently be carried in the limited space available on school buses. Parents should be responsible for transporting big items used for science fair or other special projects.

**Bus Discipline Regulations**

Article 36-13-2 of the Kansas State Regulations states, "Pupils transported in a school bus shall be under the authority of and responsible directly to the operator of the bus, unless otherwise assigned by proper authorities. Continued disorderly conduct or persistent refusal to submit to the authority of the operator shall be sufficient reason for refusing transportation to any pupil. The operator of any school bus shall be responsible for the order and conduct of the pupils transported." Drivers are required to report misbehavior by students on the bus. When a ticket is issued for inappropriate behaviors on the bus, the following procedure will be followed. The bus driver will discuss the ticket with the student(s). All students involved may be included in the discussion. The driver will keep a copy of the ticket for their records and the remaining copies will be sent to the office. The student(s) will come into the office and discuss the ticket with the administrator or designated person. The administrator will discuss the bus ticket issue with the parent/guardian by phone, in person, or in writing. The ticket is to be signed by parent/guardian and returned to the office the following school day. One copy will be sent to the district bus coordinator and a copy will be kept by the administrator. If a ticket is not returned the next school day, the student will not receive recess until the ticket is returned to school. Below are the consequences for receiving a bus ticket.

<b>Ticket No.</b>	<b>Consequences</b>	<b>Conference / Notification</b>
Ticket #1	Missed Recess/Detention (Principal’s discretion)	Parent contact by administrator, letter stating rules and consequences
Ticket #2	TWO day suspension from riding the bus	Parent contacted by administrator, letter stating rules and consequences
Ticket #3	FIVE day suspension from riding the bus	Parent contacted by administrator, letter stating rules and consequences
Ticket #4	Suspension from the bus up to the remainder of the school year	Parent contacted by administrator, letter stating rules, consequences, and termination of bus services for the remainder of the school year

If student has received 3 incident reports and a three-month time period elapses before the 4<sup>th</sup> ticket is received, the student will receive an additional #3 incident report. The next ticket would then be the 4<sup>th</sup> ticket. Procedure would then continue as stated above. If a student acts in an inappropriate manner, which is deemed by the administrator as being severe behavior, the student may be removed from the bus regardless of the number of incident reports already received.

Note: In the event of a bus suspension, the student still needs to come to school. If he/she is absent, it will be unexcused. Three consecutive days of unexcused absence is truancy, which will be officially reported.

### **Car Riders**

Passenger cars dropping off/picking up students (K-2) at regular arrival/dismissal times at BES should use the circle drive on the south side of the building. Students are to be dropped off/picked up at the front office door only. This drive is one-way from east to west. Cars should not use the bus loading zone 8:45 a.m. to 9:15 a.m., 11:45 a.m. to 12:15 p.m. or 3:45 p.m. to 4:15 p.m.

Passenger cars dropping off/picking up students at BIS should use the curbside drive on the north side of the building. Cars should not use the bus loading zone on the southeast side of the building 8:35 a.m. to 9:05 a.m., or 3:35 p.m. to 4:05 p.m.

### **VISITING SCHOOL (See Board Policy – Visitors to the School)**

We are all very proud of our school and would like to extend an invitation to you to visit us if you so desire. We only ask that you contact us prior to your visit in order to arrange a mutually convenient time. Non-enrolled elementary and middle school age children will not be allowed to visit classrooms. We encourage parents and community members to volunteer and be a part of our team. All visitors should check in at the office. **Cell phones and beepers should be turned off in the building.**

### **VOLUNTEER? Yes, please.**

#### **Volunteer? MENTOR Yes, please.**

We embrace your volunteer service, and it is with this in mind that we strive to create the safest possible environment for our students. That's why if you would like to volunteer in the classroom, regardless of placement or assignment, **you need to complete an application for screening.** *Volunteers who are in the building solely for classroom parties and one-time opportunities do not need to sign up for Basehor-Linwood Mentors.*

This is a national and state recognized program since 1999, and is under the Mentor Kansas and Kansas State Department of Education umbrella. We are a school-based mentoring initiative and we **ENCOURAGE YOUR CHILD** to work with an adult **Mentor** and/or a Basehor Linwood High School junior or senior "**Care Cat**". There is a carefully screened background check process including orientation prior to placement, and district identification badges assigned. Rescreening occurs every two years of service. Each high school volunteer is a trained member of our "Care Cats". This is an actual class (worth .5 credit per semester) devoted to mentoring as a community service, and for those who are considering teaching as a Career Pathway. Volunteer hours can go towards earning National Points of Light certification with the President's Volunteer award, career/community recommendations, and college service requirements. Juniors and Seniors are encouraged to serve two semesters over a two year service.

Placement occurs only AFTER confirmation with teacher and/or principal. Tutors/mentors are not available over the summer months, but available when school resumes. Returning Mentors and CareCats are placed first upon school resuming in the fall and spring semesters. This high-need program includes students from preschool to senior year in all USD 458 schools. Any student, parent, teacher, principal, or staff member can request a mentor for a student.

For application, or information, please contact Tammy Potts, director, 913-662-7057 or 913-724-1727 ext. 2432 or email [tpotts@usd458.org](mailto:tpotts@usd458.org) . Our office is located in BLHS, near the library and BLVS.

<http://www.usd458.org/blhs/tpotts>

<https://m.facebook.com/BasehorLinwoodYouthFriends/>

<https://twitter.com/> (Basehor Linwood Mentors and CareCats @TpotsDee)

