

## TABLE OF CONTENTS

Activity Day .....	3
Advisory Programs-Teachers .....	3
After School Activities .....	3
After School Study Hall .....	10
Athletic Eligibility .....	3-4
Attendance .....	4
Attendance at Athletic Events .....	4-5
BLMS Discipline Policy .....	5-8
Bus Rules and Regulations .....	12
Change of Address.....	2
Daily Schedule.....	2
Dances.....	15
Drug Free Schools Policy .....	8-9
Enrollment .....	9
Fines and Penalties .....	9
Guidance Services .....	9
Gum/Pop/Candy/ Drinks.....	9
Hall Passes .....	9
Harassment/Bullying (Also Cyber).....	15-16
Health .....	9-10
Homework Policy .....	10
Honor Roll .....	10
Inappropriate Items.....	10
KAW Valley League Code of Ethics .....	5
Library .....	10
Lockers.....	10
Lost & Found .....	10
Lunch Program .....	11
McKinney-Vento Homeless Education Assistance Act.....	17
Medication .....	10
Nondiscrimination Statement .....	11
Phone Use (Including Cell Phones).....	11
Planner Policy .....	16
Safety Drills .....	11
School Closings-District Information Line .....	11
School Insurance Plan .....	11-12
School Transportation.....	12
Section 504 .....	16-17
Student Council .....	13
Student Dress .....	13
Student of the Week and Month .....	13
Student Pick-Up .....	15
Student Promotion/Retention .....	14
Student Reassignment .....	13
Student Responsibilities .....	14
Student Rights.....	14
Study Hall .....	14
Study Skills.....	16
Substitutes.....	14
Uniforms-P.E .....	11
Visitors.....	14
Water Machine Usage .....	11
Weapons.....	14

## MISSION STATEMENT

**Becoming  
Lifelong learners  
Motivated to  
Succeed**

## BOARD OF EDUCATION BASEHOR-LINWOOD USD #458

Mrs. Dayna Miller    Mr. Gary Johnson  
Mr. Richard Zamora    Mrs. Lori Van Fleet  
Mr. Eric Dove    Mrs. Wynne Coleman  
Mrs. Jeane' Redmond

## ADMINISTRATION

Mr. Mike Wiley, Principal  
Mrs. Amy Garver, Assistant Principal  
Mr. Tom Cooper, Athletic Director  
Mr. Chris Shelby, School Counselor

## Welcome Students!

Dear VIPs:

This year we will be rolling out the red carpet for you, as we begin our second year in the new middle school building. This year's production will include many assemblies, athletic events, instrumental and vocal programs, after school clubs, honor rolls, spelling bee, and so much more.

Your BLMS crew of directors (teachers), supporting actors & actresses (para educators), stage crew (custodians & lunch staff), agent (counselor), script deliverers (office staff), and producers (administrators) have put many efforts and work into helping you, the STAR, achieve "fame" here at the middle school.

In this handbook, you will find a great deal of information to help you and your parents understand the role you and they play in helping you achieve "fame" this year. We know that this year's "production" is sure to win an Academy Award !

Let's all Break a Leg!

Mike Wiley  
Basehor-Linwood Middle School Principal

Amy Garver  
Basehor-Linwood Assistant Principal

**BASEHOR-LINWOOD MIDDLE SCHOOL  
STAFF 2011 - 2012**

Mr. Mike Wiley .....Principal  
 Mrs. Amy Garver.....Assistant Principal  
 Mr. Chris Shelby .....School Counselor  
 Mrs. Lynette Beebe .....Art  
 Mrs. Wendi Bogard .....Vocal Music  
 Mr. Larry Booth .....8th English  
 Ms. Jamie Boyd ..... Girls' Physical Education  
 Mrs. Juli Brown .....6th English/Reading  
 Ms. Debbie Chou .....Resource Room  
 Mrs. Marina Cooley .....7th English  
 Mr. Tom Cooper .....Reading/Athletic Director  
 Mr. Kelly Cranor .....7th Science  
 Mrs. Misty Delana .....Secretary  
 Mrs. Kyla Dominick .....8th Science  
 Mrs. Amanda Ellis.....8th Algebra  
 Mrs. Medissa Flynn .....7th Math  
 Ms. Erin Foley .....7th Reading /8th Adv. English  
 Mrs. Ruth Gore .....Math  
 Mrs. Donna Gunter.....FACS/Reading  
 Mrs. Dorothy Hoyt-Reed .....Spanish  
 Ms. Kandy Johnson.....Computers  
 Mr. Matt Johnson .....Social Science  
 Mrs. Shelley Journey .....Resource Room  
 Mr. Ryan Kazmaier .....Band  
 Ms. Debby King .....Industrial Technology  
 Mr. Jack Morris.....Social Studies  
 Mrs. Phyllis Murphy .....6th Math  
 Mrs. Janie Parsons .....6th Social Studies  
 Mr. Brock Peterson .....Resource Room  
 Mr. Scott Russell .....Boys' Physical Education  
 Mrs. Christine Sanders .....6th Science  
 Mrs. Debbie Self .....Secretary  
 Mr. Jeff Stromme .....Librarian  
 Mrs. Natasha VanDyke .....6th English/Reading  
 Mr. Curtis Westbrook .....Band  
 Mr. Paul Wilburn .....Strings  
 Mrs. Karen Wynia .....Resource Room  
 Mrs. Kim Ziegler .....Building Technology Coordinator

**CALENDAR OF EVENTS  
(DISTRICT SCHEDULE)**

Aug. 8 .....Enrollment  
 Aug. 9 .....Enrollment  
 Aug. 10, 11, & 12.....New Staff Orientation  
 Aug. 15, 18 .....District /Bldg. Inservice, Collaboration  
 Aug. 16 & 17 ..... Work Days  
 Aug. 19 .....First Day of School~6th  
 Aug. 22 .....First Day of School ~ 7th & 8th  
 Aug. 24 .....BLMS Open House  
 Sept. 5 .....Labor Day/No School  
 Sept. 16.....No School/Collaboration  
 Sept. 17 .....Progress Reports  
 Sept. 23 .....Midterms Distributed  
 Sept. 29.....1/2 Day School/Parent-Teacher Conferences  
 Sept. 30 .....No School  
 Oct. 20 .....End 1st Quarter  
 Oct. 21 .....No School/Collaboration/Teacher Work Day

Oct. 24 .....Start 2nd Quarter  
 Oct. 28 .....Report Cards Distributed  
 Nov. 11 .....No School/Inservice-Collaboration  
 Nov. 22 .....Mid Terms Distributed  
 Nov. 23-25 .....No School/Thanksgiving Vacation  
 Dec. 21 .....End 1st Semester  
 Dec. 22-Jan. 3 .....Winter Vacation(Students)  
 Jan. 3 .....No School/Teacher Work Day  
 Jan. 4.....Start 2nd Semester  
 Jan. 16 .....No School/Inservice - Collaboration  
 Feb. 3 .....Mid Terms Distributed  
 Feb. 9 .....1/2 Day School/Parent-Teacher Conferences  
 Feb. 10 .....No School  
 Feb. 13 .....No School/In Service-Collaboration  
 Mar. 15 .....End 3rd Quarter  
 Mar. 16 .....No School/Collaboration Day/Teacher Work Day  
 Mar. 19 - 23 .....Spring Break  
 Mar. 26 .....Start 4th Quarter  
 Mar. 30 .....Report Cards Distributed  
 Apr. 6 .....No School/Holiday  
 Apr. 9 .....No School/In Service - Collaboration  
 Apr. 27 .....Mid Terms Distributed  
 May 25 .....Last Day of School  
 May 28 .....Holiday  
 May 29 .....Inservice/Teacher Work Days

**GENERAL INFORMATION**

**CHANGE OF ADDRESS**

Please inform the office if your address or phone number changes. These items are very important to the office in cases of emergency.

**BLMS DAILY SCHEDULE 2010- 2011**

<u>M/W/F</u>	<u>PERIOD</u>	<u>T/TH</u>
7:50 - 8:40	Period 1	7:50 - 8:34
8:43 - 9:30	Period 2	8:37 - 9:20
9:33 - 10:20	Period 3	9:23 - 10:06
10:23 - 11:10	Period 4	10:09 - 10:52
11:13 - 12:22	Per. 5 (lunch)	10:55 - 12:04
12:25 - 1:15	Period 6	12:07 - 12:50
1:18 - 2:05	Period 7	12:53 - 1:36
2:08 - 2:55	Period 8	1:39 - 2:22
	Advisory TEAM	2:25 - 2:55

**BUILDING SCHEDULE:** 7:35 a.m. to 4:00 p.m.

BLMS will open at 7:35. Buses arrive at 7:35. If students come early they are to be under the supervision of a teacher in their classroom, with prior teacher approval. If students do not have a need to see a teacher they are to wait in the foyer or outside until 7:35. At 7:35 students go to the cafeteria to purchase a light breakfast or to their grade level flex learning area to sit until 7:45. Once in the flex area or cafeteria, students will remain there until the 7:45 bell. Students are not to be roaming the halls before or after school. Those students who stay for activities, sports or study hall are expected to be in their designated areas.

**School Day:** The school day will begin at 7:50 a.m. and end at 2:55 p.m. unless assigned a detention or attending study hall. Detention/Study Hall time will run from 2:55 until 4:00 pm on Tuesdays, Wednesdays and Thursdays. Participation in activities will not be allowed until all detention time has been served.

Students staying for detentions or study hall will need to make arrangements for transportation home. There is no bus available.

### ACADEMIC REPORTS

Each Friday we will send a letter home to any student that is earning less than 70% in any class. The letter will be given to the student, who is to take the letter home and present it to their parents. **Parents are to sign and return the letter back to the school with their student.** This is for the parents records. If the students do not return the letter the next school day they will be required to call their parents from the office to confirm that their parents did in fact receive the letter. **This will also serve as the athletic eligibility letter!**

### ACTIVITY DAY

Activity days will be held each quarter for 6th, 7th, and 8th graders. Activity days are school sponsored but not entirely school funded. Activity days are a reward for a quarter of hard work, good attendance, positive behavior, compliance with the homework policy and no failing grades.

**Students reaching 5 points (any combination) when looking at the following items will be disqualified for the activity day..**

- Discipline points- 1 pt = 1pt. and so on ...
- Every 2 missing assignments = 1 pt. All classes combined.
- Not having planner signed at midterm = 1 pt.
- Every bus ticket is = to 2 pts.
- Below a 70% in any class for a quarter = 5 points.
- OSS = 5 points

At the end of each quarter there will be an activity day for 6th, 7th, and 8th graders. First and third quarter activities will be in-school activities. At the end of second quarter, eligible students will go on a trip to Snow Creek. At the end of third quarter, eligible students will go on a trip to Worlds of Fun.

To help defray the costs of these trips we will have two fund raising projects. The first will be a Magazine/Cookie Dough sale in August and the second a candy sale in October. **Students placed in study hall during an activity day that do not attend school may be required to make up hour for hour the time missed and be ineligible for the next scheduled activity day until that time is made up.** The activity day is not a free day or day out of school. Students are expected to attend school. If there is any activity scheduled the same day as an activity day, students are expected to attend the practice or performance that day. If a student is not at school the day of an activity day it is considered a "skip." Students are permitted to ride HOME with their parents or guardian with prior, written approval. The student must check out with their TEAM teacher at the event. **Students will not be allowed to ride with other parents unless there is a written note and prior approval from the administrator. Students must then check out with their TEAM teacher in the same manner. We will NOT release students to anyone other than their parents/guardian unless this is taken care of in advance.**

### SEMINAR "TEAM" PROGRAMS-TEACHERS

The Seminar "TEAM" Program will give each student at Basehor-Linwood Middle School a sense of belonging. It will provide the opportunity for approximately twenty students and one teacher to work and share together. Through this program, we will work on team-building skills, social skills, address harassment and character building activities.

### AFTER SCHOOL ACTIVITIES

Basehor-Linwood Middle School is involved in the following competitive sports at both the 7th and 8th grade levels: cheerleading, cross country, football, volleyball, girls and boys basketball, wrestling, and boys and girls track. The sports that we cut in are; cheerleading, (try-outs held in the spring of the previous year for the 16 person squad) boy's and girl's basketball, and volleyball. We will cut to approximately 22 players total for a varsity and junior varsity in these sports. The other sports will be conducted as no cut sports. It is our belief, that in all sports at this level, the experience and teaching is more important than winning and losing. If you come to practice and give your best effort you will play! Students will be held out as noted in Athletic Eligibility discussed below. There is a pay to pay fee for those that participate.

Students riding the bus to a school activity are expected to ride the bus back to school. Students may ride home with their parents/guardian, if they are present, notify the coach or sponsor and sign that student out. **Students may ONLY ride home with someone else if an emergency arises and it is approved through the office prior to the day of the event** and the student checks out in the same manner.

### ATHLETIC ELIGIBILITY

It is our belief that the experiences that everyone receives through participation in activities and athletics is far more important at this level than the win-loss record. If a student comes to practice, gives their best efforts and maintains eligibility weekly they will receive a meaningful amount of playing time (meaningful amount does not mean equal time). All students involved in any school sponsored activity and/or athletic event will be subject to the eligibility requirements listed below. **This includes all Athletics, Cheerleading, Science Olympiad, Band, Strings and Chorus performances, Dances and other school sponsored activities.**

1. Students must earn a 70% or higher in all classes (core and elective) to perform and or compete.
2. A grade check will be conducted each Friday. The teachers will submit names of any student earning less than 70% or not turning in assignments by noon each Friday. Ineligibility will not be reported the first week of any quarter or on weeks with three days or less. Mid Term Reports will serve as notification the week they are written in planners.
3. Students will be notified of their ineligibility before school is dismissed that day.
4. Students that are ineligible will not take part in performances or competition for one week (5 school days). For example, if a student becomes ineligible on Friday and we are not in school for a snow day, heat day, teacher work day or in service etc... then the 5 school days will carry over until they can be counted.

5. Students may attend practice to watch and learn assignments but not take part.
6. It is the student's responsibility to notify their parents of their ineligibility. It is the coaches' responsibility to enforce the participation portion of this rule. The student will know on Friday, for the following week, that they are ineligible. They will take a letter home to their parents, have it signed and returned to the office. The student will not compete until 5 school days **after** the letter is returned and may receive a discipline referral, if not returned.
7. Students cannot be reinstated into practice, competition or performances, until the five school days are counted and the letter is returned.
8. Students receiving a total of 5 points for discipline referrals may be recommended for removal from the team (Points during the season only). Any student receiving a second OSS during that season will be dismissed from the team.
9. The teacher team has the final determination in all matters of eligibility and the students compliance with this policy. The teacher team will consult with administration and coaches before a final decision is reached when removing students from the team for the remainder of the season.
10. This policy is not intended to be all inclusive and circumstances may dictate that other considerations be applied. In these cases, administration will work with the teacher team, student, parents and coaches to resolve the situation, on a case by case basis.

#### ATTENDANCE

In order for you to experience the greatest success in your classes and to maintain your responsibilities at Basehor-Linwood Middle School, you must attend regularly and arrive to class on time. Irregular attendance and extreme tardiness will result in disciplinary action, which could reduce your grades in class, jeopardize your participation in activities/athletics, or even lead to your suspension from school. The following information will help you meet your responsibilities.

**Absences:** When returning from an absence, please bring to the office, a note from your parents explaining the reason for the absence if they have not called in advance. This note should be brought to the office before the warning bell. Your absence will be either excused or unexcused. A parent's note **will not** automatically give you an excused absence as the final decision rests with the building principal. **Students may make up work for all excused and unexcused absences except skipping.** The responsibility for this make-up is the student's, not the teachers. If the work is not made up in a reasonable amount of time (Two days for each day absent), it will be recorded as a zero.

If a student is traveling on a prearranged trip with parents and want work before they leave, that work is due the day that the student returns to school. The two days for every day absent does not apply in this case. Excessive absences of either type will result in disciplinary action and may affect your grade.

#### Absences (Excused):

- School activities
- Illness or death in the family, funerals
- Family vacations/personal matters
- Obligatory religious observations

- Necessary appointments; Court Dates/Attorney Meetings, Doctors Appointments, etc...
- Emergencies requiring a student's service or presence at home, these must be documented and verified by administration.
- Extreme circumstances at the discretion of administration
- Illness (2 or less days in a row, up to 4 in a semester, up to 6 days total, unless accompanied by a Dr.'s note)

Upon completion of an appointment, parents need to make every effort possible to return that student to school for the remainder of the school day. For example, if an appointment is in the morning and the student misses the rest of the day, the afternoon hours would be considered as a "skip". It should be noted that absences of any kind (excused or unexcused) will prohibit a student from being eligible for the perfect attendance.

#### Absences (Unexcused):

- Skipping
- Missing school for any reason other than those listed above.

#### TRUANCY:

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined by law as any three consecutive unexcused absences, any five unexcused in a semester, or seven unexcused in a school year, whichever comes first. When excused absences exceed 10 days, any further absences will only be excused with a doctor's note or legal document submitted for approval of the principal.

#### ACTIVITIES ATTENDANCE:

**A student must be in attendance by 11:00 a.m. on the day of an event in order to participate in athletics or activities. This includes dances, unless approved in advance by the principal.**

#### STUDENT RULES FOR ATTENDANCE AT ATHLETIC EVENTS :

Students at home and away activities represent our school. These activities are an important part of our school and we encourage everyone to participate and/or support our teams. In order for everyone to enjoy these activities and to reduce problems, the following rules have been established for home games:

1. Students who wish to attend Basehor-Linwood Middle School home games ~ volleyball, basketball or wrestling event will report to the cafeteria at 2:55 with an AR book or homework to work on and will go into the gym at 4:00. Football and track will compete at BLHS. Students attending those will need to have their own transportation.
2. Basehor-Linwood Middle School students are to sit in the student (Northwest) section of the bleachers. Any student crossing over to the team side will be asked to return to the student section and may be asked to leave. Students are not to visit with team members but rather support them by cheering in a positive manner.
3. Students at school events must adhere to the dress code normally enforced in school. Shirts, shoes and proper attire are required. Wearing hats will not be allowed by our student body.
4. School rules and normal procedures are in effect during all school activities. Students who violate these rules will lose their privilege of attending home games, and depending on

the problem, may include further consequences and/or suspension. (This includes home and away games).

5. During all games BLMS students are to remain in the bleachers for the duration of the half or game. Students will not be permitted to run in and out of the gym during games.
6. Students ineligible will not be allowed to attend after school activities while ineligible.
7. **Good sportsmanship is expected at all times.**

### **KAW VALLEY CODE OF ETHICS**

Part of our involvement with activities at BLMS is membership in the Kaw Valley League. Following is the League Code of Ethics which we are expected to follow and some information regarding spectator involvement at our games.

1. Unsportsmanlike conduct on the part of others should not be an example to us. We should set the example of good sportsmanship.
2. Fans who do not respond to reasonable requests to curb unacceptable behavior will be removed from the gym or playing area.
3. Harassing officials and opposing coaches or team members is prohibited.
4. Banners and signs are permitted provided they are not personal, negative, unsportsmanlike, or vulgar.
5. Artificial noisemakers such as cannons, guns, bells, and sirens may not be used.
6. Band instruments are to be played only during time-outs and intermission.
7. Courtesy during free throws should be observed for both teams.
8. Only authorized school personnel and teams should be on the floor. Visiting teams are prohibited from forming tunnels at athletic contests.
9. Fans and cheerleaders will refrain from stomping and kicking bleachers.
10. No objects of any kind will be thrown on the playing area.
11. No vulgar language or gestures will be allowed.
12. Cheerleaders and student pep clubs will sit in areas designated by the host school.
13. Host schools will encourage officials to enforce sportsmanship by communicating with rowdies and using technical fouls and unsportsmanlike conduct penalties.

### **BLMS DISCIPLINE POLICY POINT SYSTEM MATRIX**

#### **Level 1**

##### **1 Point Per Referral**

**Detention time served with assigning instructor.**

1. Educational Nuisance
2. Electronic devices-Ipod(Mp3), CD, DVD, phones, pagers, gameboys, etc... if in use
3. Not bringing necessary materials to class
4. Public displays of affection-PDA
5. Violation-Dress Code
6. Violation-Food/Drinks/Candy
7. Violation-Hall Pass
8. Violation-Lunchroom Rules
9. Violation-School Assembly

#### **Level 2**

##### **2 Points Per Referral**-May recommend

**Teacher and/or principal assigned Wednesday Detention-Min. or Matrix**

1. Classroom disruption/disturbance
2. Contributing to a disruptive situation
3. Forging passes-parents notes
4. Gambling
5. Inciting a fight
6. Leaving class w/out permission
7. Lying/cheating
8. Profanity-Written/Verbal/Gestures
9. Refusal to work in class
10. Plagiarism (ZERO FOR APPLICABLE MATERIAL)
11. Skipping class or TEAM
12. Skipping DISCIPLINE Consequence
13. Excessive tardies

#### **Level 3**

##### **3 Points Per Referral**-May recommend

**Teacher and/or principal assigned Wednesday Detention-Min. or Matrix**

1. Conflict with another student
2. Defiance of Authority-Failure to comply
3. Disrespectful behavior/abuse-Staff or students (extreme to 4)
4. Electronic Devices-Pagers, phones, Ipod(Mp3), video games if in use. (1st or 2nd offense)
5. Extortion (extreme to level 4/5)
6. Gang dress, graffiti, sagging hats/caps, chains, etc...
7. Harassment (extreme to level 4/5)
8. Intimidation, Threats (extreme to level 4/5)
9. Leaving school w/out permission (including before/during activity)
10. Skipping class-2nd Offense
11. Stealing
12. Violation-Computer Policy
13. Vandalism (extreme to level 4/5)

#### **Level 4**

##### **5 Points Per Referral**-May recommend

**Short term out of school suspension for 3-10 days depending on points and severity.**

1. Battery
2. Disrespectful behavior/abuse of staff or students (Extreme to 5)
3. Extortion (extreme to 5)
4. False disaster alarm/ 911 call
5. Fighting-(Extreme to 5)
6. Gang related violence (extreme to 5)
7. Harassment (extreme to 5)
8. Intimidation/Threats (extreme to 5)
9. Possession/Use of Alcohol (1st) (extreme to 5)
10. Possession/Use of Drugs (1st) (extreme to 5)
11. Possession/Use of Tobacco (1st) (extreme to 5)
12. Skipping Class-3rd Offense
13. Vandalism (extreme to 5)

**NOTE:** any possession referral also includes the distribution of that item.

**NOTE:** all violations of policy in this category stay with the student the entire year.

## **Level 5**

**15 Points-Cumulative By Sem.**-May recommend

**Long term out of school suspension or expulsion (10 days to 175 days).**

1. Aggravated or physical abuse
2. Disrespectful behavior/abuse of staff or students
3. Extortion
4. Fighting
5. Gang related violence
6. Harassment
7. Intimidation/Threats
8. Possession/Use of Alcohol (2nd)
9. Possession/Use of Drugs (2nd)
10. Possession/Use of Explosives/Incendiary devices
11. Possession/Use of mace, tear or pepper sprays/gas
12. Possession/Use of Tobacco (2nd)
13. Possession/Use of Weapons
14. Sexual Misconduct
15. Vandalism

**NOTE:** any possession referral also includes the distribution of that item.

**NOTE:** all violations of policy in this category stay with the student the entire year.

### **NOTES:**

1. Students may be placed at any level on the matrix. This will be determined by the administration looking at the severity of the incident and the number of like offenses.
2. Level 4 offenses carry an immediate suspension out of school of up to 10 days. (level 4 offenses will be bumped to level 5 if the circumstances warrant this.)
3. Law enforcement officials will be notified when necessary for the following violations-fighting, possession of drugs, tobacco and alcohol, weapons, explosives and/or any other items as required by law.
4. If a student is assigned to any consequence (i.e. detention, ISS, OSS, Saturday School, etc...) THAT STUDENT CANNOT TAKE PART IN/PARTICIPATE OR ATTEND ANY SCHOOL SPONSORED ACTIVITY OR ATHLETIC CONTEST UNTIL THE DAY AFTER THE CONSEQUENCE IS COMPLETED. THIS WILL PLACE THE STUDENT IN GOOD STANDING.
5. **Students receiving their 5th point on the matrix will automatically be removed from athletics, dances and the activity days that quarter.**
6. THIS POLICY IS NOT INTENDED TO BE ALL INCLUSIVE. IT WOULD BE IMPOSSIBLE TO ANTICIPATE ALL SITUATIONS. FOR THIS REASON STUDENTS CAN AND WILL BE PLACED ON THE DISCIPLINE MATRIX AT THE DETERMINATION OF THE SCHOOL ADMINISTRATION OR THEIR DESIGNEE. THE PLACEMENT WILL BE BASED UPON SEVERITY OF THE INCIDENT, NUMBER OF TOTAL VIOLATIONS OR POINTS ACCUMULATED AND REPEAT INCIDENTS OF LIKE OFFENSES.

### **POINTS-CONSEQUENCES:**

1. Students who accumulate **15 points** during a semester may be recommended for a long term suspension from school for the remainder of the semester.

2. Students may be suspended from school for 3 to 5 days and a conference may be held with the student, parent, Core team representative and administrator upon reaching the following points:

**12 points**-3 day suspension

**13 points**-4 day suspension

**14 points**-5 day suspension and possibly a request for long term suspension for the remainder of the semester.

3. **Unexcused absence policy**-Student with unexcused absences will follow the following matrix.

**1-2 days**-detention Wednesday after school-Parents contacted.

**3rd day**-ISS one day

**4th day**-ISS 2 Days

**5th day**-OSS 1 day

4. **Tardy Policy**-Students are expected to be in their assigned classroom, in their assigned seat, ready to start class when the last bell rings. If not they are to be considered tardy. Tardies will accumulate in the following manner:

1-Teacher warning

2-Teacher assigned detention

3-Teacher assigned detention

4-Teacher assigned ISS for that period

If a tardy problem continues, the teacher will contact the parents/guardian to inform them of the chronic tardiness. If after conferencing with the student and contacting the parents/guardian, the problem continues, the teacher will refer the student to the office at which time they will be placed on the discipline matrix at level 2 and start to accumulate points.

### **Discipline Consequence Progression:**

#### **Points-Consequence**

**1-4** Teacher detentions, warnings, conferences, team meetings, parent contacts by phone, etc...

**5** Office Detention

**6** Office Detention

**7** In School Suspension-1 Day-Team Conference, Administration & Counselor

**8** In School Suspension-2 Days

**9** In School Suspension-2 Days

**10** In School suspension-3 Days-Parent Conference, Administration, Counselor & Team Rep.

**11** Out Of School Suspension- 3

**12** Out Of School Suspension- 3

**13** Out Of School Suspension- 4

**14** Out Of School Suspension- 5

**15** Recommended Long Term Suspension (Semester or remainder of school year)

All points will start over at the semester EXCEPT POINTS RECEIVED FROM LEVELS 4 AND 5. THE POINTS FROM THESE LEVELS (4 & 5) WILL STAY WITH THE STUDENT THE ENTIRE SCHOOL YEAR AND BE CUMULATIVE TOWARD THE POINT TOTAL FOR THE NEXT SEMESTER. STUDENTS THAT ACCUMULATE NINE (9) OR MORE POINTS IN A QUARTER SEMESTER WILL AUTOMATICALLY BE DISQUALIFIED FROM ATTENDING THE SCHEDULED ACTIVITY DAY.

## DEFINITION OF OFFENSES

**Aggravated or physical abuse of staff or student-** An intentional, willful threat or attempt to do bodily harm to a teacher, staff member, or student; blatant degrading verbal abuse of another person; the unwanted, intentional touching or application of force to the person done in a rude, insolent or angry manner.

**Battery-**Physical attack without provocation.

**Bullying-** When one person or a group of people with power intentionally target another person to hurt that person emotionally or physically.

**Conflict with another student-** Verbal

**Contributing to a Disruptive Situation-**The intentional unlawful promotion or advocacy of student misconduct by any student, for any purpose.

**Defiance of Authority-**The refusal to comply with reasonable requests from school personnel or disobeying any general rule of school conduct.

**Disrespectful Behavior-**Talking back to teachers, rude behavior to students or adults. Rude comments to teachers and others. General disrespect to teachers, students, or others.

**Disruptions/Disturbances-**Classroom or school-Intentional acts, behaviors or conduct in the classroom or in the building or upon school grounds, which disrupt the educational process.

**Educational Nuisance-**Any behavior that is deemed by the teacher as annoying, obnoxious to an individual in the class.

**Electronic Devices-**Possession of any electronic device that is not necessary for school. This includes but not limited to the following; pagers., camera phones, CD players, iPods(Mp3), radios, laser pointer, video games, stuffed animals, gig-a-pets, video games, etc...

**Extortion-**The solicitation of money or something of value, from another student regardless of the amount, in return for protection or in connection with a threat to inflict harm.

**False Disaster Alarm/911 Call-**The intentional pulling or setting off of fire alarms or calling 911 not related to an emergency.

**Fighting-**The willful engagement of two or more students in physical combat.

**Forging Passes/Parent Notes-**Intentional deception by a student.

**Gambling-**The participation on school property in games of chance with the express purpose of exchanging money or other tangible barter.

**Gang Dress, Graffiti, Sagging, Hats/Caps, Chains, Etc...**

Any dress or related activity (including drawings and writing) by a student that is determined to be gang related by the administration.

**Gang Related Violence-**Organized or unorganized gang related violence which includes, but not limited to threats, confrontation, intimidation, fighting and or possession of weapons, when such can be attributed to organized groups or gangs.

**Harassment-**General, Sexual & Racial-Reference page 17 of handbook.

**Inciting A Fight-**The intentional promotion by a student to engage another student in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical contact.

**Intimidation-**The making of threats to cause another student or staff to be fearful (written or verbal).

**Leaving Class Without Permission-**Walking out of a class as the class is in session without the teachers direction or permission.

**Leaving School Without Permission-**Leaving the school grounds during the designated school day without permission of the school principal or their designee. Parents for just cause may request by note or phone call permission that their student leave school.

**Lying/Cheating-**The intentional act to lead, deceive or misrepresent a situation.

**Not Bringing The Necessary Materials To Class-**Repeatedly not bringing the necessary materials to class on time.

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

**Possession/Use of Alcohol-**Use or possession of alcoholic beverages including but not limited to, cereal malt beverages, liquor, wine etc... First time possession will be cause for suspension out of school and subject to reporting and/or prosecution in accordance with the provisions of the law. Further possession/use of will result in long term suspension or expulsion.

**Possession/Use of Drugs-**Use or possession of any drug, controlled substance, marijuana, narcotics, cocaine and/or substances intended to alter or affect bodily function, etc... First time possession will result in out of school suspension and subject to reporting and/or prosecution in accordance with the provisions of the law. Further possession/use of will result in long term suspension or expulsion. This includes drug paraphernalia.

**Possession/Use of Explosives (Incendiary Devices)-**Use or possession of any combustible or explosive substance or devices is forbidden. The intentional damaging of a building or the disruption caused in either the building or on the school grounds by the ignition of any combustible or explosive substance or device is prohibited.

**Possession/Use of Mace, Tear, Pepper Gas or Sprays is Prohibited-**These sprays and gases will be confiscated and not returned as well as disciplinary action as stated in the matrix.

**Possession/Use of Tobacco-**Use of possession of any tobacco product including cigarettes, cigars, snuff, chewing, etc... The use or possession in any manner or form while on school premises, including, but not limited to smoking, chewing, or inhaling tobacco product on one's person, or in their locker or desk or possession is prohibited. First time possession/use will result in out of school suspension and subject to reporting and/or prosecution in accordance with the provisions of the law. Further possession/use will result in Long Term Suspension/Expulsion.

**Possession/Use of a Deadly Weapon-**The possession/use of an object such as but not limited to a knife, firearm, or other device which by it's nature or use can cause, or is intended to cause, injury to person or property. The prohibition refers to having the weapon on one's person, in one's possession (locker, book bag, coat, desk, etc...) or providing the weapon to another student. This will result in an immediate suspension with expulsion possible.

**Profanity-**The use of any profane language, acts, remarks, expressions, slang, obscene gestures which is offensive.

**Public Displays Of Affection**-Any act in which two students touch excessively. Examples are hugging, holding hands, kissing, etc...

**Refusal To Work In Class**-The unauthorized absence from a scheduled class without obtaining consent from the proper school authority.

**Sexual Misconduct**-Actual or simulated conduct for the purpose of sexual stimulation, including but not limited to fondling, touching, indecent exposure or the engagement in any heterosexual or homosexual act on school property, during a school function, or at any school sponsored activities. This also includes any lewd or lascivious behavior.

**Skipping Class**-The unauthorized absence from a scheduled class without obtaining consent from the proper school authority. IF IT IS DETERMINED THAT A STUDENT IS SKIPPING, THEY ARE REQUIRED TO MAKE UP THE TIME MISSED HOUR FOR HOUR IN DETENTION.

**Skipping A Teacher/Administrator Assigned Discipline Consequence**-Failure to attend assigned detention, ISS, Saturday School, etc...

**Stealing**-The unlawful taking or disposition of property of another with the intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense.

**Vandalism**-The willful or malicious destruction or defacement of any school property. Vandalism includes, but not limited to; breaking windows, writing on walls, desks, etc..., destroying restroom fixtures, water fountains, or the use of paint, like materials or markers to deface any portion of the interior or exterior of school property. This includes the furnishings and equipment housed within or on school property. Felony class vandalism shall result in a minimum of three days out of school suspension and the incident reported to the appropriate law enforcement agency. Long term suspension and/or expulsion are also possible.

**Violation-Computer Policy**-Refer to separate policy for details.

**Violation-Dress Code**-Dress or appearance that is likely to cause a disruption or the educational process or to create a health and/or safety problem. Clothing promoting drugs, alcohol, tobacco, gangs, race, lewd etc... is expressly prohibited. There is more description in the section on proper attire/dress code.

**Violation-Food/Drinks/Candy**-These are a privilege, any abuse and they will be denied the use of.

**Violation-Hall Pass**-The failure to comply with or to follow established procedures for use of the lunchroom facility.

**Violation-Lunchroom Rules**-The failure to comply with the established procedures for use of the lunchroom facility.

**Violation-School Assembly Rules**-The failure to comply with or follow established procedure for proper conduct in groups and assemblies.

## DRUG FREE SCHOOL POLICY

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.

### 1. GAOA Drug Free Workplace

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district.

### 2. LDD Federal Government-Drug Free Schools

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction within, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act P.L. 102-226. (Cf. GAOA, GAOB, and JDDA)

### 3. JDDA-R Drug Free Schools

## STUDENT CONDUCT

As a condition of continued enrollment in the districts, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to the following sanction:

1. **First offense:** A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension.
  - b. Suspension from all student activities for a period of not less than one month.
2. **Second Offense:** A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension.
  - b. Suspension from all student activities for a period of not less than one semester or four months.
  - c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk).
3. **Third and Subsequent Offenses:** A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. Suspension from participation and attendance at all school activities for the year.
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

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. In the event a student agrees to enter into and complete a drug education or

rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program 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.

#### JCDAA Smoking

Smoking by students and/or the possession of any tobacco product is prohibited in any attendance center, at school sponsored events or on the school grounds.

#### JCDAB Alcohol Use

The consumption and/or possession of any alcoholic beverages by students is prohibited in any attendance center, on school grounds or at any school sponsored activity.

Any student who consumes any alcoholic beverage before entering any school grounds or attendance center, at any school sponsored activity off school grounds or traveling to and from any school sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of JDD and state law.

Following is a listing of Drug and Alcohol Counseling Programs available in the area:

Charter Hospital of Overland Park .....	897-4999
CPC College Meadows Hospital ....of Overland Park .....	469-1100
Research Psychiatric Center .....	444-8161
Providence-St. Margaret ....Mental Health Unit .....	299-6936
Two Rivers Psychiatric Hospital .....	356-5688
The Kansas Institute .....	451-1700/782-7000
Shawnee Mission Medical Center ....Mental Health Unit .....	676-2528

#### **ENROLLMENT**

Once the school year starts, we will not change a students schedule after the third week of the semester. This is due to problems created in moving students into classes late, the material that a student has missed and problems balancing the student loads in the classes.

#### **FINES AND PENALTIES**

You are responsible for any equipment that you use or that is checked out to you. If it is lost or damaged, you will be responsible for paying for it. This includes but is not limited to textbooks, library books, athletic equipment, computer equipment and lockers. You will be expected to pay for any damage that you cause to the building or school equipment.

#### **GUIDANCE SERVICES**

BLMS has the services of one trained counselor. He is on duty throughout the school day to work with students, teachers and/or parents about school problems. Any student and/or their parents may review with the counselor all information which has been compiled concerning the student in such areas as personal development, educational progress, testing, class schedules and other related activities. Students must schedule a time to see the counselor in advance and he/she will notify you and your teacher of the time.

#### **GUM CHEWING / CANDY / DRINKS**

Chewing gum and eating candy during school is a privilege. Students have permission under certain conditions to chew gum, and eat candy. By state mandate, pop is not permitted during school hours. This includes energy drinks during lunch. Pop of any kind is not to be brought in lunches from home. These conditions are (but not limited to):

- It is the decision of the individual teacher to allow any of these items in their classroom.
- If this privilege is abused any and all use of candy and gum may be suspended.
- The teacher has the final determination in their specific classroom.
- **THERE IS TO BE NO CANDY OR GUM ON ANY BUS AT ANYTIME.**
- Students are encouraged to drink water throughout the day. They may bring their own water bottles. No drink besides water will be allowed.

#### **HALL PASSES**

We will use the student planner as their hall pass. The student will record the day, time and destination for the pass. The teacher will sign the planner. Students are also to sign in and out on the teachers recording sheet. Students should be careful to go only where the pass indicates and directly to the destination.

#### **HEALTH**

Illness... During the year, students may come into contact with any of several infectious illnesses. 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. This reduces the danger of spreading diseases among the school population. The following guidelines should be observed with communicable diseases. These guidelines include the disease and the length of exclusion from school:

**INFLUENZA-** Until fever free for 24 hours without fever reducing medication

**LICE-** Students will be excluded from school until:

1. They are treated with an anti parasitic drug.
2. All nits have been removed.

Students will not be allowed admission to school or the bus until they have been examined and found to be completely nit-free by school personnel (Kansas Law KAR-28-1-6). Research shows that head lice does not discriminate among social classes or the level of personal hygiene. The tendency is for people to panic when someone in the family has lice. Parents are now becoming more comfortable in notifying the school or asking to have their child checked if there is a question. Those contacts are appreciated. It helps to keep the number of cases to a minimum.

**PINK EYE-** 24 hours after beginning medical treatment

**STREP THROAT-** 24 hours after beginning antibiotic and fever free without fever reducing medication

**STAPH INFECTION-** 24 hours after beginning medical treatment

Exceptions to the above can only be granted upon the presentation of a statement of exception from a licensed physician.

#### **MEDICATIONS**

In compliance with changes in the Kansas Nurse Practice Act (K.A.R. 60-15-104), Basehor-Linwood Middle School has

adopted the following medication policy. (For complete policy, see board policy JGFGB)

**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 days)
- 5) Reason for medication (i.e. strep throat, ear infection, etc...)
- 6) Any special instructions or information that might be helpful.
- 7) Your signature

#### **Prescription Drugs**

In addition to the above, all **daily** medications must be accompanied by a written physician's order. For any temporary daily medication (i.e. antibiotic), a current prescription container will suffice as the 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 /or a new written physician's order.

#### **Non-prescription Medication**

Any changes in dosage, time, or reason must be accompanied by a note from a parent/guardian. Non-prescription medications will not be supplied by the school. This policy was developed with the safety of your child in mind. Please feel free to contact your school nurse if you have any questions concerning this policy or have any concern regarding any health related issue.

#### **HOMEWORK POLICY**

It is the student's responsibility to take the assigned work home and turn the completed work in to the teacher on time. It is our belief that school is a partnership between parents, students and the school.

1. All students are expected to start, complete and turn in all homework assigned, **on time**.
2. Teachers will grade and return homework usually within 48 hours, but no later than five school days. Projects and papers being the exception as they take much longer to grade properly.
3. Homework assigned by teachers is due the date designated by the teacher.
4. When a student has two missing assignments that are recorded as zeros, this counts as one point toward activity day.
5. If there is a problem, the teacher has the final decision in dealing with the situation after conferring with administration.

#### **AFTER SCHOOL STUDY HALL**

Study hall is provided at BLMS after school on Tuesday through Thursday, from 2:55 - 4:00 pm. Study hall is conducted by a different teacher each night. The list is published at the start of school. Study hall is for students who need extra help, one on one help or more time to complete the assigned work. Parents may request their student stay for study hall as well by contacting their teacher to make arrangements.

#### **HONOR ROLL**

The Middle School has two honor rolls for which students may qualify. These are figured at the end of each quarter and to qualify for either honor roll, students can not have a grade lower

than a C and must have a grade point average (GPA) of: 3.75 or higher for the Gold Honor Roll and 3.00 to 3.74 for the Purple Honor Roll. Honor Roll Recognition occurs on a quarterly basis.

#### **INAPPROPRIATE ITEMS**

Inappropriate items include anything not necessary for school or activities that could be dangerous or distract you or others from learning. Inappropriate items are subject to confiscation and will not be returned. A partial list of inappropriate items follows (this is not all inclusive): Skateboards, water guns, **cell phones**, video games, Ipods(Mp3), electronic equipment, chains, pets, laser pointers, inappropriate jewelry, and collars with spikes and billfolds with chains, notes, etc.... If brought to school by mistake, turn into the office immediately. If an item is necessary for a classroom presentation, it must be taken to the teacher before school and picked up after school. Any jewelry that can be removed and used as a weapon is prohibited. **Weapons of any kind are not acceptable.** Notes (written, typed or texted) before, during or after school, that cause a disturbance are prohibited.

#### **LIBRARY**

The library serves as a quiet place to study, make up tests and read when not in use for library skills instruction. Certain areas are set aside for audiovisual and group work. In fairness to all, students who are not reading or studying quietly will be asked to leave. If you have been asked to leave the library, you will not be allowed to return for a specified amount of time. Students must have their planner signed by a teacher to use the library. A barcode will be affixed to the planner for checkout purposes. Books can be checked out for a 2 week period. Students are allowed two 2-week renewals per book giving them ample time to complete longer and more challenging reading materials. While there is no fine for overdue books, responsibility is on the student to return books on time. Books lost or overdue for an extended period of time will be charged replacement cost of the book. If books are not returned within the designated time, privileges will be suspended.

#### **LOCKERS**

Each student will be issued a locker on the first day of school. Keep it neat, clean, and locked (do not jam the locks). The locker is your way of protecting your belongings. You are not to share lockers for any reason. Your schedule may not allow you time to return to your locker after every class period and still get to class on time. Plan accordingly and take more than one hour's books with you when necessary. There is be nothing taped to the outside of the lockers.

**Your locker is the property of BLMS and the administration reserves the right to check and or search that locker at any time. Drug detection dogs will also be used as needed.**

#### **LOST AND FOUND**

There is a lost and found in the school office and locker rooms. To help with identification, please mark all personal items with permanent ink.

## LUNCH PROGRAM

We have a closed lunch period at BLMS. You may not leave school for lunch. You may bring a sack lunch from home to eat in the cafeteria or you may purchase a school lunch. We have two lunch options at BLMS, Hot Lunch or Ala-Carte items are available to choose from. You may put money in your account or pay as you go. Free/Reduced lunches are available for eligible students. Applications are kept in the BLMS office.

The lunchroom is supervised by two teachers, please help them by observing the following lunchroom rules:

1. Enter in a single file line in an orderly manner.
2. Choose a table and stay there after you get your lunch.
3. Students must ask permission to go to the water machine or restroom.
4. Clean up your space on the table-crumbs, liquids, etc..
5. Check under the table for trash and pick it up.
6. Put trash, tray, silverware, etc. in proper containers.
7. Keep voice under control.
8. Students are to remain in the lunchroom the entire period.
9. Food is not to be thrown.
10. Cutting, pushing, kicking, shoving or misbehavior in the lunchroom will not be allowed. Students may be assigned seats, and/or further disciplinary action when needed.
11. You are responsible for your own lunch code.
12. No food or drink is to be taken from the lunchroom by students.

## NONDISCRIMINATION STATEMENT

The Basehor-Linwood USD 458 School district does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact:

Basehor-Linwood USD 458  
2008 N. 155th  
Basehor, KS 66007 (913) 724-1396

## PHONE USE

Phone use will be limited to emergencies. Students wanting to stay after school, ride a different bus home with a friend, etc. need to make arrangements at least a day in advance. Examples of emergencies would be students that forget school materials, illness, etc...

**Cell phones are prohibited in the classroom at all times.** Cell Phones are not to be present on the students person during any part of the school day. If a student does bring a phone to school, that cell phone is to be off and stored in that student's locker for the entire school day. If cell phones are found in a students possession during the school day, the phone will be confiscated and delivered to the office. (Phones will be returned to the student after the first offense, subsequent offenses will require the parents to pick up the phone from school) At the time a phone is confiscated, a written referral will be issued to the student. Repeat offenders will receive greater consequences.

## UNIFORMS-P.E.--7TH & 8TH

All students are encouraged to wear an appropriate uniform for P.E. classes. Student will need either a school issued t-shirt (or plain white t-shirt) school shorts or black shorts, white socks, and athletic shoes. Shorts must have a minimum inseam of 7".

All clothing must conform to the dress code. It is the students' responsibility to have and maintain the cleanliness of their own uniform.

## WATER MACHINE USAGE

Water machines will be on at all times during the school day. Students may purchase water at lunch and for classes throughout the school day with the permission of the teacher. There is no pop or energy drinks in the school. Pop can only be sold by the booster club after school for school activities.

## SAFETY DRILLS

Fire Drills will be held monthly and tornado drills three times a year. Each classroom will have directions posted for proper procedure. Please follow all teacher directions and remain quiet throughout the drill. Remain in your assigned area and calm until dismissed.

## SCHOOL CLOSINGS-

The transportation supervisor, building principals, food service and the special education cooperative must all be contacted. We will use the School Reach call system to notify everyone as well as parents need to listening to any of the below area radio or television stations for the announcements, if you suspect that school could be cancelled. It is very important that the phone contacts we have on record at school are accurate and current, so the School Reach program can work to its fullest potential. In the event the Superintendent finds it necessary to close school due to inclement weather or other reasons, announcements will be made on the following stations:

KMBZ-AM 98	KFKF-FM 94.1
KCMO-AM 810	KBEQ-FM 104
WDAF-AM 610	KCUR-FM 89.3
KQRC-FM 98.9	KPRS-FM 103.3
KISF-FM 107.3	WDAF-TV
KUDL-FM 98.8	KMB-TV
KYYF-FM 102	KSHB-TV
KMXV-FM 93.3	KCTV
METRO TRAFFIC	

Remember that the first consideration regarding early dismissal or school closing is the ability of our buses to operate safely.

**School closings will also be announced after 6 AM on the USD 458 Information Lines, 724-1777 & 723-3400.**

## SCHOOL INSURANCE PLAN

The district desires to provide benefits to all its enrolled students in grades K-12. All students are protected under the all school plan for any school athletic (including football) and non-athletic activity. **A student must report an accident to a teacher, secretary, administrator or nurse at the time the accident occurs and seek medical attention within thirty (30) days of injury.**

Certain limits have been set by the insurance carrier; therefore, some charges may still be the responsibility of the family, while others may be fully paid.

The procedure to follow when filing a claim is:

1. Turn your claim into your insurance company first.
2. Do not send any bills to the school or district office.
3. Keep all paper work.
4. After receiving the statement from your insurance company in regard to their payment, contact the central office

724-1396 or 723-3400 to obtain the paperwork for filing claim with school insurance.

5. Some charges may be the responsibility of the family.

**WHO IS COVERED:**

Each student is covered who is regularly enrolled in the school:

**A. While on the school premises:**

1. during the hours and on the days when school is in session; and
2. during the hours and on the days when school is not in session while the insured is participating in or attending any school activity sponsored and under the direct and immediate supervision of the school.

**B. While away from school premises, other than traveling:**

1. participating in or attending any activity sponsored and under the direct and immediate supervision of the school.

**C. While traveling directly to and from:**

1. residence and school for regular school sessions; and
2. residence and school during the time allowed for lunch; and
3. any activity sponsored and under the direct and immediate supervision of the school.

**Full disclosure of the district insurance plan for the school year is available upon request from your child's principal. Voluntary student is still an option. Brochures are available in the school office.**

**SCHOOL TRANSPORTATION:**

Those students who meet school board qualifications to ride the district bus service will receive information prior to the beginning of the school year which includes their bus driver's name, bus stop, approximate scheduled pick-up 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 and may result in the loss of bus riding privileges.**

Further information can be obtained through the school office or the bus coordinator, Mrs. Cheryl Blackburn-724-KIDS (5437).

**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 a parent or guardian and cleared through the office.**

**NOTE:** Students at Basehor-Linwood Middle School are not allowed to drive motorized vehicles to school. Students riding bicycles to school are expected to park them in the bicycle rack provided in front of the buildings.

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

1. The operator of any school bus shall be responsible for the order and conduct of the pupils transported.
2. The operator has the responsibility to assign seats, and will be directed to do so as a matter of policy.
3. Pupils should obey promptly and willingly, any reasonable directive of the driver.

4. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language or gestures are not to be permitted.

5. Pupils must remain seated with feet on the floor in front of them; not in the aisle or draped over the seat back.

6. Students may not board or depart from a bus at any other stop than that which has been authorized by parents or school authorities.

7. Pupils will not extend hands, arms, heads or objects from the bus window at any time.

8. Pupils are not permitted to shout, or gesture to passing vehicles or pedestrians from the bus.

9. Students may adjust windows when permitted by the driver.

10. 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.

11. Riders must stay out of the driver's seat and may not tamper with any operating equipment.

12. Students may not exit from the emergency door unless directed to do so by the driver.

13. Eating and drinking, food and/or beverages on the bus is prohibited.

14. The use of tobacco, drugs or alcohol in any form shall not be permitted on the bus.

15. 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.

16. Students needing to ride any bus other than their regular assigned bus must give the driver a note from the principal.

17. Students desiring to take another student home with them who do not normally ride a particular bus must obtain prior permission from bus driver or principal.

18. Parents are responsible for transporting big items used for special projects. These items cannot safely or conveniently be carried in the limited space available on school buses.

**BUS TICKET PROCEDURES:**

<u>Ticket #</u>	<u>Consequences</u>	<u>Conference/Notification</u>
1	Detention (60 min)	Parent contacted by student and principal, letter w/rules.
2	Two-day bus suspension	Parent contacted by student and principal, letter w/rules.
3	Five-day bus suspension	Parent contacted by student and principal, letter w/rules.
4	Termination of bus services	Parents meet with principal.

**NOTE:** In the event of a bus suspension, the student is still required to attend school. If the student does not attend due to the bus suspension they will be counted as unexcused from school. Three unexcused absences in a row (consecutive) or 5 in a semester constitutes truancy and will be reported as such.

In all cases, the bus ticket must be signed by the parent and returned the following day to the bus driver, upon the student entering the bus. If the ticket is not returned another ticket may be issued and detention time also issued.

In case of a severe incident on the bus the student may be suspended or services terminated immediately pending a hearing. The bus coordinator is Cheryl Blackburn at 724-KIDS.

## STUDENT COUNCIL CONSTITUTION

### I. Membership into Student Council

Any currently enrolled BLMS student that has been nominated in their TEAM class, acquiring teacher, parent and peer endorsements can complete the nomination forms and is eligible for Student Council. Each TEAM class will elect 2 representatives to serve the entire school year by mid-September of each year. One will serve as the representative and the other as alternate. Student Council representatives will be allowed only one detention per nine weeks. Should a second detention occur, the member will be removed for the remainder of that nine weeks. A third detention will be cause for removal from the Student Council. If a representative receives a C, D, or F grade, they will have two weeks to raise their grade to B- or above. Extremely unusual circumstances may warrant an extended time period. Representatives may apply to the Student Council advisor and/or principal for consideration of extra time.

### II. Officers of Student Council

Candidates for officers will be Student Council members. Those who wish to run for office may campaign during a set time. Student body presidents will be selected from each grade. The 8th grade student body president will be the Student Council President and the 7th grade student body president will serve as Student Council Vice-President. A secretary/recorder from each grade will also be selected. An election will be held after TEAM classes elect their representatives. Prior to the election, candidates for student council office will be given the opportunity to present a speech on the merits of their ability to serve the student body. The student body will elect the officers for the term of one year. Officers will maintain the standards of membership while they serve in the Student Council.

### III. Student Council Meetings

Meetings will be held monthly as needed. A planning meeting with just officers may be arranged by the sponsor prior to scheduled meetings. Secretaries will record discussions and decisions which occur during the meeting to present at the beginning of the next meeting.

### IV. Student Council Committees

Committees will be formed as needed, during meetings.

## STUDENT DRESS

Extremes in dress should 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 **the building administration will have the final authority** in determining if the student is dressed appropriately. The items contained within this dress code are not intended to be all inclusive, but examples. 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.

### Appropriate dress (K-12)-examples:

- 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)

### Inappropriate dress (K-12)-examples:

- See-through shirts
- T-Shirts that advertise, show sponsorship or in any way promote: drugs, alcohol, tobacco, sexual topics, violence, gangs, inappropriate sayings-graphic, derogatory sayings or music groups that advertise with graphic material
- Pajamas
- Cut-off jeans
- Open back shirts
- Bare shoulder shirts
- Short shorts
- No holes above mid thigh
- Tube tops
- Halter tops
- Short crop tops
- Slippers
- Tank tops
- Spaghetti strap tops
- Jewelry and/or accessories that can be removed and used as a weapon, such as dog collars, studded or spiked collars, bracelets, belts, necklaces, rings, billfolds with chains, etc...
- Hats, caps, bandannas, sunglasses, headbands or head wear, book bags, clothing bags, gloves and coats are to be placed in the student's locker upon arrival at school and stay in the locker until school is dismissed.
- Make-up, coloring of skin or hair may not be performed at school. Extremes in make-up should be avoided as they are a distraction to the education process.

### Suggestions for students/parents/teachers to determine appropriate dress:

- Sagging--it will be considered sagging anytime 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, 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 themselves?

## STUDENT OF THE WEEK/STUDENT OF THE MONTH

Each week, a student is selected by 6th, 7th, 8th grade and exploratory teachers to be honored as students of the week. This selection is based upon attitude and behavior, academics, attendance, participation in activities, and good citizenship. From the weekly winners, one 6th, one 7th and one 8th grade student will be selected as students of the month. This program is jointly sponsored by the BLMS Student Council and the Bulldog Booster Club.

## STUDENT REASSIGNMENT

Students are assigned to a classroom at the beginning of the school year in order to attain as balanced a class load in each grade as possible. The RARE reassignment of a student from his original classroom will be made only if it is determined to be in the best educational interest of the student and the class. The principal or counselor will confer with the parent, a possible receiving teacher and the teacher currently assigned to the student as well as the student before making this decision.

## STUDENT RESPONSIBILITIES

- I have the responsibility to treat others with compassion: I will not laugh at others, tease or try to hurt their feelings.
- I have the responsibility to respect others as individuals and not treat others unfairly for any reason.
- I have the responsibility to make the school safe by not hitting anyone, pinching anyone, kicking anyone, threatening anyone, pushing anyone, or hurting anyone.
- I have the responsibility not to steal or destroy others' things.
- I have the responsibility to attend school daily, except when ill, and to be on time to all classes and to take maximum advantage of educational opportunities.
- I have the responsibility to be aware of all rules and expectations regulating students behavior and to conduct myself in accordance with those guidelines.
- I have the responsibility to see that the building and all equipment is cared for properly.
- I have the responsibility to be a positive influence on my school and classmates.

## STUDENT RIGHTS

- I have the right to be happy and to be treated with compassion in this school: this means that no one will laugh at me or hurt my feelings.
- I have the right to be myself in this school: this means that no one will treat me unfairly.
- I have the right to be safe in this school: this means no one will hit, pinch, kick, threaten, push or hurt me.
- I have the right to be represented by an active student government selected by a free school election.

## STUDENT PROMOTION/RETENTION

### Promotion:

Students passing all classes and completing the prescribed curriculum of BLMS and USD 458 should expect to be promoted to the next grade level. Students must finish in good standing in relation to suspension and expulsion.

### Retention:

Students failing two CORE curriculum classes (i.e. Math, English, Science, Reading and/or Social Studies) can expect to be automatically recommended for retention the following school year. This recommendation will be based on the performance of the student in the classroom. Grades will be averaged from the two semesters (fall and spring). The student must have an average that is at or above 60% between the two semesters to be promoted to the next grade level. Students receiving a grade below 60% (59% or lower) will be recommended for retention.

Students may make up work to pass to the next grade level depending on the following:

- a. Final grade average (final grade average between 55-59%)
- b. Number of classes failed.
- c. Availability of summer school classes (we presently do not have summer school, so the student would have to make arrangements on their own and present us with valid data stating that they have indeed met the requirements to pass the class).

Parents will be notified of the possibility of a student being retained as soon as possible. Usually this will be after the end of the first semester in January, if the students failed a core subject for the first semester and in early April, depending upon the

grades at the end of the third quarter when averaged with the first semesters grades. The grades in the spring can reduce the total average causing the student to fail.

## STUDY HALL

A teacher supervised, after school, study hall will be operated from 2:55 - 4:00 Tuesday through Thursday. Students who need help with homework may voluntarily attend study hall as long as they follow the study hall rules. In addition, parents may request that their son or daughter be assigned to study hall or the principal may assign students to study hall who are not getting their assignments in on a regular basis.

## SUBSTITUTES

There will be times when you will be working with a substitute teacher. These teachers have a very difficult job. Please help them by being courteous and on your best behavior. **The substitute has the same authority as your regular teacher and normal student conduct is expected. If a referral is written when a substitute is present the points and consequence will be doubled.**

## 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

Weapons of any kind are unacceptable. This includes any type of instrument that emits a projectile of any kind- examples: guns, knives of any kind, throwing stars, explosives, etc... This list is not all inclusive. Any item considered a weapon will be dealt with in the discipline matrix. Weapons which require a one-year expulsion from school is expanded to include these additional items: bludgeon, sand club, metal knuckles, throwing stars, switchblade or blade that opens by gravity or thrust. The bill also provides for suspension or revocation of driving privileges of a student 13 or older who has been given a long-term suspension or expulsion for possession of a weapon; possession, use, sale or distribution of an illegal drug/controlled substance; or behavior resulting in, or substantially likely to have resulted in, serious bodily harm. School administrators are required to give written notice to the division of motor vehicles within three days of the suspension or expulsion.

### **STUDENT PICK-UP:**

Students that attend or participate in any event after buses run should make plans ahead of time to be picked up by parents. Because our staff has responsibilities outside of school, it is unreasonable for parents to expect staff to wait and supervise students more than 10 minutes after the conclusion of that activity, dance or athletic event. If a student is not picked up within these guidelines they may be removed from further attendance, or participation.

### **DANCES**

Throughout the school year the Booster Club and Student Council will sponsor dances. The dances will be for 6th, 7th and 8th grade students who attend BLMS only. The last dance is in conjunction with 8th grade celebration. This dance is for the 8th grade students only. Dances start at 7:00 and end at 9:00 with all students needing to be picked up by 9:00. **If students are not picked up within 10 minutes of the end of the dance, they will not be allowed to attend future dances.** There is a \$5.00 cost for admission to all dances except the 8th grade celebration. Tickets will be sold at school before the dance. A roster will then be used at the dance to admit students. We will not take admission at the dance. All school rules are in effect and will be enforced. Especially related to public display of affection. **Students with 5 or more points on the discipline matrix are not eligible to attend dances scheduled during that quarter. Students on the ineligibility list, are not eligible to attend. Students must be in school by 11:00 a.m. the day of the dance to attend.**

### **HARASSMENT--GENERAL, SEXUAL, RACIAL, BULLYING**

**BLMS shall make every attempt to maintain a student environment free from discriminatory insult, intimidation, sexual harassment (JGEC), or harassment due to race, color, religion, national origin or handicapped status.**

Students who engage in discriminatory insults, racial slurs, intimidation or harassment shall be reprimanded, counseled and if the behavior persists, suspended from school in accordance to the discipline matrix.

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 will 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.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or 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, 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 extracurricular activities, etc.

The district encourages all victims of sexual harassment and person 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 (See KN).

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 SRS authorities (See GAAD).

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.

**Bullying and Harassment, USD 458** 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.

**Bullying means:**

(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

**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 and will be treated in the same manner as any bullying behavior described above. Cyber Bullying is not limited just to students, but includes teachers, administration and/or any other staff of the school.

Any electronic mediums that cause a disruption with the operation of the normal school process will be dealt with according to the severity. Consequences could range from loss of privileges to long-term suspension/expulsion.

**PLANNER POLICY**

Each student is required to carry a planner. Planners are purchased at the start of school and the cost is included in the student fees. The cost for all planners is \$8.00. Students are required to carry planners with them to each class to record assignments and use as a hall pass.

Teachers will write grades in the planner at mid-term. Students are expected to have parents sign the planner each quarter.

**SECTION 504**

Our district not only attempts to make sure qualified students are serviced through our Leavenworth County Cooperative of Special Services but the staff also works to outline services for students that 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 Basehor-Linwood Middle 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 to students without disabilities.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) (PL 101-476), 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 decisions 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.

**HOMELESS EDUCATION**

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. These children have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they attended before they became homeless, if that is the choice of the parent and it is feasible.
- Receive transportation to the school they attended before the family became homeless.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records.
- Enroll and attend classes in the school parents choose, even while the school and the parent seek to resolve a dispute over enrolling.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

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

**Please Sign and Return to TEAM Class**

By signing below, we indicate that we have read and understand the following school policies:

- Athletic Eligibility-pg. 3
- Activity Day - p. 3
- Attendance-pg. 4
- Bullying/Harassment-pg. 15
- Bus Rules-pg.12
- Dress Code-pg.13
- Electronic Devices-pgs. 7, 10, 11
- Homework-pg. 10
- Planner-pg. 16
- Student Discipline-pgs. 5-8

Student Name	TEAM Teacher
Student Signature	Date
Parent/Guardian Signature	Date