

# Baldwin Elementary School Primary Center Handbook

2025-2026



# PRIMARY CENTER

## VISION

BALDWIN BUILT (adj.): Preparing students to positively impact the world through academic, social-emotional, and behavioral success.

## MISSION

The mission of the Baldwin Elementary School Primary Center staff is to nurture the growth of our students so they will reach their highest potential in all areas. We will create and maintain a developmentally appropriate environment for learning. We will make evidence-based decisions that help each student reach their potential. We will partner with families as they participate in and enhance their child's education.

## HANDBOOK DISCLAIMER

While this handbook will cover a variety of topics, it is not meant to be an "all encompassing document." Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies and procedures are subject to change and we will work to provide timely notice of all changes.

#baldwinbuilt

## Baldwin Elementary School Primary Center



### Physical Address:

500 Lawrence St  
Baldwin City, KS 66006

### Mailing Address:

P.O. Box 67  
Baldwin City, KS 66006



### Administration

Nicole King, Principal

**Phone: (785) 594-2444**

**Fax: (785) 594-2445**

[BESPC Website](#)

## School Times

*Supervision is not provided before 7:30*

7:30 AM Breakfast begins

7:55 AM Deadline for breakfast

8:00 AM School begins

11:20 AM Morning Early Childhood dismissed

11:50 AM Afternoon Early Childhood starts

3:12 PM Dismissal for students being picked up

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# Attendance Policy

## USD 348

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## Attendance Policy

**Excused absences** are based on the honesty and integrity of the parent or legal guardian. Parents/guardians are asked to call the school the day of the student's absence to report the nature of the absence. An absence will be recorded UNEXCUSED until the parent/guardian contacts the office providing a reason for the absence. This list below contains possible reasons for an excused absence, but it is not an inclusive list. Per USD 348 Board policy, the building administrator has the final decision as to whether an absence is excused or unexcused and can request written notes from a physician to excuse absences.

Daily attendance records are maintained for each student in each school. A cumulative attendance record for each student is also maintained. The attendance record will indicate if the absence is excused or unexcused. Parents/guardians are asked to call the school the day of the student's absence to report the nature of the absence.

The following are considered to be excused absences:

- Personal illness verified by a parent and approved by the principal. When a student is absent three or more consecutive days, a doctor's note may be required to re-enter. Extended illness verified by a doctor can be considered excused at the discretion of the administration

- Medical appointments verified by a signed appointment card or a doctor's written statement and approved by the principal
- Trips with a student's own parents verified by a parent and approved in advance by the principal
- Unusual, unforeseen, or emergency circumstances as verified by a parent and approved by the administration
- Parent's prior formal written request for absence of a student and approved by the administration
- Family Bereavement
- Religious observance
- Administrative prerogative
- Any absence that does not meet the above criteria will be considered unexcused.

A student not in good standing is defined as a student who has two full days or 14 class periods of unexcused absences. An absence will be recorded UNEXCUSED until the parent/guardian contacts the Attendance Office providing a reason for the absence. This notification must be received within 48 hours of the student returning to school. The Principal has the final decision as to whether an absence or tardy is excused or unexcused. Students arriving after 8:10 AM will be counted absent for the first hour.

Once a student reaches 10 absences (a total for any excused and/or unexcused) from school any further absences will be marked unexcused. Any absence after 10 will require a doctor's note to be excused.

## **UNEXCUSED ABSENCES**

Reasons other than those considered as valid excuses for absences will be classified as unexcused. The building administrator or other designated representative will determine if an absence is to be marked as excused or unexcused. Scenarios such as failure to notify the school of an absence 48 hours after the absence occurred, failure to respond to the school's attempt to contact you about an absence, oversleeping, shopping, photo sessions, hair appointments, babysitting, missing the bus, leaving school grounds, or skipping class can be/are considered unexcused absences. Those scenarios are not considered inclusive due to various situations that can develop that could determine an absence to be unexcused.

## **TRUANCY**

Kansas compulsory attendance law (K.S.A. 72-1111) requires all children between the ages of seven and eighteen to attend school regularly in accordance with the specific policies established at each school. A student is considered truant when he/she has 3 consecutive unexcused absences, 5 unexcused absences in a semester, or 7 unexcused absences in a school year.

By statute, students who are truant will be reported to the Department of Children and Families (DCF).

## **NOTIFICATION**

Please notify the school office by phone (785) 594-2444 prior to 9:00 AM on days your child will be absent. Messages about school absences can be left on the school phone before or after school hours as well. Students leaving early must check out at the office. Please call the office prior to 2:00 PM if there is a change in the usual pick-up routine for your child. Without a note/call to the office we will have the student go home as usual.

## **TARDIES**

Students are considered tardy at 8:05. A student who is more than 30 minutes tardy or not present for 30 minutes or more of the school day has missed a significant part of the school day and will be considered absent for a half day.

## **ABSENCE/TARDY DEFINITIONS**

8:05 - 8:35 tardy

Arrive after 8:35 - ½ day absence

Leave school for 30 minutes or more - short absence

## **Make-Up Work**

It is the student's and/or guardian's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

# Automated Calling System

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# Bad Weather

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# BESPC and FERPA

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## **AUTOMATED CALLING SYSTEM**

USD 348 will use an automated calling system to notify parents of important school announcements such as school cancellations, school activities, etc. In order for the system to be successful, it is important parents maintain current phone numbers and email addresses on file in the school office.

The automated system is also used by the building administration for communicating important school-related information through email.

## **Bad Weather**

Should the weather become a factor to the scheduled school day, notification of school cancellations will be on the following radio stations: KOFO (1220), KLWN (1320), WIBW (580); and area TV stations.

In case of inclement weather or other unforeseen circumstances, the district may decide to implement a delayed or late start to the school day. On days with a late start, the school will provide a grab and go breakfast. Lunch will be served on our normal schedule. Our [Late Start Plan](#) outlines other modifications to the daily schedule.

## **BESPC and FERPA**

(Family Educational Rights and Privacy ACT)

The list below describes how we at BESPC would use "Directory Information". We want to make sure that you know how we would

use that information. If you check any of the boxes for these items during the enrollment process we will not be able to include your child in the following:

**Name** – class lists, Student of the Week marquee at local banks, in class postings

**Address** – N/A

**Phone Number** – N/A

**Date of birth** – intercom announcements on birthday; in class posting of birthday

**Participation in sports/activities** – N/A

**Weight and height** – N/A

**Dates of attendance** – N/A

**Degrees and awards received** –

intercom announcements of special award, Student of the Week, recognition at assemblies

**Recent or previous school attended** – N/A

**Class designation** – posting of which class a student is in (1st, 2nd, Kindergarten, etc.)

**Major field of study** – N/A

**Photos** – yearbook, BESPC website group activity photos, Elementary Art Fair recognition, etc.

**The FERPA policy follows:**

**Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without

consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S.  
Department of Education 400 Maryland  
Avenue, SW Washington, DC 20202-590

# BESPC Drop Off/Pick Up Procedures

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## PICK Up Procedures

Our main concern is for the safety of students. **In an effort to increase safety we separate pedestrian and vehicle traffic.**

- **Pedestrian traffic will be limited to the South Lot.** If you want to park and meet your child, please park in a parking stall in the **South Lot (entrance is off Lawrence Street)**. Get out of your car, walk to the designated location, and pick up your child. We do not allow students to go unattended to a vehicle. **PLEASE do not park along the curb in front of BES-PC.**
- **Licensed Daycare Providers ONLY** may park along the island (west of the flagpole) to pick up the children they care for.
- **Drive up pick up lane will be limited to the North Lot.** If you do not want to park and get out of your car, please instruct your child to follow the car line procedure and you pull up to the loading area in the North Lot (entrance off Elm Street). (We will also be talking with the students about this.) We do not allow students to go unattended to a vehicle. We are asking that you remain in one lane of traffic that will slowly make its way to the loading area directly in front of the school (near the flagpole).

- Please do not park your vehicle and get out of the car to retrieve your child if you are in this slow moving lane of traffic. Once you reach the loading area, staff will then help students safely load at that point. (near the flagpole). **Please do not park your vehicle and get out of the car to retrieve your child if you are in this slow moving lane of traffic.** Once you reach the loading area, staff will then help students safely load at that point.
- The same traffic flow pattern should be followed at drop-off times. Please use the South Lot to park if you want to walk with your child to the building. Please use the North Lot if you want to drop your child off at the curb.
- Please model safe street crossing practices by using the crosswalk.
- If you are late please call! We will call the numbers that we have on file. If we haven't made contact by 3:45 the SRO (School Resource Officer) or Police Dept. will be called.

## Bicycles

The Police Department requests that as a safety precaution all bicycles and scooters be walked on the sidewalks. Bikes should be parked in the bike racks upon arrival at school and remain parked until the end of the school day. Locks are recommended.

# Breakfast and Lunch

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# Bullying

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## **Breakfast and Lunch**

Meal charges may not exceed \$10. Cheese sandwich/fruit/milk will be served to students having account balances exceeding the limit. Meal accounts may not have a negative balance in May. No meal charges after May 1, 2025. Extra milk may be purchased for an additional cost. Account balances will be carried over to the 2024-2025 school year unless parents request a refund prior to May 21, 2023., 2025.

Students are expected to behave in the cafeteria the same as they would in a restaurant. For health reasons, trading of food is not permitted. Please no pop or candy in lunches. Please have your child's name on a lunch box or lunch bag.

A positive balance should be maintained in all accounts. Extra milk may be purchased for an additional cost. Negative charges will not be permitted for A La Carte sales (milk,juice). Student account balances will be carried over to the following school year. Parents may request a refund if the student is moving to virtual learning or is moving out of district.

## **Bullying**

USD 348

JDDC Bullying (Amended 8/2018)  
(See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC)

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

# Bus Conduct Reports

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# Bus Rules

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# Civility Policy

## **BUS BEHAVIOR RULES**

- All school rules apply to school buses.
- Be courteous and respectful of others and their possessions.
- With the exception of water, no eating or drinking will be allowed on the buses.
- Stay in your seat and keep noise to a moderate level.
- Keep head, hands, and feet to yourself and inside the bus.
- Keep aisle open and unobstructed.
- Do not be destructive.
- Bus driver is authorized to assign seats.
- Promptness is expected of drivers, riders, and sponsors.
- No animals are allowed on the bus at any time unless prior arrangements have been made with the bus driver and teacher(s).
- Skateboards are not allowed on the bus.

Remember the driver is responsible for your safety. (S)He may assign seats. Students must realize that riding the bus is both a privilege and a service offered by the district. Rule violations can cause a student to lose the privilege of riding the bus. The parents are then responsible for providing transportation to and from school.

## **BUS CONDUCT REPORTS**

We frequently review our basic bus rules with students, show them a YouTube bus safety video, and when necessary have a student “practice”

sitting correctly on the bus seat in the office. The drivers review the safety rules. Students are given many chances to follow the safety rules. According to the Transportation Handbook students are to receive a denial of transportation following the second Bus Conduct Report and 10 days denial of transportation following the third Bus Conduct Report. Students would be denied transportation following the fourth Bus Conduct Report. Assignment of consequences is determined by the building administrator.

## **CIVILITY POLICY**

Baldwin USD 348 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the School District to treat everyone -- fellow employees, students, parents, patrons, visitors, anyone having business with the district -- with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

Any violation of the Civility Policy may result in disciplinary action deemed appropriate by the administration, which may include, but is not limited to suspension from school and/or activities or limited access to district property or events.

# Clothing

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# Deliveries

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# Dental, Vision, and Hearing Screenings

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# Distribution of Materials

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# Documents Needed at Enrollment

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## Clothing

Please put your child's name on any clothing you think they may take off at school. Parents and students are urged to use good judgment on proper attire. Weather, neatness and cleanliness are all important factors. Items displaying inappropriate messages should not be worn to school. Shorts should be of appropriate length. Tops or bottoms exposing midriff or underwear are not acceptable. On physical education days, students should wear tennis shoes. Students will be going out to recess, unless there are extreme weather conditions (20 degrees or less), please have them wear appropriate clothing for weather conditions. Students are encouraged to bring a change of clothes "just in case there is an accident".

## Deliveries

Parents wishing to bring items to school for their child should bring those items to the school office. School personnel will deliver the items or have your child come get them at dismissal time.

## Dental, Vision, And Hearing Screenings

Every student will have a dental, vision, and hearing screening as required by statute.

## Distribution of Materials

All materials to be distributed by the school must have approval of the superintendent. The majority of information for parents/families will be emailed home.

## Documents Needed at Enrollment

- Copy of State issued Birth Certificate
- Copy of Immunization Record
- Copy of Health Assessment

If there is a Court document regarding your child concerning custody, no contact orders, restraining orders etc., please be sure to provide the school with a copy.

**Students will not be allowed to start attending school without a Birth Certificate and/ complete Immunization Record.**

# Emergency Safety Intervention (Restraint and Seclusion)

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## Illness

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## **Emergency Safety Intervention (Restraint and Seclusion)**

The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined in policy GAAF. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This ESI policy is available on the district website, the landing page for the BESPC website and is linked [here](#) in the school handbook.

[Baldwin USD 348 Emergency Safety Intervention Policy GAAF](#)

## **Illness**

When students become ill at school, parents will be called to help determine if the child is able to stay at school or needs to be sent home. Students who have a fever or show physical signs of illness such as vomiting or diarrhea will be required to leave school.

Please be sure your child has been fever-free for 24 hours without fever-reducing medication and free of vomiting and diarrhea for 24 hours before sending him/her back to school. Illnesses spread very quickly in the school setting. Please help us protect the health of our students and staff. Headlice are considered a nuisance, not an illness. If your child is found to have live headlice, the parent/guardian will be called and given the option to pick the child up at that time or send home as usual. The student may return following treatment for the headlice. On return the student will be checked for live lice or nits. If live lice are found the student will be sent home for treatment. If a student is found to have nits, the parent/guardian will be informed. Re-treatment in 7-10 days per instruction on product label may be needed.

## **Medication**

Any medication to be given at school must be in the original container or prescription bottle, including over the counter products. All medications must have a parent medication form on file. All medications will be kept in the nurse’s office, with rare exceptions.

# Internet

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## Internet

It is the policy of USD 348 to mandate and expect the school Internet system is used in a responsible manner. All Internet use must conform to the school district's non-harassment policies, follow established etiquette and copyright policies, and be limited to appropriate materials. Parents who do not wish for their child to have Internet access, should contact the school office to sign an opt-out statement. Parents who do not wish their child's photo, voice or student work published to the Internet or to other digital media may indicate that during the enrollment process. Students shall have no expectation of privacy when using District e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in

district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

# Kansas State Statute

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## KESA

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## Office Referral

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## **Kansas State Statute**

2014 Kansas Statutes 72-8256. Bullying, school district policies. (a) As used in this section: (1) "Bullying" means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment 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; (B) cyberbullying; or (C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto. (2) "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. (3) "Parent" includes a guardian, custodian or other person with authority to act on behalf of the child. (4) "School district" or "district" means any unified school district organized and operating under the laws of this state. (5) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event. (6) "Staff member" means any person employed by a school district. (b) The board of education of each school district shall adopt a policy to prohibit bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. (c) The board of education of each school district shall adopt and implement a plan to address bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on school property, in a school vehicle or at a school-sponsored activity or event. Such plan shall include provisions for the training and education for staff members and students.

(d) The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto. (e) Nothing in this section shall be construed to limit or supersede or in any manner affect or diminish the requirements of compliance by a staff member with the provisions of K.S.A. 2014 Supp. 38-2223 or 38-2226, and amendments thereto. History: L. 2007, ch. 185, § 4; L. 2008, ch. 77, § 1; L. 2013, ch. 121, § 15; July 1

## **KESA**

All schools have received accreditation from the Kansas State Department of Education. The school district has begun a five year process of accreditation through the Kansas State Board of Education. This process is called the Kansas Educational Systems Accreditation (KESA). This process is used to assure that we are providing our students and community an up-to-date, relevant education system that meets students 21st century needs to be college and career ready.

## **Office Referral**

Being sent to the office is very seldom the first step in trying to manage a student's behavior. All of the classroom teachers have a discipline system that is used within their classroom. Consequences to teach expected behavior may include a warning; lose some recess/privilege; lose all of recess/privilege; contact parent; go to the office.

There is a chair outside the principal's office that can be used for students who need a short time and place to wait while their class does something else. There is a bench outside the East Time Out Rm. that is available for use by students who need a place to work while their class is doing some other activity (recess, special activity, etc.).

The PC also has two Time Out Rooms (TO). One of these rooms, the West TO Rm. is a "safe room" with padded walls, floors, and observation window. The safe room is typically used for students who are behaviorally out of control. The other, the East TO Rm. is a carpeted room with a foam chair and/or desk and chair. The East TO Rm. may be used by students who need a place to self-regulate, a place to think, or a place to work. It may also be used for ISS (In School Suspension).

## **ISS (In School Suspension) or OSS (Out of School Suspension)**

Although our hope/preference/wish is to never have to apply a suspension to a student, it is sometimes necessitated by the student's behavior. There will typically be a suspension for stealing, threatening, destruction of property, harming another person or attempting to harm another person.

# Parent Teacher Conferences

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# Parties and Invitations

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# Personal Property

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# Personal Safety

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# Phones Calls

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## Parent Teacher Conferences

Parent-Teacher Conferences are scheduled for October and February. Due to time limitations, there is only one conference time slot per student. In the best interest of the children, it is the parents' responsibility to work this out and schedule accordingly,

## Parties and Invitations

Parties are usually held for Fall Festival and Valentine's Day. Parties are planned by parents with the help of the teacher. Students are asked not to bring invitations for home parties to school. We do not give out student/family contact information.

## Personal Property

Toys, playthings, Pokemon cards, balls, bats, basketballs and most other personal property should be left at home unless prior arrangements have been made with the classroom teacher. Cell phones are increasingly regarded as a safety device for children. If a student has a cell phone, *or other electronic device*, etc at school, it must be turned off and left in the backpack during the day. Weapons, knives, matches, water guns, laser pointers, bullets, casing, shells ,etc. will be collected on sight. Please, no weapons with Fall Festival costumes. Skateboarding and rollerblading are not permitted on school district property.

## Personal Safety

**(Kansas School Safety Hotline 1-877-626-8203)**

Threatening, aggressive or harassing behavior toward others will not be tolerated. The personal well being of all students and staff will be our primary focus. All student threats will be treated as authentic. If a student makes a threat that student will be isolated and the parent(s) will be contacted. **All threats made by parents or the community will be treated as authentic and the police will be called.**

## Phones

The office staff will deliver important messages to students and teachers. Only in an emergency should teachers or students be expected to take phone calls while class is in session.

# Playground Guidelines

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# Railroad Tracks

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# Personal Property

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# Safety Drills

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## **Playground Guidelines**

1. Follow directions courteously.
2. Sit on all moving equipment.
3. Hands only on the overhead activities. Do not “chicken fight” or sit on top of equipment.
4. Ropes are for jumping only and must be used on the black top/sidewalk.
5. Keep hands and feet to yourself.
6. Games such as football, softball, and soccer should be played on the grass fields.
7. If utility balls or basketballs are used in organized games on the black top, an adult must supervise, and the games must not jeopardize the safety of others.
8. Sit in the swings- one person per swing. Do not swing sideways or twist the swings.
9. Sit on the slide; face forward with hands and feet inside the rails.
10. No sliding on ice. Snowballs may be thrown at the basketball goals only.
11. Tag may be played in designated area(s) only.
12. Balls that go over the perimeter fence will be retrieved by an adult at a later time.
13. Kickball will be played only on the kickball field (not on the blacktop).

## **Railroad Tracks**

Students are to stay away from the railroad tracks except when using the designated walking/bicycle path to cross onto Elm Street. When crossing at this location, students are responsible for crossing safely.

## **Safety Drills**

### **Fire Drills**

State law requires that a fire drill be held at least four times per year. Each classroom has an evacuation route posted. When the signal is heard or flashing lights seen, all students, staff, and visitors are expected to leave the building in an orderly and quiet manner.

### **Tornado Drills**

State law requires that tornado drills be held at least two times a year. Each room has an assigned safety area. When the signal is heard, each class will move to the designated area.

### **Lockdown Drills/Crisis Drills**

We will have 3 crisis drills. Parents will be informed that the drill will be held sometime during the week of the drill. Parents will be informed following the drill. Please encourage your child to listen and follow directions quickly and quietly during all of our drills.

# School Visitors/Volunteers

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# School-Wide Expectations

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# Student/Staff Allergies

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## **School Visitors/Volunteers**

In the interest of safety and security all exterior doors are kept locked during the school day All visitors must sign in at the office and then wear a Visitor Pass. We welcome classroom volunteers but ask that those arrangements be made with the classroom teacher. Visitors are asked to check out in the office as they leave.

## **School-Wide Expectations**

We are all on the Bullpup Team. As team players:

- We are SAFE.
- We are RESPECTFUL.
- We are RESPONSIBLE.
- All rules at BES-Primary Center are related to these expectations. *We conduct a Behavior Passport Activity in August and again in January to explain/teach expectations in the cafeteria, restroom, hall, playground, and classroom areas.*

## **Student/Staff Allergies**

In the event that we have students or staff with life threatening allergies to nuts and/or latex, communication will be sent out as to items that will not be allowed in the building. Protocols in school will be put in place to support any life threatening allergies.

# Technology Usage Guidelines

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## Technology Usage Guidelines

In the schools, student access to, and use of, the Internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable. In the schools, E-Mail access use for students may be used for classroom related use only. E-Mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. All students must receive approval from the supervising teacher before downloading or printing from the Internet. All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

1. Do not use abusive, vulgar, or inflammatory language in E-Mail messages.
2. Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.
3. Do not reveal your personal address, phone numbers, social security number or any other personal information.
4. Do not vandalize computers, network devices, or alter software.
5. Do not deliberately spread computer viruses.
6. Do not intentionally search for, view, and/or distribute inappropriate materials.

In compliance with federal guidelines, USD 348 has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action. Any take-home technology shall be used in the same manner as if it were at school. Parents who do not wish their child to have access to the Internet may sign a form which is available in the office. Consequences of misuse: User privileges will be revoked and students may face other disciplinary action according to existing school policy.

# Websites

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# Wellness Policy

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## Websites

District website: [www.usd348.com](http://www.usd348.com)

BES-Primary Center website:

<http://www.usd348.com/schools/besp>  
c/

BES Parent Teacher Organization:

[bespto@usd348.com](mailto:bespto@usd348.com)

Community Resources:

[http://www.usd348.com/community/r](http://www.usd348.com/community/resources/)  
esources/

## Wellness Policy

**Parents are encouraged to provide healthy foods (USDA guidelines) for classroom celebrations, snacks, etc.**

Students are encouraged to have a water bottle in the classroom. Gum, candy and pop are allowed at school for special occasions with prior permission from the teacher. Please do not send pop or candy in lunches.