



Unified School District 232

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6200
FAX: 913/667-6201
e-mail: rwimmer@usd232.org

De Soto – Shawnee – Lenexa – Olathe
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Dr. Ron Wimmer
Superintendent

USD 232 BOARD OF EDUCATION REGULAR MEETING AGENDA

Administrative Offices (35200 West 91st Street, De Soto, Kansas)

April 12, 2010

***** Please silence cell phones prior to the beginning of this meeting. *****

6:00 P.M. I. MEETING OPENING.

- A. Call to Order.
- B. Pledge of Allegiance.

II. CONSENT AGENDA.

These items represent matters which the Board may approve without detailed discussion. Any item on the Consent Agenda may be removed for separate discussion as an Action Item upon request by the Superintendent or any board member. The Board has received supporting information on all items prior to action on the Consent Agenda.

- A. Adopt agenda.
- B. Approve minutes of March 8 regular meeting.
- C. Approve payment of bills.
- D. Approve transfer of funds (if appropriate).
- E. Approve personnel recommendations made on April 6, 2010.
- F. Approve personnel recommendations made on April 12, 2010.
- G. Approve Board Policy IFAB – Supplemental and Copyrighted Materials with recommended revisions.
- H. Approve revised Board Policy JBC – Enrollment and Non-Resident Student Enrollment Procedure and Request Form.
- I. Approve De Soto USD 232 2010-2013 Technology Plan
- J. Approve Lexington Trails Middle School Student Handbook for 2010-2011.
- K. Approve Mill Creek Middle School Student Handbook for 2010-2011.
- L. Approve Monticello Trails Middle School Student Handbook for 2010-2011.
- M. Approve De Soto USD 232 2010-2011 Student & Family Handbook.
- N. Approve Change Order No. 5 on the Belmont Elementary Project in the amount of \$17,974.00.
- O. Approve Change Order No. 7 on the Mill Valley High School Additions and Renovations Project in the amount of \$4,850.00.
- P. Declare list of Lexington Trails Middle School media center materials as surplus.
- Q. Approve the following extended day trip request:
 - Lexington Trails Middle School 8th Graders, Worlds of Fun, Kansas City, May 25, 2010.

III. GOOD NEWS.

- A. Artwork Donation.

IV. PATRON INPUT.

V. BIDS, PURCHASES, CONTRACTS AND AGREEMENTS.

The Board may approve all bids, purchases, contracts and agreements in one motion, remove any item for separate discussion and motion, or approve each item as listed.

A. Loose furniture and equipment bids for Belmont Elementary School:

- Alexander & Ray's \$4,650.00
- Athco \$2,640.00
- Business Interiors/Staples \$180,096.01
- Commercial Concepts \$14,033.85
- Data Essentials \$3,198.00
- GE \$1,820.00
- Hicks-Ashby \$38,859.00
- John A Marshall \$5,740.90
- Mid-States School \$30,074.90
- Scott Rice \$13,525.50
- Siggins \$1,432.00
- United \$126,943.00
- Virco \$11,241.54
- Wenger \$5,236.00

B. Loose furniture and equipment bids for Mill Valley High School:

- Alexander & Ray's \$10,166.00
- Business Interiors/Staples \$269,087.54
- Carroll Seating \$5,568.00
- Commercial Concepts \$86,121.25
- Dolsberry \$3,600.00
- Hicks-Ashby \$19,932.00
- John A Marshall \$5,526.80
- KSM Marketing \$1,373.00
- Mid-States School \$5,871.60
- Scott Rice \$2,558.22
- United \$95,102.00
- Virco \$47,856.59
- Wenger \$23,649.00

C. Low Bid from Van Wall Equipment for one Skid-Steer Loader, Dual Pedal Hydraulic Lift & Tilt Control, with an alternate 72" Snowblade in the amount of \$34,324.00.

D. Custodial supply bids for the 2010-2011 school year:

- Pur-O-Zone \$63,589.26
- Clayton \$2,032.08
- Unipack \$3,360.00
- Meyer-Century Labs \$111.00

E. Low bid from Heartland Contractors for removal and replacement of deteriorated concrete sidewalks and curbs at locations throughout the district in the amount of \$67,922.00.

F. Low bid from Tandem Paving company for district parking lot pavement repairs, sealing and striping in the amount of \$128,890.00.

G. Proposal from Savage Communications, Inc. for District Premise Communications Cabling Service.

- H. Purchase of eighty (80) NEC NP310 Projectors from KCAV (\$549.00 per unit) for Belmont Elementary and the additions at Mill Valley High School and De Soto High School.
- I. Purchases to equip the Residential Carpentry Lab at Mill Valley High School as follows: Paxton/Patterson: Building Skills Curriculum - \$46,300.00, Furniture and Seating - \$22,290.00, Dust Collection System - \$954.40; and Office Max: Fifteen (15) 19 inch TV/Monitors - \$203.54 each and fifteen (15) DVD players - \$33.35 each.
- J. Agreement for Consulting Services with Barney Carroll of Surround Consulting for Video/Safety Surveillance Assessment and Implementation (*pending finalization and attorney review*).
- K. Proposal from Turner Construction for Consulting Services on the De Soto High School expansion.

VI. ACTION ITEMS.

- A. Mill Creek Concession Stand – Eagle Scout Project. [Ron Wimmer]
- B. Mill Valley football field improvements. [Ron Wimmer]
- C. Relocation of May 24th board meeting. [Ron Wimmer]
- D. Guidance to address the resource need for 2010-11 Biology students. [Earl Martin & Kelly Ott]
- E. Facility Use Fees for 2010-11. [Jack Deyoe]
- F. Budget Reduction Plan. [Ron Wimmer]
- G. Restructuring of Health Services. [Mark Schmidt & Alvie Cater]

VII. DISCUSSION ITEMS.

- A. Student Activity Participation Fee. [Ron Wimmer]
- B. Mill Valley High School Broadcast Studio. [Alvie Cater]
- C. Continuous Improvement. [Tim Blankenship]

VIII. WRITTEN REPORTS.

- A. May 2010 Board Calendar.
- B. 2009-10 Parents as Teachers Annual Report.
- C. Secondary Site Council Reports.
[Lexington Trails M. S., Mill Creek M. S., Monticello Trails M. S., De Soto H. S., Mill Valley H. S.]
- D. Enrollment Projections for 2010-11.
- E. Proposed restructuring of Special Education Administrative Staff.

IX. EXECUTIVE SESSION.

- A. Non-Elected Personnel.

X. ADJOURNMENT.

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USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES -- REGULAR MEETING

Administrative Office (35200 West 91st Street, De Soto, KS)

March 8, 2010

The meeting was called to order at 6:00 p.m. by the Board President, Mr. Tim Blankenship. A quorum of the Board was present. Board members and administrators present were as follows:

Board Members: Tim Blankenship
Don Clark
Bill Fletcher
Randy Johnson
Jim Thomas
Tammy Thomas

Absent: Janine Gracy

Administrators: Kim Barney, Associate Director of Teaching & Learning
Alvie Cater, Director of Administrative Services & Community Relations
Jack Deyoe, Director of Operations
Tim Drake, Principal, Mill Creek Middle School
Cindy Fouraker, Coordinator of Grants & Programs
Pam Hargrove, Principal, Mize Elementary & Prairie Ridge Elementary
Denis Johnson, Director of Facilities
Ken Larsen, Director of Budget & Finance
Earl Martin, Director of Teaching & Learning
Jeff Mildner, Director of Technology
Dave Morford, Principal, De Soto High School
Joe Novak, Principal, Mill Valley High School
Kelly Ott, Coordinator of Teaching & Learning
Joan Robbins, Director of Special Services
Mark Schmidt, Director of Human Resources
Tobie Waldeck, Principal, Monticello Trails Middle School
Ron Wimmer, Superintendent of Schools

Tim Blankenship led those in attendance in reciting the Pledge of Allegiance.

Mr. Blankenship asked if there were any changes to the Agenda or Consent Agenda.

Dr. Wimmer asked to make the following changes:

1. Remove Consent Agenda item "G. Approve personnel recommendation made on March 8, 2010".
2. Remove item "J. Approve De Soto High School Student Handbook for 2010-2011" from the Consent Agenda and place under "V. Action Items".
3. Remove item "K. Approve Mill Valley High School Student Handbook for 2010-2011" from the Consent Agenda and place under "V. Action Items".

4. Add the following extended day trip to Item W: Monticello Trails Middle School 8th Graders, Worlds of Fun, Kansas City, May 26, 2010.

Randy Johnson asked to move item "G. Budget Reduction Plan" from "V. Action Items" and place it under "VI. Discussion Items".

Motion by Dr. Jim Thomas and seconded by Mr. Randy Johnson to adopt the Agenda and approve the Consent Agenda as amended.

Carried 6/0.

The following Consent Agenda items were approved:

1. Minutes of the February 8, 2010, regular meeting.
2. Minutes of the February 22, 2010, special meeting.
3. Payment of bills and issuance of checks numbered 12945 – 13083 and 13090 – 13275.
4. Transfer of funds as follows:
 - a. \$500,000.00 from General Fund (06) to Special Education (30)
 - b. \$15,000.00 from Local Option Budget (08) to At-Risk 4 yr Olds (11)
 - c. \$150,000.00 from Local Option Budget (08) to At-Risk K-12 (13)
 - d. \$50,000.00 from Local Option Budget (08) to Bi-Lingual (14)
 - e. \$25,000.00 from Local Option Budget (08) to Parents as Teachers (28)
 - f. \$200,000.00 from Local Option Budget (08) to Vocational Education (34)
5. Personnel recommendations as follows:
 - Employment – Classified
Steve Riley, Assistant Track Coach, DHS
 - Resignation – Classified
Becky Youngers, Senior Systems Technician/Technology Department
 - Employment – Certified (effective for the 2010-11 school year)
Laura Draxler, Chemistry, DHS
Todd Petersen, Engineering and Physics, DHS
 - Resignations – Certified (effective at the conclusion of the 2009-10 contract)
Deborah Hinman, Special Education Teacher, MVHS
Mindy Joseph, Learning Coach, MCMS
Katie Thiess, Special Education Teacher, MCMS
 - Retirements – Certified (effective at the conclusion of the 2009-10 contract)
Carolyn Sue Andrews, 3rd Grade Teacher, ME
Tamara Demuth, Special Education Teacher, LTMS
Douglas Opdycke, Boys' P.E. Teacher, LTMS
 - Recommended Administrative Change for the 2010-11 School Year
Jamie Fink, Current Associate Director of Parents as Teachers recommended for Coordinator of Parents as Teachers.
6. 2011-2012 School Calendar.
7. Horizon Elementary Family Handbook for 2010-2011.
8. Donation of \$125.00 from the Clorox Company Foundation to Mill Valley High School.

9. Donation of \$500.00 from Chuck Robertson to the Mill Valley High School Robotics Club.
10. Donations to the Riverview Elementary Space Camp Program as follows:
 - Great American Bank - \$100.00
 - Bulleigh Orthodontics - \$50.00
 - Roth Orthodontics - \$50.00
 - Blue Sky Cleaners, LLD - \$100.00
11. Memorial donations to the Mize Elementary Connections Program.
12. Resolution authorizing enforcement of De Soto city ordinances on school property.
13. Resolution authorizing enforcement of Lenexa city ordinances on school property.
14. Resolution authorizing enforcement of Shawnee city ordinances on school property.
15. List of secondary textbooks and teacher materials declared as surplus.
16. Procedural change for acceptance of student observers.
17. The addition of 7th Grade Music course and 8th Grade Spanish 1 course.
18. Change Order No. 6 on the Mill Valley High School addition/renovation project in the amount of \$11,359.00.
19. The following extended day trip requests:
 - De Soto High School Thespian Troupe Members, Grades 10 – 12 in the 2010-2011 school year, professional theatre experience, New York City, NY, March 12-14,2011.
 - Mill Creek Middle School 8th Graders, Worlds of Fun, Kansas City, May 25, 2010.
 - Monticello Trails Middle School 8th Graders, Worlds of Fun, Kansas City, May 26, 2010.

GOOD NEWS.

Teacher Recognition. Alvie Cater introduced Brandi Leggett, teacher at Prairie Ridge Elementary. Ms. Leggett was recognized for her efforts to encourage students to write with a program called “Power of the Pen” that she has initiated in the classroom. She was presented with a USD 232 Inspiration Award and pen (for inspiring others and finding inspiration each day).

Mr. Cater also introduced Katie Campbell and Alissa Ruffin, teachers at Monticello Trails Middle School. Tammy Thomas praised Ms. Campbell and Ms. Ruffin for their hard work in organizing and producing the first ever Monticello Trails Middle School Dinner Theatre. Each teacher received a USD 232 Inspiration pen.

PATRON INPUT. Mr. Blankenship asked if there were any requests to speak to the board received. Wendy Denham, Board Clerk, noted there were two.

Representing Recreation Resource, John McMaster of Leawood, KS addressed the board about his company’s involvement in the competitive bidding process for playground equipment at Belmont Elementary.

Theresa Wilcox, De Soto, addressed the board regarding middle school sports programs, particularly “B Team” sports and the opportunities they afford kids who might not otherwise try out for a team.

ACTION ITEMS.

De Soto High School Student Handbook for 2010-2011 & Mill Valley High School Student Handbook for 2010-2011. Dr. Wimmer pointed out some adjustments that would be incorporated into the two high school handbooks once approved by the board.

Motion by Dr. Jim Thomas and seconded by Mr. Don Clark to approve the De Soto High School and Mill Valley High School Student Handbooks for 2010-2011 as presented, including adjustments.

Carried 6/0.

De Soto High School expansion bids. Mark Franzen, HTK Architects, shared a floor plan of Phase I on the De Soto High School expansion project. He then presented board members with bids from nineteen general contractors. He noted that the estimated construction cost for this project was \$3,000,000 to \$3,100,000 and that the base bid numbers came in at \$2,212,000 to \$3,100,000. Mr. Franzen also informed board members that bids were taken on one alternate that would add 15 parking stalls close to the front door of the school. Board members discussed the proposed location for the parking stalls.

Motion by Dr. Jim Thomas and seconded by Mr. Don Clark to award the construction contract on the De Soto High School Additions & Renovations Project (Phase I) to Combes Construction in the Base Bid amount, plus Alternate 1, of \$2,228,500.00.

Carried 5/1. (Randy Johnson abstained.)

District parking lot repair bids. Denis Johnson, Director of Facilities, presented board members with bids from seven contractors for parking lot repairs (paving, sealing and striping) at Mill Valley High School, Monticello Trails Middle School, and De Soto High School. He noted that this work was on the list of Capital Outlay projects approved by the Board of Education in January. Board members discussed postponing the work until after the expansion construction work is done at both high schools. They also requested pictures of the parking lot condition at Mill Valley and details on the work to be done there. It was the consensus of the board to table this item.

Belmont Elementary playground equipment bids. Denis Johnson presented the board with bids from four contractors for playground equipment at the new elementary. He noted that Recreation Resource was the low bidder, but that under Kansas Competitive Bid Guidelines the board had the authority to accept the next lowest bid if it was from a contractor domiciled within the school district and their bid amount was within 1% of the low bid. Mr. Johnson stated that the second lowest bidder, AB Creative, falls within these guidelines and had provided a letter agreeing to meet the low bid dollar amount.

Motion by Mr. Randy Johnson and seconded by Mr. Don Clark to accept the bid from AB Creative for Belmont Elementary playground equipment in the amount of \$148,638.02.

Carried 6/0.

Belmont Elementary network cabling and connecting equipment bids. Jeff Mildner, Director of Technology, presented board members with four bids for network cabling and connecting equipment at the new elementary.

Motion by Mr. Don Clark and seconded by Mrs Tammy Thomas to accept the low bid from Graybar for Belmont Elementary network cabling and connecting equipment in the amount of \$46,019.03.

Carried 6/0.

Mill Valley High School baseball dugouts. Joe Novak, Principal of Mill Valley, and Jeff Strickland, teacher and baseball coach at the school, presented board members with a plan to make improvements at the existing baseball field located on the Mill Valley High School/Monticello Trails Middle School campus. Mr. Strickland noted that with these improvements the field could be used in the future for some Varsity and Junior Varsity games. He pointed out that the dugouts to be added to this field wouldn't cost the district anything as labor, materials, and other funds have been donated. Board members asked Mr. Strickland to make sure that handicap accessibility requirements were met. They also requested a review of the existing contract between USD 232 and Johnson County 3 & 2 on baseball fields located at 87th Street and K-7.

Motion by Mr. Don Clark and seconded by Mrs. Tammy Thomas to approve the addition of dugouts on the Mill Valley campus baseball field and accept donations from the following: 1. Sunflower Paving, Inc. – free labor for the dugout foundation; 2. Penny's Concrete – discounted concrete; 3. Kansas City Brick – discounted brick matching the high school; 4. Free labor for laying the brick from masons that work for J.E. Dunn, 5. Kurt Johnston, Virtual Building Logistics – coordination of building permits with the City of Shawnee; and 6. Russ Ehnen Architects – free drawings and concept sketches for the dugouts.

Carried 6/0.

Gift Policy. Dr. Wimmer noted that the board had received written information on gifts and gratuities in October and November of 2009 and an additional update in February, 2010. He informed board members that the policies have been tweaked based on their suggestions and asked for final approval.

Motion by Mr. Tim Blankenship and seconded by Mr. Randy Johnson to approve the addition of recommended language to Board Policy GAJ – Gifts under section G - - Personnel and adopt Board Policy B - - Board Operations; BAJ – Gifts.

Carried 6/0.

The following language was added to Board Policy GAJ – Gifts:

No employee shall solicit or accept gifts or gratuities from companies or individuals who have 1) indicated to the District or the employee a likelihood of submitting a proposal on a District or school contract; 2) an outstanding RFP or bid with the District or school, or 3) negotiations for a contract with the District or a school.

An employee, school, school organization, or district entity may accept gifts; however, before accepting a gift or promotional item from any source and/or any gift or gratuity from an entity with an existing contract with the district where the receipt does not represent a conflict of interest or exceed \$100.00, the employee, school, or organization shall obtain written approval from the Superintendent of Schools prior to acceptance of the promotional item, gift, or gratuity. All gifts or contributions in excess of \$100.00 to an employee, school, or organization shall be approved by the Board of Education.

The following Board Policy was adopted:

B - - Board Operations; BAJ – Gifts

No board member shall solicit or accept gifts or gratuities from companies or individuals who have 1) indicated to the District or the board member a likelihood of submitting a proposal on a District or school contract; 2) an outstanding RFP or bid with the District or school, or 3) negotiations for a contract with the District or a school.

A board member may accept gifts; however, before accepting a gift or promotional item from any source and/or any gift or gratuity from an entity with an existing contract with the district where the receipt does not represent a conflict of interest or exceeds \$100.00, the board member shall report the acceptance to the President of the Board of Education. All gifts or contributions in excess of \$100.00 shall be reported to the Board of Education.

Band Information Night. Alvie Cater, Director of Administrative Services & Community Relations, asked board members if there were any questions on the parent information plan for the 5th grade band program that was submitted with the board packet. No questions were asked. Mr. Cater pointed out that the district will no longer offer a band instrument rental night and parents will have time to choose the instrument and vendor they will either buy or rent it from.

Motion by Mr. Don Clark and seconded by Mrs. Tammy Thomas to approve parent information plan for the 5th grade band program as presented.

Carried 6/0.

School Fees. Earl Martin, Director of Teaching & Learning, explained that Dr. Wimmer had asked the Teaching & Learning, Communications, and Finance Departments to review current district enrollment fees and make recommendations for the 2010-2011 school year with the following guidelines: 1. Minimize the number of fees that parents pay to the degree possible, 2. Increase or add fees only where appropriate and justifiable, and 3. Follow state guidelines on collection and use of fees. Mr. Martin asked board members if there were any questions on the proposed fee schedule for next year. Board members noted that the district might need to look at adding a fee for participation in activities at some point.

Motion by Mr. Don Clark and seconded by Dr. Jim Thomas to approve the 2010-2011 Fee Schedule as presented.

Carried 6/0.

Consideration of Easement Requests from the City of Lenexa. Jack Deyoe, Director of Operations, explained that the five easements submitted in the board packet were needed for construction of Mize Road improvements in front of Mill Creek Middle School.

Motion by Mr. Tim Blankenship and seconded by Mrs. Tammy Thomas to approve a Permanent Drainage Easement, two Permanent Sidewalk Easements and two Temporary Construction Easements requested by the City of Lenexa on two tracts of land at the Mill Creek Middle School site for Mize Road improvements.

Carried 6/0.

Tim Blankenship declared a five minute break at 7:13 p.m.

The board returned to open session and the meeting was called back to order at 7:18 p.m.

DISCUSSION ITEMS.

Budget Reduction Plan. Dr. Wimmer noted that at the last meeting board members were presented with a spreadsheet that gave a general outline of district budgetary needs in 2010-2011. He pointed out that the district is going to have to make up for a loss in funding of nearly \$2,000,000 and with over 82% of the district's budget spent on personnel, cuts would have to be made in this area. He presented board members with recommendations for staffing levels across the district. Dr. Wimmer noted that many of the staff reductions listed would occur through attrition and that specific names were not mentioned, just positions. Board members discussed various other ways the district might address the budget shortfall. They agreed to allow the district to move forward on budget reductions in the areas of administration, classified staff, and special education.

2010 Legislative Session update. Jack Deyoe, Director of Operations, highlighted several House Bills that the Kansas Legislature is entertaining. He noted that most of them deal with how the State's budget is distributed and the legislature's attempt to equalize aid to districts across the state. He added that the state is going into

fiscal year 2011 with somewhere between a \$400,000,000 to \$500,000,000 deficit and that the legislature will have to look at ways to bring in new revenue.

Overview of Career and Technical Education/equipment needs. Earl Martin, Director, Division of Teaching & Learning, and Cindy Fouraker, Coordinator of Grants & Programs, presented board members with a long range plan for the Career and Technical Education programs to be implemented in the district. Mrs. Fouraker explained how the State is in transition from Vocational Education (VE-2) Programs to Career Clusters/Pathways. She shared the goals of the change to Career Clusters/Pathways, explained requirements for the program and course requirements, shared a timeline for implementation, and gave information on the following pathways: Architecture and Construction, Human Services, Finance and Marketing, and Information Technology. Mrs. Fouraker highlighted future pathways not yet developed, USD 232 student enrollment in Career & Technical Education, Career Interest Survey results by pathway from both high schools, and explained the equipment needs/costs/funding for each career pathway.

Video Surveillance action plan. Jeff Mildner, Director of Technology, presented board members with a plan for phasing in Video Surveillance. After discussion on various vendors the board directed Mr. Mildner to form a committee to review video surveillance solutions by inviting an independent source to give a presentation, inviting other districts to share pros and cons of video solutions they are currently using, and seeking the advice of the USD 232 School Resource Officers. Tammy Thomas and Bill Fletcher volunteered to sit on this committee.

Superintendent-elect Selection Process. Dr. Wimmer shared the Superintendent-elect Vacancy Announcement with the board and outlined the six-step process (as outlined below) recommended for selection of this individual.

Step 1 – February 25, 2010 - Post position.

Step 2 – March 8, 2010 - Board of Education approval of process.

Step 3 – March 9-26, 2010 - Select and Meet with Focus Groups to identify desired characteristics of the new superintendent; Invite public input on desired characteristics.

Step 4 – April 2-6, 2010 - Application Review and Evaluation by Board Members, Administration, Dr. Wimmer and two area superintendents.

Step 5 – April 7-8, 2010 - Reference checks on selected candidates; April 9, 2010 - Contact candidates to schedule interviews; April 12, 2010 - Update on process at the April 12th board meeting.

Step 6 – April 13-16, 2010 - Board interview of candidates in Special Meeting Executive Sessions; April 19, 2010 - Special Meeting Executive Session for board interview of finalists and selection.

Board members gave Dr. Wimmer consent to proceed with the process outlined above.

Continuous Improvement. Tim Blankenship shared the NSBA Convention agenda with board members and asked for them to let him and Tammy know which events they would like for them to attend.

Bill Fletcher asked for the district to bring in an auditor to look at construction contracts to determine how much money the district has wasted.

WRITTEN REPORTS. The following written reports were included in the board packet for this meeting: 1. April 2010 Board Calendar, 2. Early Childhood Program supervision at Belmont, 3. Student Nutrition Department update, 4. District Technology Plan update, and 5. Bond Projects update.

EXECUTIVE SESSION.

Non-Elected Personnel.

Motion by Mr. Tim Blankenship and seconded by Dr. Jim Thomas to go into executive session at 8:40 p.m. for a period of thirty minutes with Dr. Ron Wimmer to discuss non-elected personnel in order to protect the privacy interests of an identifiable individual and to return to open session at 9:10 p.m. at this location.

Carried 6/0.

The Board returned to open session at 9:11 p.m. and Mr. Blankenship called the meeting back to order.

Motion by Mr. Tim Blankenship and seconded by Mrs. Tammy Thomas to approve the personnel recommendations as discussed in executive session.

Carried 6/0.

The following personnel recommendations were approved:

Resignation – Classified Administration (effective at the conclusion of the 2009-10 contract)
Denis Johnson, Director of Facilities

Resignation – Certified Administration (effective at the conclusion of the 2009-10 contract)
Mike Stithem, Principal, Clear Creek Elementary

Retirement – Certified Administration (effective at the conclusion of the 2009-10 contract)
Dr. Joe Novak, Principal, Mill Valley High School

Certified Administration Change (effective at the conclusion of the 2009-10 contract)
Tobie Waldeck, from Principal at Monticello Trails Middle School to Principal at Mill Valley High School

Tim Blankenship adjourned the meeting at 9:11 p.m.

Date Approved

Clerk, Board of Education

President, Board of Education

CHECK JOURNAL - 03/12/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13280	ACS Electronic Systems, Inc.	27382	150100805	Service Order- replaced card reader by east entry that was vandalised	16 E 4700 430 0000 040	387.00	387.00
13281	ASCD	1293238	220100114	discipline book	06 E 2400 890 0022 000	21.95	21.95
13282	A To Z Theatrical Supply	1015-0198	150100778	Theater Spot Light Lamps	06 E 2600 610 0015 400	197.00	197.00
13283	AT&T	3 144-7168 170	30100314	Internet Lines-Mar 10	08 E 1000 532 0018 002	2,150.00	2,150.00
13284	Blue Bell Creameries, L P	Misc INv	240100204	Frozen Treat items purchased for the school lunch program.	24 E 3100 630 0000 000	1,666.04	1,666.04
13285	Blue Valley Tractor & Supply, I	110611	150100802	Anti Scalp Parts for Mower	16 E 2600 430 0000 153	63.22	63.22
13286	C & C Produce Co., Inc.	Misc Inv	240100203	Produce purchased for the school lunch program.	24 E 3100 630 0000 000	3,299.60	3,299.60
13287	Carla Keeling	186	330100198	Interpreter for students at Vo-Tech class	30 E 1000 563 0000 000	76.80	76.80
13288	Cates Service Company	62437	150100686	Second year of 2 year extension of District HVAC Service Contract. With 4% rate increase. Contract originally Approved by BOE on 2/4/08.	16 E 2620 730 0000 000	5,624.00	5,624.00
13289	Champion Printing Solutions	8601	310100271	Course Guide	06 E 1000 610 0031 000	587.00	587.00
13290	Chief State Boiler Inspector	417491	150100800	Service Call for Boiler Inspection at DHS	16 E 4700 430 0000 030	60.00	60.00
13291	City of Leawood	4/21/10 - Lows	190100037	MVHS RY to Ironwoods Challenge course.	82 E 1000 890 0000 000	315.00	315.00
13292	Classroomdirect	206700925934	450100087	Classroom Direct for Dana Spoor	06 E 1000 610 0045 000	20.71	50.57
		206700925934	450100087	Classroom Direct for Dana Spoor	06 E 1000 610 0045 155	29.86	
13293	Coca-Cola Btlg Of Mid-America	Misc Inv	240100208	Drinks purchased for the school ala carte program.	24 E 3100 630 0000 000	3,454.90	3,454.90
13294	Coleman Equipment Inc.	PC55791	150100769	6 Thread Bolts for BB Goals	06 E 2600 610 0015 400	16.32	16.32
13295	The College Board	EI27168772	310100189	AP Conference	26 E 2000 890 0000 031	200.00	200.00
13296	Control Service Co., Inc.	33094	150100712	Modular replacement for HVAC rooftop unit at MVHS	16 E 4700 430 0000 031	612.00	755.25
		33117	150100781	3 Temperature Sensors	16 E 4700 430 0000 022	143.25	
13297	Culligan Of Greater Kansas Cit	S-DI24712	150100806	Replacement for Cation/Anion Stron for Data Center	06 E 2600 610 0015 400	575.19	575.19
13298	Harris	XT00041442	300100178	reorder checks and receipts	55 E 1000 610 0000 030	273.84	273.84
13299	Harris	XT00041456	300100178	reorder checks and receipts	55 E 1000 610 0000 030	430.82	430.82
13300	Deffenbaugh Disposal Srv	5484998	30100310	W/S/T	06 E 2600 411 0015 001	34.55	4,031.60
		5484998	30100310	W/S/T	06 E 2600 411 0021 000	422.18	
		5484998	30100310	W/S/T	06 E 2600 411 0022 000	446.86	

CHECK JOURNAL - 03/12/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		5484998	30100310	W/S/T	06 E 2600 411 0031 000	893.71	
		5484998	30100310	W/S/T	06 E 2600 411 0040 000	446.86	
		5484998	30100310	W/S/T	06 E 2600 411 0041 000	446.86	
		5484998	30100310	W/S/T	06 E 2600 411 0045 000	446.86	
		5484998	30100310	W/S/T	06 E 2600 411 0046 000	446.86	
		5484998	30100310	W/S/T	06 E 2600 411 0047 000	446.86	
13301	De Soto Feed & Garden, LLC	F 129355	150100020	Supplies-Custodial	06 E 2600 610 0015 200	34.00	34.00
13302	De Soto High School	reimbursement	300100212	reimb Athletics for Wrestling & Band State meet meals	08 E 1000 680 0000 000	694.53	694.53
13303	Eagle Bend Golf Course	De Soto High	300100202	Lawrence Free State Entry Fee Varsity Golf	06 E 1000 680 0030 080	60.00	60.00
13304	Emporia State University	1	190100028	Registration fee for Acheson & Petty @ESU	34 E 1000 580 0001 000	120.00	120.00
13305	Fastenal Company	KSLAW50205	150100633	Maint. Supplies	06 E 2600 610 0015 400	23.65	23.65
13306	First Student, Inc.	10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 1000 513 0012 020	333.67	261,578.19
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 1000 513 0012 021	137.32	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 1000 513 0012 022	353.64	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 1000 513 0012 030	75.45	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 1000 513 0012 031	234.36	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 1000 513 0012 043	265.50	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 1000 513 0012 046	235.04	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 2720 513 0012 000	158,635.74	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	06 E 2720 513 0012 001	8,963.35	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	11 E 1000 513 0000 000	2,401.04	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	13 E 1000 513 0001 000	1,648.00	
		10352225	120100021	Invoice # 10352225 - February 2010 Transportation	30 E 2720 513 0000 000	88,295.08	
13307	Gardner Golf Club	De Soto High	300100198	Varsity Golf Entry Fee	06 E 1000 680 0030 080	80.00	80.00
13308	Gardner Golf Club	De Soto High go	300100205	Shawnee Mission West JV golf entry fee	06 E 1000 680 0030 080	60.00	60.00
13309	Gardner Golf Club	Soto High Prac	300100199	Varsity Golf Practice Fee	06 E 1000 680 0030 080	400.00	400.00

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13310	Gilmore & Bell, P.C.	9145	30100319	Legal Services/Arbitrage 2005	06 E 2300 345 0000 000	2,750.00	2,750.00
				Bonds			
13311	Grainger	9193938298	150100764	Maint. Supplies	06 E 2600 610 0015 400	688.96	1,155.99
		9193938306	150100764	Maint. Supplies	06 E 2600 610 0015 400	128.40	
		9193938314	150100812	Hose Reel for Pre-Rinse	24 E 3190 431 0000 000	338.63	
				before going into dishwasher			
				Repair @ Cleer Creek			
13312	Great Plains Locating Service	0210DESO	180100203	February '10 Services (12	08 E 2900 352 0018 000	153.00	153.00
				Reg. & 1 Emerg.After Hr.			
				Locate)			
13313	Holiday Inn at the Campus	8305, 57325	310100242	Hotel for one night at the	34 E 1000 580 0000 000	116.55	116.55
				Holiday Inn Campus in			
				Manhattan for the MACE			
				conference on March 4			
13314	IBC Wonder/Hostess	MISC INV	240100207	Bread items purchased for the	24 E 3100 630 0000 000	1,063.64	1,063.64
				school lunch program.			
13315	Immaculata High School	DE SOTO HIGH	300100204	Immaculata JV Golf Entry Fee	06 E 1000 680 0030 080	55.00	55.00
13316	Instant Shade and Kokopelli Nu	48810	150100734	Move trees at Mill Creek due	06 E 2600 890 0015 000	1,850.00	2,900.00
				to road constntruction on Mize			
		48809	150100735	Move trees at DHS due to	40 E 4700 459 0030 000	1,050.00	
				expansion			
13317	Interstate Elec. Supply, Inc.	103282	150100653	Maint. Supplies	06 E 2600 610 0015 400	36.00	36.00
13318	John Deere Landscapes / Lesco	53590629	150100018	Supplies-Grounds	06 E 2600 610 0015 300	14.00	2,682.00
		53610229	150100018	Supplies-Grounds	06 E 2600 610 0015 300	25.00	
		53611206	150100018	Supplies-Grounds	06 E 2600 610 0015 300	75.00	
		53604292	150100795	Preemergent/fertilizer-4	06 E 2600 610 0015 300	2,568.00	
				pallets			
13319	Jones Institute	4502	60100145	Professional Development	06 E 2212 580 0006 000	95.00	95.00
				Workshop- T&L			
13320	Kansas Gas Service	0197461167497	30100316	Heat	06 E 2600 621 0015 001	937.79	937.79
13321	Kone Inc.	220327103	30100311	LT Elevator Maint.	16 E 4700 450 0000 000	737.28	737.28
13322	Lansing High School	DE SOTO HIGH	300100203	Lansing Varsity Golf Entry	06 E 1000 680 0030 080	70.00	70.00
				Fee			
13323	Lawrence Journal-World	10332719	180100196	Publication of RFB for	08 E 2900 610 0018 000	8.96	20.66
				Network Cabling & Conn.			
				Equipment for Belmont			
				Elementary			
		10332722	180100196	Publication of RFB for	08 E 2900 610 0018 000	11.70	
				Network Cabling & Conn.			
				Equipment for Belmont			
				Elementary			
13324	Learning Zone/Low Fat Xpress	228271	60100143	Book - Nutrition	55 E 1000 644 0000 000	47.90	47.90

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13325	Louisburg High School	DE SOTO HIGH	300100210	JV Golf Entry Louisburg	06 E 1000 680 0030 080	50.00	50.00
13326	McKee Foods Corporation	MISC INV	240100206	Snacks purchased for the school ala carte program.	24 E 3100 630 0000 000	1,320.79	1,320.79
13327	Morgan Hunter Companies	20643	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	2,162.00	18,469.00
		20644	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,155.75	
		20645	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,558.25	
		20646	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,006.25	
		20641	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	2,323.00	
		20635	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,610.00	
		20637	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,932.00	
		20639	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,696.25	
		20640	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	2,219.50	
		20636	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	138.00	
		20642	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,334.00	
		20638	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,334.00	
13328	Nasco	508205	30100306	Items for Nutrition Teachers to use to help teach health curriculum - Helps meet part of the grant requirement	35 E 1000 610 0000 004	319.11	399.81
		508206	30100306	Items for Nutrition Teachers to use to help teach health curriculum - Helps meet part of the grant requirement	35 E 1000 610 0000 004	80.70	
13329	Nextel Communications	192403319-099	30100315	Cell Phones/AP	06 E 2600 532 0015 001	342.30	392.28
		192403319-099	30100315	Cell Phones/AP	06 E 2600 610 0015 400	49.98	
13330	Oak Country Golf Club	DE SOTO HIGH	300100209	De Soto JV Golf Entry fee	06 E 1000 680 0030 080	60.00	60.00
13331	Office Depot	510825374001	310100261	Avery 5315 Note Cards for Office Thank Yous	06 E 1000 610 0031 000	77.82	281.35
		511333180001	180100191	Office Supplies	08 E 2900 610 0018 000	31.63	
		510983615001	400100123	Office supplies	06 E 1000 610 0040 000	111.89	
		510982221001	50100070	Kansas Teacher of the Year Supplies	06 E 2322 610 0005 000	16.21	
		510983606001	460100088	Plastic pocket folders Use Cathy Hess Classroom budget	06 E 1000 610 0046 101	43.80	
13332	Office Machine Mart	217116	300100189	DELL CARTRIDGES (COMP)	55 E 1000 610 0000 030	395.00	395.00
13333	OMNI Energy and Electric, LLC	131	150100801	Service Call to get Emergency lighting back up and running in a timely manner to meet existing requirements at MC, ME	16 E 4700 430 0000 022	691.88	2,058.25
		131	150100801	Service Call to get Emergency lighting back up and running	16 E 4700 430 0000 046	188.12	

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				in a timely manner to meet existing requirements at MC, ME			
		132	150100801	Service Call to get Emergency lighting back up and running in a timely manner to meet existing requirements at MC, ME	16 E 4700 430 0000 022	345.94	
		132	150100801	Service Call to get Emergency lighting back up and running in a timely manner to meet existing requirements at MC, ME	16 E 4700 430 0000 046	94.06	
		133	150100801	Service Call to get Emergency lighting back up and running in a timely manner to meet existing requirements at MC, ME	16 E 4700 430 0000 022	580.43	
		133	150100801	Service Call to get Emergency lighting back up and running in a timely manner to meet existing requirements at MC, ME	16 E 4700 430 0000 046	157.82	
13334	Osawatomie High School	DE SOTO HIGH	300100206	Osawatomie golf Entry Fee	06 E 1000 680 0030 080	80.00	80.00
13335	Osawatomie High School	ILL VALLEY H	310100270	Forensic tournament fee.	06 E 1000 610 0031 000	96.00	96.00
13336	Partners in Behavioral Mileston	1636	330100197	Educational services for student	30 E 1000 563 0000 000	225.00	225.00
13337	PC & Mac Exchange	45289	180100177	Replacement Batteries for Dell Latitude C610/C640	08 E 2900 430 0018 000	1,502.74	1,502.74
13338	Perry-Lecompton High	DE SOTO HIGH	300100208	Perry Lecompton Golf Entry Fee	06 E 1000 680 0030 080	80.00	80.00
13339	Prairie Highlands Golf Course	DE SOTO HIGH	300100201	Mill Valley Golf Entry Fee	06 E 1000 680 0030 080	125.00	125.00
13340	Prairie View High School	DE SOTO HIGH	300100207	Prairie View JV Golf Entry fee	06 E 1000 680 0030 080	72.00	72.00
13341	Pur-0-Zone, Inc	493033	150900716	Custodial Supplies for 2009-2010 School Year Approved by BOE 4/20/09	06 E 9000 000 0099 999	5,762.01	6,803.99
		493034	150900716	Custodial Supplies for 2009-2010 School Year Approved by BOE 4/20/09	06 E 9000 000 0099 999	132.25	
		493034A	150900884	150 cases Paper Towels at \$30.76 a case 85 cases	06 E 9000 000 0099 999	815.59	

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				Toilet Paper at \$36.17 a case			
		491687	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	94.14	
13342	Reeves-Wiedeman Company	3751709	150100509	Plumbing Supplies-SE	16 E 4700 430 0000 043	46.08	46.08
13343	Ricoh Americas Corporation	405662121	180100193	HE (1 Machine)Copier Count for 1/1/09-2/1/09-Never Billed	08 E 2300 449 0000 001	157.76	6,367.07
		160137	180100194	Consolidated Invoice 160137 HE Office Color/BW Copier Meter Readings from 1/2-4/2/09 & TC Copier(1/1/09-2/27/09) Ricoh Did Not Invoice Previously	08 E 2300 449 0000 001	4,273.43	
		407805940	180100205	Copier Meter Count for @ CLC (60300316-2161217)	08 E 2300 449 0000 001	109.13	
		237166	180100204	February '10 Copier Meter Count for HE, MCMS & TC	08 E 2300 449 0000 001	1,778.05	
		408256031	180100202	CLC Color Copier Meter Count for (1/1/10-2/28/10)	08 E 2300 449 0000 001	48.70	
13344	Scholastic, Inc.	3157722	450100116	books for KDG Team	06 E 1000 610 0045 000	109.00	109.00
13345	School Specialty Inc	208103549489	460100094	Office Supplies	06 E 2400 610 0046 000	154.69	815.51
		208103533975	220100117	art supplies	06 E 1000 610 0022 020	637.23	
		208103549491	460100087	Folders and tabs Use Cathy Hess classroom budget	06 E 1000 610 0046 101	23.59	
13346	Scott Electric	6109167	470100085	ENX Projection Lamp Bulbs	06 E 2220 640 0047 000	59.30	59.30
13347	Security Bank of Kansas City	49961	180100198	March '10 Lease Payment for Ricoh Copers at HE & MCMS	08 E 2300 449 0000 000	3,250.00	3,250.00
13348	Stanley Supply & Services	2974865-00	180100188	PlasT-n-GlaS (20 cans)	08 E 2900 650 0018 000	199.00	199.00
13349	Sunflower Hills Golf Shop	DE SOTO HIGH	300100197	JV Entry Fee	06 E 1000 680 0030 080	45.00	45.00
13350	Ted Systems, LLC	9754	150100807	Service Call-Fire Alarm Repair Tech reported he thinks they backfed P/C to annex module. Tech found bad 120vdc detector in fieldhouse and disconnected.	16 E 4700 430 0000 030	172.50	172.50
13351	Tierney Stationery Company	86026	220100118	toner cartridges for cars	06 E 1000 610 0022 000	339.96	339.96
13352	Tomahawk Hills Golf Course	ILL VALLEY H	4000100020	Boys Golf: Tomahawk Hills practice fee	06 E 1000 680 0031 000	350.00	350.00
13353	Triangle Sales Inc.	131783	150100702	VAV Box for Heating and AC System	16 E 4700 430 0000 047	655.00	655.00
13354	Westar Energy	6583611041	30100312	Electricity	06 E 2600 622 0000 000	2,979.66	114,443.12
		6583611041	30100312	Electricity	06 E 2600 622 0015 000	4,452.17	
		6583611041	30100312	Electricity	06 E 2600 622 0015 001	401.12	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		6583611041	30100312	Electricity	06 E 2600 622 0020 000	8,308.44	
		6583611041	30100312	Electricity	06 E 2600 622 0021 000	5,311.25	
		6583611041	30100312	Electricity	06 E 2600 622 0022 000	13,188.35	
		6583611041	30100312	Electricity	06 E 2600 622 0030 000	7,100.29	
		6583611041	30100312	Electricity	06 E 2600 622 0031 000	12,914.02	
		6583611041	30100312	Electricity	06 E 2600 622 0040 000	8,929.91	
		6583611041	30100312	Electricity	06 E 2600 622 0041 000	10,368.91	
		6583611041	30100312	Electricity	06 E 2600 622 0042 000	1,971.71	
		6583611041	30100312	Electricity	06 E 2600 622 0043 000	9,053.49	
		6583611041	30100312	Electricity	06 E 2600 622 0045 000	9,834.21	
		6583611041	30100312	Electricity	06 E 2600 622 0046 000	9,136.21	
		6583611041	30100312	Electricity	06 E 2600 622 0047 000	8,875.04	
		6583611041	30100312	Electricity	40 E 4500 452 0044 000	1,618.34	
13355	Western Extralite Company	S3980130.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	80.60	2,665.14
		S3988189.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	64.90	
		S3984291.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	2,519.64	
13356	Wiese Material Handling, Inc.	40125147	150100816	This bill is for Preventive Maintenance on the Patlet Jack and Fork Lift at the warehouse. The company has been contacted and told they must schedule this work with the maintenance supervisor and get approval before starting work.	16 E 2600 430 0000 154	45.40	125.10
		40125148	150100816	This bill is for Preventive Maintenance on the Patlet Jack and Fork Lift at the warehouse. The company has been contacted and told they must schedule this work with the maintenance supervisor and get approval before starting work.	16 E 2600 430 0000 154	79.70	
13357	Williams Lawn Seed, Inc.	33398	150900810	Quote-for Revolution Plus	06 E 9000 000 0099 999	1,216.00	2,059.75
		33397	150900840	Quote for Wildflower Mixture	06 E 9000 000 0099 999	843.75	
13358	WKRP Management, LLC	MISC iNV	240100205	Pizza purchased for MVHS ala carte program.	24 E 3100 630 0000 000	2,721.30	2,721.30
TOTAL OF COMPUTER CHECKS:							466,941.32

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13359	Burning Tree Golf Club	3 Mill Valley H	4000100021	Boys Golf: practice fees @ Burning Tree	06 E 1000 680 0031 000	100.00	100.00
13360	Cartridge King Of Kansas	592254	30100318	Ink Cartridges	06 E 2300 650 0000 000	536.00	536.00
13361	Champion Printing Solutions	0-8623,0-8648	310100272	JagWire issue 5-6 printing invoice	08 E 1000 680 0000 000	1,284.24	1,284.24
13362	Coleman Equipment Inc.	PC56728	150100737	Equipment Repair Grounds	16 E 2600 430 0000 153	85.35	85.35
13363	Dell Marketing L.P.	XDMPDPJM7	30100294	Data Center Hardware Replacement & Hardware Services (Re-encumbering Balance of PO 180100154, Dated 01/13/2010)	40 E 1000 436 0001 000	158,356.35	158,356.35
13364	Demco, Inc.	3810727	410100092	Hanging Bags for books and CDS	06 E 1000 610 0041 000	61.45	61.45
13365	De Soto Chamber Of Commerce	e Soto USD #23	110100057	State of County Address/Luncheon	06 E 2300 580 0001 000	37.50	75.00
		De Soto USD #23	110100057	State of County Address/Luncheon	06 E 2300 580 0011 000	37.50	
13366	De Soto Feed & Garden, LLC	TH 129514	150100020	Supplies-Custodial	06 E 2600 610 0015 200	34.00	34.00
13367	First Student, Inc.	10352289	120100022	Invoice # 10352289-March 201 prepayment discount option	06 E 2720 513 0012 000	158,431.29	252,021.59
		10352289	120100022	Invoice # 10352289-March 201 prepayment discount option	11 E 1000 513 0000 000	3,001.20	
		10352289	120100022	Invoice # 10352289-March 201 prepayment discount option	13 E 1000 513 0001 000	2,037.60	
		10352289	120100022	Invoice # 10352289-March 201 prepayment discount option	30 E 2720 513 0000 000	88,551.50	
13368	Gardner Edgerton High School	Mill Valley HS	4090100007	Gardner Blazer Invite Track Meet	06 E 1000 680 0031 000	100.00	100.00
13369	Henderson Engineers, Inc.	235857	180100209	Fiber Mapping (Prof.Services thru 1/24/10)	08 E 2900 352 0018 000	1,375.00	1,375.00
13370	Johnson Co Sheriff's Office	JCS-2242	30100325	Security Events - DH	08 E 1000 680 0000 000	387.50	387.50
13371	Kansas Sales Tax	ebruary sales ta	30100326	Kansas Sales Tax	06 E 2590 890 0003 002	3,120.65	3,120.65
13372	Kansas Gas Service	04235581655340	30100324	Heat	06 E 2600 621 0040 000	263.16	957.83
		5101974611624610	30100321	Heat	06 E 2600 621 0021 000	553.33	
		5101974611624610	30100321	Heat	06 E 2600 621 0031 000	141.34	
13373	Kansas State Historical Socie	EDRK-5408-1	60100148	Social Studies Materials Grade 4	55 E 1000 644 0000 000	290.00	290.00
13374	KSHSAA	De Soto High	300100216	State Piano entry fees	06 E 1000 680 0030 000	33.00	33.00
13375	Morgan Hunter Companies	20716	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	2,259.75	15,467.50
		20717	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	138.00	
		20718	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,932.00	
		20719	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	828.00	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		20720	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	690.00	
		20721	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	276.00	
		20722	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	2,576.00	
		20723	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,426.00	
		20724	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,242.00	
		20725	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,495.00	
		20726	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	2,052.75	
		20727	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	552.00	
13376	Office Depot	510825388001	330100190	Office supplies	30 E 1000 610 0000 000	267.39	573.04
		511518432002	400100127	In Time Flash Drives	06 E 1000 610 0040 000	19.87	
		511518432002	400100127	In Time Flash Drives	06 E 2220 650 0040 000	58.07	
		511518433001	400100127	In Time Flash Drives	06 E 1000 610 0040 000	6.79	
		511518433001	400100127	In Time Flash Drives	06 E 2220 650 0040 000	19.87	
		511518441001	410100093	reading supplies +	06 E 1000 610 0041 000	32.80	
		511565473001	50100071	YouthFriends supplies	06 E 2322 542 0005 000	64.85	
		511565473001	50100071	YouthFriends supplies	06 E 2322 610 0005 000	0.00	
		511685685001	210100106	Office Supplies	06 E 1000 610 0021 000	31.50	
		511874030001	30100313	Office Supplies	06 E 2590 610 0003 000	67.72	
		511875753001	180100197	Office Supplies	08 E 2900 650 0018 000	4.18	
13377	Olathe Medical Center, Inc.	13472	30100322	Monthly Athletic Trainer	08 E 1000 680 0000 001	7,249.11	7,249.11
				Srvcs			
13378	Ottawa High School	Mill Valley HS	4090100014	Entry Fee for Ottawa Relays	06 E 1000 680 0031 000	125.00	125.00
13379	Jerry Henn, Frontier League Tr	Mill Valley HS	4090100012	Paola JV Track Meet	06 E 1000 680 0031 000	60.00	60.00
13380	PC & Mac Exchange	45401	180100199	Replacement Primary Battery	08 E 2900 430 0018 000	78.00	78.00
				for Dell Latitude D820 Laptop			
13381	Pearson Education	72760758	330100194	School Psychologist testing	30 E 1000 610 0000 001	167.00	167.00
				protocols - WISC-IV & KTEA-II			
13382	Perry-Lecompton High	Mill Valley HS	4090100009	Perry 9-10 Track Meet	06 E 1000 680 0031 000	110.00	110.00
13383	Pur-0-Zone, Inc	493513	150900884	150 cases Paper Towels at	06 E 9000 000 0099 999	6,740.61	6,740.61
				\$30.76 a case 85 cases			
				Toilet Paper at \$36.17 a case			
13384	Really Good Stuff, Inc.	2929673	460100090	take out of my class budget	06 E 1000 610 0046 121	51.61	51.61
13385	Reeves-Wiedeman Company	3754498	150100798	Regulating Valve for main	16 E 4700 430 0000 047	1,789.76	1,789.76
				water supply in Boiler			
				Room-which controls water			
				throughout Building for			
				continues pressure at RE. 2			
				Sets of 3" bolt packs which			
				include gaskets & bolts.			
13386	All American Sports Corp.	92293963	310100230	helmet reconditioning	06 E 1000 739 0031 000	2,532.15	2,532.15
13387	Houghton Mifflin Company	945570867	330100195	School Psychologist testing	30 E 1000 610 0000 001	98.00	98.00
				assessment protocols - WJ III			

CHECK JOURNAL - 03/17/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				Achievement			
13388	Santa Fe Trail High School	Mill Valley HS	4090100011	Santa Fe Trail Varsity Track Meet	06 E 1000 680 0031 000	100.00	200.00
		Mill Valley HS J	4090100013	Santa Fe Trail JV Track Meet	06 E 1000 680 0031 000	100.00	
13389	School Nurse Supply, Inc.	0308078-IN	500100127	Health supplies	06 E 2130 610 0011 000	78.30	457.73
		0308078-IN	500100127	Health supplies	06 E 2130 610 0011 000	-3.92	
		0308077-IN	500100125	Health supplies	06 E 2130 610 0011 000	246.00	
		0308077-IN	500100125	Health supplies	06 E 2130 610 0011 000	16.58	
		0308077-IN	500100125	Health supplies	06 E 2130 610 0011 000	23.49	
		0308077-IN	500100125	Health supplies	06 E 2130 610 0011 000	37.96	
		0308077-IN	500100125	Health supplies	06 E 2130 610 0011 000	79.50	
		0308077-IN	500100125	Health supplies	06 E 2130 610 0011 000	-20.18	
13390	School Specialty Inc	208103560541	430100102	supplies	06 E 1000 610 0043 000	107.62	236.02
		208103538930	430100101	supplies	06 E 1000 610 0043 000	128.40	
13391	Shawnee Mission North High	Mill Valley HS	4090100005	Shawnee Mission North Relays	06 E 1000 680 0031 000	170.00	170.00
13392	Shawnee Mission West High	Mill Valley HS	4090100010	Shawnee Mission West Track Meet	06 E 1000 680 0031 000	120.00	120.00
13393	Smallwood Lock Supply	422744	150100011	Supplies-Maintenance	06 E 2600 610 0015 400	326.97	326.97
13394	Touchtone Communications	9135838300	30100320	Long Distance	06 E 2300 532 0000 000	554.37	554.37
13395	Turner High School	Mill Valley HS	4090100006	Turner JV Track Meet	06 E 1000 680 0031 000	80.00	80.00
TOTAL OF COMPUTER CHECKS:							456,004.83

CHECK JOURNAL - 03/26/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13396,397	Amazon.Com Corporate Credit	194354482642	220100116	7th grade gold supplies	06 E 1000 610 0022 171	24.12	609.58
13398		38795774515	60100139	PD Book	06 E 2212 330 0006 000	17.40	
		131557922462	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	7.61	
		104231493677	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	6.23	
		56211088110	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	5.89	
		110789087807	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	13.94	
		224103177032	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	17.81	
		118199289941	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	4.00	
		10981475567	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	11.93	
		106008419395	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	6.32	
		194018918186	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	4.00	
		194014404628	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	19.47	
		98502156858	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	8.53	
		286072095335	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	8.51	
		194015727055	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	4.00	
		199885189568	400100120	Books for Discovery Room - PTA Grant	06 E 1000 610 0040 000	5.42	
		34167425255	400100122	Books for DR for Horizons program - PTA Grant	06 E 1000 610 0040 000	11.13	
		71486977312	400100122	Books for DR for Horizons program - PTA Grant	06 E 1000 610 0040 000	16.28	
		162908392159	400100122	Books for DR for Horizons program - PTA Grant	06 E 1000 610 0040 000	16.09	
		194352191033	220100116	7th grade gold supplies	06 E 1000 610 0022 171	24.12	
		79764965612	220100116	7th grade gold supplies	06 E 1000 610 0022 171	219.95	
		89568456427	60100141	Professional Development materials - T&L	06 E 2212 330 0006 000	50.05	
		68138303197	210100095	The Science Chef; paperback	06 E 1000 610 0021 080	9.89	
		137137351397	50100065	2010 KTOY Candidate	06 E 2322 610 0005 000	87.41	

CHECK JOURNAL - 03/26/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				Recognition			
		283421937461	220100113	musical supplies	06 E 2400 890 0022 000	9.48	
13399	Anderson Erickson Dairy Co.	Misc Inv	240100212	Milk purchased for the school lunch program.	24 E 3100 630 0000 000	17,820.65	17,820.65
13400	Atmos Energy	Misc Inv	30100333	Heat	06 E 2600 621 0015 000	280.24	3,215.39
		Misc Inv	30100333	Heat	06 E 2600 621 0020 000	702.31	
		Misc Inv	30100333	Heat	06 E 2600 621 0022 000	177.67	
		Misc Inv	30100333	Heat	06 E 2600 621 0030 000	1,251.99	
		Misc Inv	30100333	Heat	06 E 2600 621 0042 000	444.81	
		Misc Inv	30100333	Heat	06 E 2600 621 0046 000	170.33	
		Misc Inv	30100333	Heat	08 E 2600 621 0018 000	188.04	
13401	AT&T	6 A37-0048 970	30100331	Telephone	06 E 2300 532 0000 000	2,964.05	4,040.22
		316 A37-0048 970	30100331	Telephone	08 E 1000 532 0018 002	952.59	
		316 A37-0048 970	30100331	Telephone	06 E 2300 532 0000 001	1.77	
		316 A37-0048 970	30100331	Telephone	40 E 4700 459 0031 000	79.95	
		913 441-2016 248	30100331	Telephone	06 E 2300 532 0000 000	31.03	
		913 441-2016 248	30100331	Telephone	08 E 1000 532 0018 002	9.97	
		913 441-2016 248	30100331	Telephone	06 E 2300 532 0000 001	0.02	
		913 441-2016 248	30100331	Telephone	40 E 4700 459 0031 000	0.84	
13402	AT&T Internet Services	ount #: 829282	30100327	Internet Services	08 E 1000 532 0018 002	3,578.00	3,578.00
				03/05/10-04/04/10			
13403	BP	tmnt # 2394272	30100334	District Fuel Charges	06 E 2600 626 0015 000	39.65	509.67
				02/18/10-03/17/10			
		Stmnt # 2394272	30100334	District Fuel Charges	06 E 2720 626 0012 000	297.55	
				02/18/10-03/17/10			
		Stmnt # 2394272	30100334	District Fuel Charges	18 E 2650 626 0000 000	172.47	
				02/18/10-03/17/10			
13404	CarterEnergy Corporation	622311	110100058	Invoice 622311 5041 gallons #2 Clr Bld sum - 8800 Penner, De Soto	06 E 2720 626 0012 000	13,049.05	28,744.75
		622515	120100023	#2 Clr Bld sum 5051 gal diesel - 8020 Monticello Terrace	06 E 2720 626 0012 000	15,695.70	
13405	Cates Service Company	62472	150100741	Proposal for replacement of heat exchanger at DHS	16 E 4700 430 0000 030	3,329.38	3,329.38
13406	City Of De Soto	De Soto High Sch	150100847	Building Permit for De Soto High School Addition Phase 1	40 E 4700 590 0030 000	7,042.69	7,042.69
13407	Coca-Cola Btlg Of Mid-America	Misc Inv	240100209	Drinks purchased for the ala carte program.	24 E 3100 630 0000 000	4,269.35	4,269.35
13408	Constellation Energy	C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0015 000	198.19	12,449.84

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0020 000	597.21	
		C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0021 000	530.83	
		C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0022 000	82.56	
		C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0030 000	860.66	
		C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0031 000	115.19	
		C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0042 000	353.90	
		C205758	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0046 000	97.45	
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0015 000	671.86	
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0020 000	2,024.49	
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0021 000	1,799.50	
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0022 000	279.88	
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0030 000	2,917.58	
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0031 000	390.47	
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0042 000	1,199.70	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		C207144	110100059	Invoice #C207144, Invoice #C205758 - February 2010 use bill	06 E 2600 621 0046 000	330.37	
13409	Cosentino Enterprise, Inc.	115485	210100115	MTMS Career Day Hospitality	35 E 1000 610 0000 000	90.08	90.08
13410	De Lage Landen Public Finance	5283107	180100216	Lease-Copy Machines-Contract Base Charge for District Copier Lease - Period 4/29/10-10/28/10	08 E 2300 449 0000 000	61,404.00	61,404.00
13411	Francis Sporting Goods, Inc.	WB008556-WH	4570100011	Softball Equipment	06 E 1000 680 0030 070	325.53	325.53
13412	Gill Athletics, Inc.	38558	4090100001	Track and Field supplies	06 E 1000 680 0031 090	22.30	22.30
13413	GovConnection, Inc.	46263483	180100200	APC Replacement Batteries #1 (MTMS) & #34 (DHS)	08 E 2900 430 0018 000	286.50	1,634.14
		46274301	180100207	Flip Video Ultra Series Camcorder and Battery Pack for Teaching & Learning	86 E 1000 330 0000 002	1,195.00	
		46263561	180100201	20 MS Basic Optical Mouse (5-pack) for HE	55 E 1000 610 0000 041	152.64	
13414	Graybar Electric Co., Inc.	946577540	180100183	Network Cabling & Connecting Equipment for MVHS Addition (BOE Approved 2/8/10)	40 E 1000 736 0031 000	33,048.75	70,851.88
		946533384	180100183	Network Cabling & Connecting Equipment for MVHS Addition (BOE Approved 2/8/10)	40 E 1000 736 0031 000	37,803.13	
13415	Henderson Engineers, Inc.	238437	180100218	Contracted Services for Data Network Cabling Services	08 E 2900 352 0018 000	3,168.00	6,193.00
		238432	180100217	Fiber Mapping (Prof. Services thru 3/7/10)	08 E 2900 352 0018 000	3,025.00	
13416	IBC Wonder/Hostess	40042021817	240100217	Bread items purchased for the school lunch program.	24 E 3100 630 0000 000	60.00	676.65
		Misc Inv	240100210	Bread items purchased for the school lunch program.	24 E 3100 630 0000 000	616.65	
13417	Johnson Co Sheriff's Office	JCS-2258	30100328	DH SRO-3rd Qtr	06 E 2660 350 0030 000	13,242.50	13,242.50
13418	John Deere Landscapes / Lesco	53662018	150100809	Grounds Supplies	06 E 2600 610 0015 300	300.00	300.00
13419	Kansas Gas Service	372582 2010430	150100846	Gas Service for Belmont Elementary 2/25/10 - 3/11/10	40 E 4500 454 0044 000	867.67	867.67
13420	Kansas Gas Service	Misc Inv	30100335	Heat	06 E 2600 621 0041 000	202.00	700.46
		Misc Inv	30100335	Heat	06 E 2600 621 0047 000	498.46	
13421	Key Refrigeration Supply L.L.C.	63040238-00	150100009	Kitchen Equip Repairs	24 E 3190 431 0000 000	65.00	65.00
13422	Laminating USA	428705	310100269	Laminating film	06 E 1000 610 0031 000	119.96	119.96
13423	Lawrence Journal-World	10335065	150100834	Legal Ad- Bid for custodial supplies for the 2010-11 school year.	06 E 2600 610 0015 200	10.94	22.64

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		10335067	150100834	Legal Ad- Bid for custodial supplies for the 2010-11 school year.	06 E 2600 610 0015 200	11.70	
13424	McKee Foods Corporation	64112269	240100216	Snacks purchased for the school ala carte program.	24 E 3100 630 0000 000	342.40	920.48
		Misc Inv	240100213	Snacks purchased for the school ala carte program.	24 E 3100 630 0000 000	578.08	
13425	Morgan Hunter Companies	20797	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	626.75	10,355.75
		20796	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,437.50	
		20799	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,058.00	
		20791	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	874.00	
		20798	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,633.00	
		20793	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	828.00	
		20795	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	954.50	
		20792	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	690.00	
		20794	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	276.00	
		20801	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	966.00	
		20800	40100015	Sub Teacher Pay	06 E 1000 110 0000 060	1,012.00	
13426	Mr. Goodcents Franchise System	Misc Inv	240100214	Sub Sandwiches for the school ala carte program.	24 E 3100 630 0000 000	738.00	738.00
13427	Nasco	523295	30100306	Items for Nutrition Teachers to use to help teach health curriculum - Helps meet part of the grant requirement	35 E 1000 610 0000 004	270.00	270.00
13428	Office Depot	512403336001	450100120	ink for printers	06 E 1000 650 0045 000	124.19	124.19
13429	Pitney Bowes	4666534-MR10	30100329	Lease-Postage Meter	08 E 2300 449 0000 002	627.00	627.00
13430	Pitney Bowes	6968952-MR10	300100073	POSTAGE EQUIPMENT RENT 6/30/09 THRU 9/30/09	06 E 2400 890 0030 000	81.00	81.00
13431	Pitney Bowes	798572	30100317	Postage Meter Supplies	06 E 2300 610 0000 000	161.48	161.48
13432	Predator Termite & Pest	20210	150100556	Monthly Pest Control Service	08 E 2600 425 0000 000	1,527.00	3,121.50
		020210A	150100831	Pest Control Services	08 E 2600 425 0000 000	140.50	
		30510	150100831	Pest Control Services	08 E 2600 425 0000 000	1,454.00	
13433	Professional Service Industries,	BR 00030835	150100612	Additional Revised Fees for Special Inspection Services for MVHS Addition 2	40 E 4700 344 0031 001	1,130.00	1,130.00
				Approved by BOE at 5/18/09 Meeting			
13434,13435	Pur-0-Zone, Inc	492927	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	738.68	2,882.68
		493067	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	35.50	
		493068	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	30.16	
		493077	150100793	Disinfectant Spray 2 cs @ \$60.00 cs 13" Red Pads 5 cs @	06 E 2600 610 0015 200	839.63	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				\$15.85 cs Sanitizer 5 cs @			
				\$85.00 cs Restroom Cleaner			
				Concentrate 5 cs @ \$44.00 cs			
				Defoamer 1 cs @ \$82.90 cs 14"			
				White Pads 1 cs @ \$16.88 cs			
				Dry Air Deoderizer 1 cs @			
				\$60.00 cs Kail Blooey 1 cs @			
				\$70.00 cs			
		493901	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	807.68	
		493852	150100352	Equipment-Custodial	16 E 2600 730 0000 152	167.30	
		493878	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	63.23	
		493601	150100818	10 cs of RH101 Soap @ \$26.00	06 E 2600 610 0015 200	52.00	
				cs 5 pkgs. of Pig bags @			
				\$10.00 pkg.			
		493601	150100818	10 cs of RH101 Soap @ \$26.00	06 E 2600 610 0015 200	50.00	
				cs 5 pkgs. of Pig bags @			
				\$10.00 pkg.			
		493601	150100818	10 cs of RH101 Soap @ \$26.00	06 E 2600 610 0015 200	2.50	
				cs 5 pkgs. of Pig bags @			
				\$10.00 pkg.			
		493887	150100825	Super Shine-All 1 cs @\$96.00	06 E 2600 610 0015 200	96.00	
13436	Riverview Elementary	Petty Cash	470100087	Reimburse PETTY CASH	06 E 1000 680 0047 000	51.00	75.78
		Petty Cash	470100087	Reimburse PETTY CASH	06 E 2400 531 0047 000	24.78	
13437	Sam's Club Direct #3939	487	430100104	Snacks for Sparkle grant	92 E 1000 619 0000 000	270.82	407.89
				program.			
		536	200100087	Hoops For Heart	06 E 1000 680 0020 000	137.07	
13438	Sam's Club Direct #5458	689	60100149	Belmont Elementary - Music -	40 E 1000 610 0044 000	634.67	634.67
				Equipment			
13439	Scholastic Inc.	3177035	460100091	Please take purchases from	26 E 1000 610 0001 000	36.14	37.46
				the KTOY program budget. The			
				number is			
				#26-E-1000-610-0001-000 Any			
				amount over \$50.00 please			
				take from my classroom			
				budget.			
		3177035	460100091	Please take purchases from	06 E 1000 610 0046 145	1.32	
				the KTOY program budget. The			
				number is			
				#26-E-1000-610-0001-000 Any			
				amount over \$50.00 please			
				take from my classroom			
				budget.			

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13440	School Center	11391RS	180100219	School Center Webserver Software & FTP Renewal (5/1/10-4/30/11)	08 E 2900 350 0018 000	4,770.00	4,770.00
13441	School Nurse Supply, Inc.	0308518-IN	210100111	Med kit supplies	06 E 1000 739 0021 000	28.59	28.59
13442	School Specialty Inc	308100528346	460100089	take money out of my classroom budget	06 E 1000 610 0046 121	94.24	249.08
		208103589306	300100214	Lamination film	06 E 2220 640 0030 000	154.84	
13443	Smith System Manufacturing C	230292	150100808	Kiosk for Admin. front lobby for computer station	06 E 2322 610 0005 000	119.48	519.48
		230292	150100808	Kiosk for Admin. front lobby for computer station	06 E 2322 730 0005 000	400.00	
13444	Stenhouse Publishers	530205	470100086	The Daily Five Alive - DVD	26 E 2000 890 0000 047	279.59	279.59
13445	Unisource Document Products	AR373588	180100215	February '10 District Copy Machine Meter Counts	08 E 2300 449 0000 001	6,886.08	6,886.08
13446	U.S. Foodservice, Inc	4981146	240100190	USF delivery on 2/25/10	24 E 3100 630 0000 000	14,310.66	64,574.42
		4908525	240100184	USF delivery for 2/18/10	24 E 3100 630 0000 000	19,078.61	
		5054821	240100197	USF for delivery on 3/4/10	24 E 3100 630 0000 000	19,020.67	
		5127929	240100202	USF delivery for 03/11/2010	24 E 3100 630 0000 000	12,164.48	
13447	Westar Energy	cct # 360481604	30100330	Electric Utility Srvcs	40 E 4500 452 0044 000	2,629.56	2,629.56
13448	Western Extralite Company	S3990145.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	128.20	128.20
13449	WKRP Management, LLC	Misc Inv	240100215	Pizza purchased for the ala carte program at MVHS	24 E 3100 630 0000 000	1,655.94	1,655.94
TOTAL OF COMPUTER CHECKS:							345,414.15

CHECK JOURNAL - 04/01/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13456	The 3 & 2 Baseball Club of Jo C	Inv 03/26/10	30100341	Annual Contract	16 E 2630 890 0000 000	6,000.00	6,000.00
13457	Able Hands Interpreting Srvs	12067	330100201	Interpreting services for IEP meeting - DHS	30 E 1000 330 0000 002	116.00	116.00
13458	Allstate Sign & Plaque Corp.	135255-1	150100803	All State Sign used in district for No Drugs Allowed	35 E 1000 610 0000 004	1,081.65	1,081.65
13459	Antonia Hauck	2/22-26,3/1-26	330100208	Interpreter Services for Student @ KSD in Vo-Tech programs	30 E 1000 563 0000 000	1,702.50	1,702.50
13460	ATHCO, L.L.C.	014693-IN	150100765	Proposal for 5 lifting belts on gym divider curtain at DHS	16 E 4700 430 0000 030	2,975.00	2,975.00
13461	Bonner Springs High School	Mill Valley HS	4000100024	Boys Golf: Bonner Springs Invitational	06 E 1000 680 0031 000	45.00	45.00
13462	Byers Glass & Mirror, Inc.	21309	150100532	Aluminum Windows-AO	16 E 4700 430 0000 010	1,315.00	1,315.00
13463	Card Services	03/16/10 TC	180100213	Visa - Card Services	08 E 2900 531 0018 000	8.35	5,723.56
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2130 610 0011 000	399.05	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2600 610 0015 300	359.79	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2600 610 0015 400	54.81	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2400 531 0020 000	154.63	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2400 531 0021 000	133.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2400 531 0022 000	76.74	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2400 890 0022 000	19.95	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 1000 680 0030 000	750.48	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2400 531 0030 000	200.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 1000 610 0031 000	74.14	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 1000 680 0031 000	78.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2400 531 0040 000	10.05	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	06 E 2400 531 0047 000	44.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	16 E 2600 430 0000 153	302.27	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	16 E 4700 430 0000 046	250.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	16 E 4700 430 0000 047	250.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	16 E 4700 450 0000 150	95.14	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	26 E 1000 580 0001 000	144.12	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	30 E 1000 610 0000 003	180.92	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	30 E 1000 610 0000 005	44.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	08 E 2740 439 0000 000	205.00	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	08 E 1000 680 0000 000	1,261.40	
		03/16/10 Stmnt	30100338	Misc Purchases-03/16/10	89 E 1000 330 0000 000	627.72	
13464	CarterEnergy Corporation	614690	120100017	Invoice # 614690 - 5067 gallons clear bld 70/30/wtr with additive - 8800 Penner	06 E 2720 626 0012 000	12,045.77	12,045.77
13465	Cates Service Company	62472	150100741	Proposal for replacement of heat exchanger at DHS	16 E 4700 430 0000 030	2,972.44	2,972.44

CHECK JOURNAL - 04/01/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13466	City Of De Soto	Bill Date 3/28/10	30100339	W/S/T	06 E 2600 411 0000 000	190.65	3,445.76
		Bill Date 3/28/10	30100339	W/S/T	06 E 2600 411 0015 000	156.20	
		Bill Date 3/28/10	30100339	W/S/T	06 E 2600 411 0020 000	859.28	
		Bill Date 3/28/10	30100339	W/S/T	06 E 2600 411 0030 000	899.65	
		Bill Date 3/28/10	30100339	W/S/T	06 E 2600 411 0042 000	479.20	
		Bill Date 3/28/10	30100339	W/S/T	06 E 2600 411 0043 000	828.31	
		Bill Date 3/28/10	30100339	W/S/T	08 E 2600 411 0018 000	32.47	
13467	De Soto Auto Parts	13481	150100661	Vehicle Maint. Repair	08 E 2740 439 0000 000	51.56	558.85
		13656	150100849	Vehicle Maint. Repair	08 E 2740 439 0000 000	82.99	
		13427	150100661	Vehicle Maint. Repair	08 E 2740 439 0000 000	7.98	
		13481A	150100849	Vehicle Maint. Repair	08 E 2740 439 0000 000	85.52	
		13584	150100849	Vehicle Maint. Repair	08 E 2740 439 0000 000	81.99	
		13287	150100661	Vehicle Maint. Repair	08 E 2740 439 0000 000	40.89	
		13374	150100661	Vehicle Maint. Repair	08 E 2740 439 0000 000	131.76	
		13421	150100661	Vehicle Maint. Repair	08 E 2740 439 0000 000	55.39	
		13653	150100849	Vehicle Maint. Repair	08 E 2740 439 0000 000	20.77	
13468	Deffenbaugh Disposal Srv	5771184	150100863	Disposal Service	06 E 2600 610 0015 300	255.00	255.00
13469	De Soto Feed & Garden, LLC	T 129871	150100020	Supplies-Custodial	06 E 2600 610 0015 200	34.00	34.00
13470	Postmaster	Starside Elem.	430100107	Postage stamps	30 E 1000 610 0000 043	88.00	88.00
13471	Gardner Golf Club	Mill Valley HS	4000100022	Boys Golf: Olathe North JV Tournament	06 E 1000 680 0030 085	60.00	60.00
13472	General Parts LLC	1173709	150100848	Kitchen Equipment Repair	24 E 3190 431 0000 000	101.99	216.77
		1174150	150100848	Kitchen Equipment Repair	24 E 3190 431 0000 000	22.75	
		1175619	150100848	Kitchen Equipment Repair	24 E 3190 431 0000 000	92.03	
13473	GovConnection, Inc.	46320101	180100207	Flip Video Ultra Series Camcorder and Battery Pack for Teaching & Learning	86 E 1000 330 0000 002	149.90	149.90
13474	Grainger	9198852643	150100851	Maint. Supplies	06 E 2600 610 0015 400	135.44	135.44
13475	Hobart Service	25248115	150100007	Kitchen Equip Repairs	24 E 3190 431 0000 000	383.24	383.24
13476	Hollis & Miller Architects, Inc	378.00 - 14Revis	150100060	Balance of \$334,338.87 Architectural Fees for Mill Valley Addition plus \$5000 reimburables and \$5000.00 consultant fees for remaing part of project. Contract signed by the BOE 3/22/09	40 E 4700 342 0031 000	26,268.29	26,268.29
13477	Horst, Terrill & Karst Architect	12 Project 0907.	150100731	Phase 1 Architectural Services for DHS Addition after the design change approved at the 12/14/09 BOE Meeting	40 E 4700 342 0030 000	39,768.75	71,383.51
		12	150100429	Balance of Architectural Fees	40 E 4500 342 0044 000	12,350.65	

CHECK JOURNAL - 04/01/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				for Elementary #7 adjusted to actual bids recieved.			
				Approved by BOE 12/01/08			
		1 Project : 0907.0	150100855	Printing Expenses for blueprints/spec books for DHS Phase 1 Addition	40 E 4700 590 0030 000	19,264.11	
13478	IBC Wonder/Hostess	Misc Inv	240100220	Bread items purchased for the school lunch program.	24 E 3100 630 0000 000	709.34	709.34
13479	Interstate Elec. Supply, Inc.	103490	150100653	Maint. Supplies	06 E 2600 610 0015 400	13.00	13.00
13480	Jerry's Sport Shop, Inc.	32013	210100110	MTMS Athletic Consumables	06 E 1000 739 0021 000	35.45	35.45
13481	Jostens	13909116	300100172	Diplomas for graduation	06 E 1000 590 0030 000	621.85	621.85
13482	Kansas Depart Of Health And Em	Emit # S-KS68-0	150100858	Renewal of Construction Stormwater Permit for Belmont Elemetnary	40 E 4500 590 0044 000	60.00	60.00
13483	K.C. Air Filter Company, Inc.	94067	150100839	HVAC Filter Change	16 E 4700 430 0000 031	861.91	1,191.50
		94067	150100839	HVAC Filter Change	16 E 4700 430 0000 150	313.89	
		94067	150100839	HVAC Filter Change	16 E 4700 430 0000 180	15.70	
13484	KC Custom Roofing & Sheet Me	666	150100598	Emergency roof repairs for LTMS over administrative office area	16 E 4700 450 0000 020	4,333.33	4,333.33
13485	KC Linen Supply	Riverview	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	154.68	2,354.84
		Prairie Ridge	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	179.12	
		Clear Creek	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	124.92	
		Mill Valley	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	208.32	
		Monticello Trail	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	144.12	
		Horizon	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	129.32	
		Mill Creek	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	181.36	
		Mize	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	208.72	
		Country Side	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	105.88	
		Starside	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	121.76	
		De Soto High	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	182.20	
		Lexington Trail	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	197.32	
		Kindergarten	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	254.72	
		Grounds	150100864	Uniform Cleaning/March	06 E 2600 890 0015 000	162.40	
13486	Lane Blueprint Company	36076	150100856	Belmont Elementary FFE Blueprint/Spec	40 E 4500 550 0044 000	89.40	89.40
13487	Lansing High School	Mill Valley HS	4000100023	Boys Golf: Lansing Invitational	06 E 1000 680 0031 000	70.00	70.00
13488	Lathrop & Gage LLP	1354030	10100053	Legal Svcs & Expenses	06 E 2300 345 0000 000	1,866.00	2,032.09
		1354031	10100053	Legal Svcs & Expenses	06 E 2300 345 0000 000	166.09	
13489	Lowe's	904565	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	27.43	678.02
		924864	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	196.91	

CHECK JOURNAL - 04/01/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		924821	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	114.56	
		904515	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	42.24	
		924888	150100432	Supplies-Grounds	06 E 2600 610 0015 300	29.98	
		904527	150100432	Supplies-Grounds	06 E 2600 610 0015 300	19.37	
		904038	150100432	Supplies-Grounds	06 E 2600 610 0015 300	91.40	
		904465	150100432	Supplies-Grounds	06 E 2600 610 0015 300	56.12	
		904465A	150100850	Grounds Supplies	06 E 2600 610 0015 300	65.66	
		924561	150100850	Grounds Supplies	06 E 2600 610 0015 300	34.35	
13490	Marcone Supply	9606111	150100721	Knob for washing machine	16 E 4700 430 0000 020	2.03	2.03
13491	Mc Electric, Inc.	APPL #: 3	150100095	Electrial Construction	40 E 4700 459 0031 000	1,862.00	1,862.00
				Services for Summer MVHS			
				Approved by BOE 5/18/09			
13492	Meyer Music	31335	200100075	instrument repair	16 E 1000 731 0000 020	140.00	210.00
		31349	200100077	Bariton repair	16 E 1000 731 0000 020	70.00	
13493	Netchemia, LLC	28672866	330100205	Netchemia - yearly license & maintenance fee for web IEP program	30 E 1000 563 0000 000	14,215.00	14,215.00
13494	Office Depot	513811126001	220100127	office supplies	06 E 2400 610 0022 000	241.20	610.85
		513658807001	460100096	photo paper	06 E 1000 610 0046 060	61.12	
		513658840001	800100047	office supplies for SE	14 E 1000 610 0000 043	200.35	
		512542760001	310100266	Classroom Supplies	34 E 1000 600 0000 031	108.18	
13495	OfficeMax Incorporated	707525	180100210	5 Flashdrives for (4)SE & (1)T&L	06 E 2212 610 0006 000	18.00	90.00
		707525	180100210	5 Flashdrives for (4)SE & (1)T&L	06 E 1000 650 0043 000	72.00	
13496	Overland Park Golf Course	Mill Valley HS	4000100026	Boys Golf: Blue Valley North JV Invitational	06 E 1000 680 0031 000	50.00	50.00
13497	R.S.I. -- Pizza Hut	Misc Inv	240100221	Pizza purchased for DHS ala carte program.	24 E 3100 630 0000 000	1,603.83	1,603.83
13498	Pur-0-Zone, Inc	494677	150100818	10 cs of RH101 Soap @ \$26.00	06 E 2600 610 0015 200	208.00	573.98
				cs 5 pkgs. of Pig bags @ \$10.00 pkg.			
		494605	150100793	Disinfectant Spray 2 cs @ \$60.00 cs 13" Red Pads 5 cs @ \$15.85 cs Sanitizer 5 cs @ \$85.00 cs Restroom Cleaner Concentrate 5 cs @ \$44.00 cs Defoamer 1 cs @ \$82.90 cs 14" White Pads 1 cs @ \$16.88 cs Dry Air Deoderizer 1 cs @ \$60.00 cs Kail Blooey 1 cs @ \$70.00 cs	06 E 2600 610 0015 200	220.00	

CHECK JOURNAL - 04/01/10

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		494605	150100793	Disinfectant Spray 2 cs @ \$60.00 cs 13" Red Pads 5 cs @ \$15.85 cs Sanitizer 5 cs @ \$85.00 cs Restroom Cleaner Concentrate 5 cs @ \$44.00 cs Defoamer 1 cs @ \$82.90 cs 14" White Pads 1 cs @ \$16.88 cs Dry Air Deoderizer 1 cs @ \$60.00 cs Kail Blooey 1 cs @ \$70.00 cs	06 E 2600 610 0015 200	16.88	
		494606	150100797	Floor Pads 24" x 1/4" White 2 cs @ \$63.30 cs	06 E 2600 610 0015 200	126.60	
		494606	150100797	Floor Pads 24" x 1/4" White 2 cs @ \$63.30 cs	06 E 2600 610 0015 200	2.50	
13499	Rew Materials	2719975	150100822	Material for wall to divide Archive Room at DSC to make offices for Tech to Facilitate moving Access Program to current Tech Bldg. as approved by BOE	16 E 4700 450 0000 150	296.83	446.27
		2721433	150100820	5 carton USG 586 ceiling tile for use throughout building @ \$29.89 per carton for MTMS	16 E 4700 430 0000 021	149.44	
13500	Savage Communications, Inc.	4216	180100220	Wan Fiber Service and Maintanence Agreement	08 E 2900 352 0018 000	1,540.00	5,798.50
		4211	180100184	Install of Basket Trays in B Wing of MVHS (new addition)	40 E 1000 736 0031 000	1,190.00	
		4212	180100211	Labor Charges for Install of Network Cabling to B Closet for MVHS Addition	40 E 1000 736 0031 000	3,068.50	
13501	School Specialty Inc	208103581290	800100043	materials for Riverview	14 E 1000 610 0000 047	281.31	441.27
		208103635963	460100098	Supplies	06 E 1000 610 0046 134	56.96	
		208103635951	460100102	This order should use the remainder of Laura Couch's classroom budget. The remaining amount should be taken from Shannon Welch's Classroom budget. (We combined since Laura did not have a big enough order to qualify for free shipping)	06 E 1000 610 0046 121	34.17	
		208103635951	460100102	This order should use the	06 E 1000 610 0046 125	68.83	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				remainder of Laura Couch's classroom budget. The remaining amount should be taken from Shannon Welch's Classroom budget. (We combined since Laura did not have a big enough order to qualify for free shipping)			
13502	The Sherwin-Williams Co.	7811-9	150100358	Supplies-Maintenance	06 E 2600 610 0015 400	132.21	132.21
13503	Shred-It	57294223	180100225	Monthly Service 3/24/10	08 E 2600 500 0018 000	16.00	48.00
		57294359	330100203	Shredding services at Countryside	30 E 1000 610 0000 005	16.00	
		57292309	330100202	Shredding services at District Office	30 E 1000 610 0000 003	16.00	
13504	Skyward, Inc.	138458	180100223	Skyward Annual PAC License Fees for Student Management, Fee Tracking, Food Service, Health Records, Graduation Requirements, Webspeed Family Access, Education Gradebook & Progress Media Fee-WAN	08 E 2900 350 0018 000	31,888.22	32,355.22
		139479	180100224	Crystal Enterprise Prof.-Crystal Reports Prof. & Crystal Developer Annual Maintenance Fees 7/1/10-6/30/11	08 E 2900 350 0018 000	467.00	
13505	Stallard Technologies, Inc.	SO-195804	180900301	100 DWP-380 Dell Precision 380 Tower (per quote 22402)	08 E 9000 000 0099 999	325.00	325.00
13506	Stanley Supply & Services	2985119-00	180100214	Nylon Cables Ties for TC	08 E 2900 430 0018 000	53.64	53.64
13507	Tricia L Madsen	16/09	220100122	Bullying presentation for 6th grade	26 E 2000 890 0000 022	250.00	250.00
13508	Turner Construction Company	PPLICATION #	30100342	Const Mgt Services	40 E 4500 340 0000 000	32,000.00	32,000.00
13509	U.S. Foodservice, Inc	5273360	240100211	USF delivery on 3/25/10	24 E 3100 630 0000 000	16,233.04	16,233.04
13510	Water District No 1 Of Jo Co	Misc Inv	30100340	W/S/T	06 E 2600 411 0021 000	286.37	1,076.69
		Misc Inv	30100340	W/S/T	06 E 2600 411 0040 000	282.80	
		Misc Inv	30100340	W/S/T	06 E 2600 411 0045 000	289.51	
		Misc Inv	30100340	W/S/T	06 E 2600 411 0047 000	218.01	
13511	Western Extralite Company	S3985205.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	252.54	526.03
		S3995378.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	28.80	
		S3997587.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	83.16	
		S3998471.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	33.33	
		S4000470.001	150100789	Maint. Supplies	06 E 2600 610 0015 400	128.20	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
13512	WKRP Management, LLC	101912	240100222	Pizza provided for MV ala carte program.	24 E 3100 630 0000 000	150.54	150.54
TOTAL OF COMPUTER CHECKS:							258,198.60

VISA - 03/16/10

Transaction Date	Transaction Detail	Amount	Total
03/02/10	USPS 19248600232215212 DE SOTO KS	44.00	
	Debbie Legler		\$44.00
02/26/10	SHAWNEE STEEL&WELDING KS	500.00	
	David King		\$500.00
02/19/10	FASTENAL CO-RETAIL WINONA MN	15.72	
02/19/10	WESTHEFFER CO INC LAWRENCE KS	269.56	
03/04/10	DESOTO AUTO PA DESOTO KS	16.99	
	Ron Pollick		\$302.27
02/19/10	SELECTBLINDS AZ	95.14	
03/04/10	UTILITY SAFEGUARD FL	89.80	
	Debbie Atwell		\$184.94
02/24/10	WESTLAKE HARDWARE LENEXA KS	54.81	
	Doyle Baker		\$54.81
02/17/10	TRACTOR-SUPPLY-CO OLATHE KS	269.99	
	Irvin Greer		\$269.99
02/24/10	MIDWEST EXP ATLANTA GA (PAULA HENDERSON)	276.10	
02/24/10	MIDWEST EXP ATLANTA GA (JESSICA R DAIN)	276.10	
02/27/10	THE HOTEL AT OLD TOWN WICHITA KS	1,261.40	
02/28/10	HYATT HOTELS WICHITA WICHITA KS	750.48	
03/03/10	SUPERSHUTTLE EXECUCARWDC VA	75.52	
	Dena Wilkerson		\$2,639.60
02/17/10	K-10 CAR WASH DE SOTO KS	5.00	
02/18/10	AUTO GLASS-SAFELITE OH	100.00	
	Jack Deyoe		\$105.00
02/23/10	WM SUPERCENTER SHAWNEE KS	275.24	
03/02/10	CEDAR CREEK PHARMACY DE SOTO KS	10.28	
03/09/10	CEDAR CREEK PHARMACY DE SOTO KS	39.90	
03/10/10	WM SUPERCENTER LAWRENCE KS	73.63	
	Lorah A Smith		\$399.05
02/25/10	EQ MUFFLER AND TOW KANSAS CITY KS	100.00	
	Dennis Donovan		\$100.00
02/11/10	EARL MAY SEED&NURSER SHAWNEE KS	69.98	
	Sherri Poorman		\$69.98
02/24/10	USPS 19836295522207229 SHAWNEE MISSI KS	10.05	
	Lori Koch		\$10.05
02/23/10	GHANN'S CRICKET FARM I AUGUSTA GA	37.82	
02/27/10	WAL-MART #2855 SHAWNEE KS	3.88	
03/04/10	#1 PARTY SUPPLIES CA	117.26	
03/09/10	GHANN'S CRICKET FARM I AUGUSTA GA	26.07	
03/09/10	GHANN'S CRICKET FARM I AUGUSTA GA	10.25	
03/10/10	PRESIDENTS SERVICE AWARDS GA	78.00	
03/10/10	HEALTH EDCO TX	131.50	
03/11/10	NIMCO INC KY	76.84	
	Debra Johnson		\$481.62
02/19/10	SURVEYMONKEY.COM/HELP CA	19.95	
02/25/10	PITNEYBOWES-POSTAGE CT	40.00	
03/04/10	PITNEY BOWES* CT	36.74	
	Tim Drake		\$96.69
02/23/10	USPS 19836215332280885 SHAWNEE KS	133.00	
	Amy K Turner		\$133.00
03/10/10	HOLIDAY INN EXPRESS EMPORIA KS	148.40	
	Mark Dodge		\$148.40
02/19/10	BEST WESTERN HOTELS MCPHERSON KS	-4.28	
03/10/10	USPS 19248600232215212 DE SOTO KS	44.00	
	Deborah J Graham		\$39.72
02/17/10	WAL-MART #2855 SHAWNEE KS	85.64	
02/18/10	PRICE CHOPPER #249 SHAWNEE KS	23.81	
02/25/10	WM SUPERCENTER SHAWNEE KS	60.43	

03/16/10

VISA - 03/16/10

Transaction Date	Transaction Detail	Amount	Total
03/01/10	HY VEE 1560 SHAWNEE KS	35.55	
	Mary Caroline Crady		\$205.43
02/24/10	TURNERS CYCLING&FITN OVERLAND PARK KS	31.96	
03/03/10	PITNEYBOWES-POSTAGE CT	200.00	
	Connie Groothuis		\$231.96
02/26/10	WAL-MART OVERLAND PARK KS	38.49	
03/05/10	WAL-MART #1691 OVERLAND PARK KS	24.76	
03/09/10	WAL-MART #1691 OVERLAND PARK KS	19.00	
	Molly Young		\$82.25
02/16/10	WM SUPERCENTER OLATHE (W) KS	89.17	
03/11/10	WM SUPERCENTER SHAWNEE KS	91.75	
	Janet Hopkins		\$180.92
02/26/10	PITNEY BOWES-POSTAGE CT	100.00	
03/10/10	PITNEY BOWES* CT	33.74	
03/12/10	USPS 19248600232215212 DE SOTO KS	20.89	
	J Michele Altis		\$154.63
02/24/10	USPS 19248600232215212 DE SOTO KS	8.35	
	Linda Acton		\$8.35
			\$6,442.66



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
w w w . u s d 2 3 2 . o r g

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6200
FAX: 913/667-6202
e-mail: emartin@usd232.org

Earl Martin
Director of Teaching & Learning

Date: April 6, 2010
To: Board of Education USD #232
Dr. Ron Wimmer, Superintendent USD #232
From: Earl Martin, Director of Teaching & Learning
Re: Board Policy on Supplemental Instructional Materials/Videos

Purpose of Report: Currently the Board Policy book indicates that the following Policy IFAB has been on hold for some time, pending Board approval. The Teaching & Learning Department is requesting revision and approval of this policy.

Background: The Board Policy book generally follows recommendations from KSAB. Though listed in the Policy Book, Policy IFAB has not been approved. Teaching & Learning recommends that the board approve a revised form of this policy to provide guidance for use of supplemental instructional materials and videos in the classroom. It is recommended that the Policy as currently stated be revised slightly, to clarify some of the specific issues brought up by building principals: (1) Teachers should preview video clips before use in the classroom; (2) Full-length movies are discouraged; (3) There may be rare occasions when R-rated movies may have educational value (e.g. clips from *Schindler's List* or *Glory*) to visually illustrate educational issues – but these would require parent permission and an opt out procedure;

Current Policy, Pending Approval:

IFAB Supplemental and Copyrighted Materials IFAB

Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum. Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials. Videos and/or movies shall be reviewed for their appropriateness for the grade level at which they will be used. Videos may be shown if all copyright guidelines have been followed and if they are specifically related to the curriculum. Showing movies for the purpose of entertainment is prohibited without prior permission from the principal. (See ECH)--USD 232, Pending BOE approval.

Recommended Revised Policy for Approval:

IFAB Supplemental and Copyrighted Materials IFAB

Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum. Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials (*except on rare occasions, where the educational value can be justified, after prior approval by the principal, and with parent notification and opt out opportunity*). Videos and/or movies shall be reviewed *by the classroom teacher* for their appropriateness for the grade level *prior to classroom use*. Videos may be shown if all copyright guidelines have been followed and if they are specifically related to the curriculum. *Full length videos/movies are discouraged*. Showing movies for the purpose of entertainment is prohibited without prior permission from the principal. (See ECH)

Summary Report
Board Agenda Item

April 7, 2010

To: USD 232 Board of Education

From: Wendy Denham, Board Clerk

Item: Non-Resident Student Enrollment Policy & Procedure

Attached please find the updated Non-Resident Student Enrollment Procedure and Request for Admission of Non-Resident Student form. The final grandfathered tuition paying student in USD 232 is graduating this year. This young man has been the only student enrolled in our district under the "grandfathered" status for the past 6 years. Therefore, we have removed all reference in these documents to "grandfathered" and "tuition". We've also made the form more user friendly with a drop-down box to choose the attendance center and grade level. All other aspects of this document remain the same. However, the KASB recommended board policy on acceptance of non-resident students does not have provisions in it for acceptance of non-resident students that are in the process of moving into USD 232 and wish to begin enrollment prior to taking up residence in their new home, or those that have finished their Junior year as a resident then move in the summer between their Junior and Senior year and wish to finish high school in USD 232. Therefore, we recommend that you consider adoption of the revised board policy as follows:

Excerpt from Board Policy **JBC – Enrollment**:

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Only non-resident students who are children of district employees, those who are in the process of moving into the district, and those that have completed their Junior year as a district resident may be admitted only to the extent that staff, facilities, equipment and supplies are available. (Criteria for acceptance: academic standing, attendance, and disciplinary record). Students may be re-admitted or denied admission the next year. An application for non-resident enrollment must be submitted at least annually. *See JBC Non-Resident Student Enrollment Form in the District Forms Folder.*

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

The revised policy, non-resident procedure, and request for admission form will be included on the Consent Agenda for your approval.

NON-RESIDENT STUDENT ENROLLMENT PROCEDURE



A non-resident student may apply to the Board of Education for permission to attend a school in the De Soto School District on a non-tuition basis under the following circumstances:

1. The student is the child of a USD 232 employee, utilizing the following criteria: employee has "legal" residency of said child(ren); employee is a permanent district employee and must work at least 20 hours per week at a minimum.
2. The parents/guardians of the student are in the process of building, buying or renting a residence inside the school district boundary.
3. The student is a senior who has completed their junior year as a legal USD 232 resident.

Process

To be considered for admission to the De Soto School District on non-resident status, the parent or legal guardian must complete and submit to the clerk of the Board of Education a "Request for Admission of Non-Resident Student" form, complete with the necessary documentation.

After the clerk of the Board of Education receives the "Request for Admission of Non-Resident Student" form and the supplemental material from the parent or legal guardian, the clerk will forward the application to the principal of the proposed attendance center for the non-resident student. After the principal has made his/her recommendation, the form will be forwarded to the superintendent of schools for his/her recommendation.

If approved by the superintendent of schools, the non-resident student shall be admitted on a school year basis. *This is a voluntary arrangement between the parent/guardian and the school district and shall be reviewed bi-annually.* The parent or legal guardian must complete and re-submit to the clerk of the Board of Education a "Request for Admission of Non-Resident Student" form prior to enrollment each year. The Board will consider availability of space and other factors, including, but not limited to, academic progress and discipline records in making a decision on the application. A non-resident student will be enrolled only after an application to attend has been approved.

Due to the enrollment increase facing the De Soto School District and non-availability of space, the Board of Education will determine bi-annually whether any "Request for Admission of Non-Resident Student" forms will be renewed. Therefore, bi-annually, the Board of Education will determine, based upon the recommendation from the administration, whether any current non-resident students will be accepted/renewed for the upcoming school year.

Administration reserves the right to revoke a non-resident student's privilege to attend school in the De Soto School District based on unsatisfactory attendance, behavior or academic performance.

Special Circumstances

If any adult person with whom a student permanently resides is in the process of moving into or out of the De Soto School District, temporary enrollment of such student on a non-resident, non-tuition basis shall be permitted for a period of time not to exceed one semester. For those moving into the district, proof of in-district residence (e.g., sales contract, rental agreement) must be provided with your application. The procedures and guidelines shall be the same as other non-resident students applying for permission to attend a school in the De Soto School District. For those moving outside district boundaries, students will be allowed to continue enrollment in district facilities through the end of the semester during which their move occurred.

If any adult person with whom a student permanently resides is employed by the De Soto School District on at least a permanent part-time basis (at least 20 hours per week), the non-resident student will follow the same procedures and guidelines as other non-resident students applying for permission to attend a school in the De Soto School District. Tuition is not applicable to non-resident students who reside with a De Soto School District employee.

If the student resides with or is "in the care and custody" of any adult who is not their legal parent or residing in the De Soto School District, the district will require that the parent complete a "Custody Agreement for Educational Purposes" form and the district patron to complete an "Affidavit and Agreement of Support" form. All forms must be completed before the student can attend school. These forms can be obtained through the Board Clerk.

For the purpose of this policy, a student's legal residence shall be determined in accordance with the state statute, K.S.A. 72-1046.

Provision of this policy shall be applied uniformly to all students regardless of race, creed, color or national origin.

**REQUEST FOR ADMISSION OF
NON-RESIDENT STUDENT**



Save this document to your computer, complete the form, save again, then print.

PLEASE PRINT OR TYPE ALL INFORMATION AND COMPLETE ONE FORM FOR EACH STUDENT

Attendance Center: _____ Select School _____

School Year: _____ Enrollment Starting Date: _____ Grade: _____ Select Grade _____

Student's Name: _____ Birthdate: _____

Parent's Names: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

School District Name and Number Transferring From: _____

Reason for Request: (Please check one.)

- Admission Renewal Request** *[for a 12th grade student who completed their junior year in 2009-10 as a resident student]*
- USD 232 Employee's Child** *[for non-resident students of permanent district employees who work at least 20 hours per week and have legal residency of said child(ren)]*
- Renting, Buying or Building in the District .** *[If you are in the process of renting, buying or building a residence in the USD 232 district, please indicate the address of that residence and your anticipated move date. Also, you must provide written proof (e.g., copy of the sales contract, building permit, rental agreement) that you are in the process of renting, buying or building a home. This proof must include the address of the home and the parent/guardian's name as the buyer or renter of the property.]*

Street Address: _____ City: _____ State: _____ Zip: _____

Anticipated Move Date: _____

I have read the De Soto Unified School District Non-Resident Student Enrollment Policy. In addition to completing this form, I am providing the material that is requested in this policy. If approved by the superintendent of schools, the non-resident student shall be admitted on a school year basis. This is a voluntary arrangement between the parent/guardian and the school district and shall be reviewed bi-annually (each semester). The Board will consider availability of space and other factors, including, but not limited to academic progress and discipline records in making a decision on the application.

Administration reserves the right to revoke a non-resident student's privilege to attend school in the De Soto School District based on unsatisfactory attendance, behavior or academic performance.

Parent's Signature

Date

SUBMIT THIS FORM TO:
Wendy S. Denham, Clerk
USD 232 Board of Education
35200 West 91st Street, De Soto, KS 66018
913/667-6200

FOR OFFICE USE ONLY

Principal's Recommendation: YES NO

Superintendent's Recommendation: YES NO

Signature

Date

Signature

Date



Unified School District 232

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6200
FAX: 913/667-6201

De Soto – Shawnee – Lenexa – Olathe
w w w . u s d 2 3 2 . o r g

Date: April 06, 2010
To: Board of Education, USD 232
From: Earl Martin and Jeff Mildner
Re: Approve District Technology Plan Draft
Funding Source: NA

Members of the district technology steering committee, under the leadership of Earl Martin, request board approval of the district technology plan as submitted to the board in March. This is a new three year plan which must be board approved before submission to the state for its approval. A paper copy is in your board packet.

KANSAS LOCAL TECHNOLOGY PLAN RUBRIC

De Soto USD 232

2010-2013 Technology Plan

Board Approved District Policies Section

1. The district has Appropriate Use Policies that address network use, copyright issues, software agreements and policy, and governs the use of all technologies including Internet access by students, teachers, staff, administrators, and community. The policies are reviewed with students and staff yearly.

YES

2. Has the district installed and does it maintain/regularly update either a technology filtering software application, a technology filtering service, or a technology hardware device which filters access to obscene, pornographic, and other inappropriate materials as mandated by the Children's Internet Protection Act, in order to qualify for federal e-rate funds and other federal grant programs?

YES

3. Are district policies in place that address state and federal requirements to educate students regarding Cyber-bullying, Internet Safety and Digital Citizenship and appropriate online behavior--including interactions in social networking sites, forums and chat rooms?

YES

4. Does the district have policies that clearly articulate both gift acceptance of technology hardware and software, and the disposal process for unused, outdated, or inoperable technology hardware and software that is evaluated and updated yearly?

YES

5. Does the district maintain a concise, complete technology inventory, including software licensing and hardware, and where the items are located or can be accessed?

YES

6. Does the district have a plan and an adequate budget for the regular upgrading of technology hardware and software, and plans for electrical upgrades that relate to technology, that is evaluated and updated yearly?

YES

7. Does the district have a plan that addresses the equitable distribution of available technologies, including hardware and software, and technology integration into the learning environment for all students?

YES

8. Does the district have a plan and adequate budget to address accessibility and compliance with Section 508?

YES

Committee Membership / Stakeholder Representation

List the members of your committee, their titles, and identify the constituency each member represents:

Members of the Board of Education (Contingent upon review of the document)
Dr. Ron Wimmer, Superintendent (Contingent upon review of the document)
Earl Martin, Director of Teaching and Learning
Kim Barney, Associate Director of Teaching and Learning
Kelly Ott, Coordinator of Teaching and Learning
Joan Robbins, Director of Special Education
Cindy Fouraker, Coordinator of Grants and Programs
Kim Leaf, Speech Language Pathologist and Assistive Technology Support
All Principals (To be listed individually at a later date)
All Learning Coaches (To be listed individually at a later date)
Teachers (To be listed as identified by their principals)
Jeff Mildner, Director of Technology
Doug Blattman, Systems Engineer

Are all recommended constituencies represented?

YES

Mission and Vision (This section is no longer scored)

The school district mission statement is used to focus the vision for instructional technology. All school improvement initiatives across the district are tied to the overall mission of the school district.

The mission of De Soto Unified School District 232, a dynamic learning community, is to inspire the creative genius in each person by:

- Leading in educational innovation and academic excellence
- Building visionary, world-class educational opportunities
- Fulfilling the evolving needs of citizens as life-long learners
- Integrating the fabric, heritage and promise of our diverse, growing community
- Respecting the importance of the individual while promoting the common good

Instructional Technology Vision (This section is no longer scored)

Vision is an integral part of implementing the school district mission statement. The vision is not only aligned to the District Mission Statement but supports student learning outcomes, enables students to transfer their knowledge to new, emerging technologies and provides for 21st Century teaching and learning opportunities.

USD 232 is committed to providing students and staff with an instructional environment rich in technology. It is our utmost desire to provide a world-class, state of the art, flexible learning and working environment fully supported by technology.

District Summary of Progress and Technology Goals Summary of Previous Technology Plan

De Soto USD 232 has taken a proactive approach toward availability and use of 21st Century technology and skills in the district. Historically, USD 232 has been a front-runner in educational technology. The Technology Vision Statement in the previous Technology Plan stated: "It is our utmost desire to provide a world-class, state of the art, flexible learning and working environment fully supported by technology." To that end, 10 Technology Action Steps were addressed during the previous Technology Plan:

1. **Outside Plant Fiber Master Plan:** Fiber optic connections have been made linking both sides of the district and connecting schools without fiber connectivity.
2. **Wireless Communication Plan:** Wireless access points were upgraded in three schools and installed in all other schools and district facilities.
3. **Emergency Communication System Plan:** The district has implemented components needed for emergency communications within the district: mass emailing and texting capabilities.
4. **Classroom Projection Plan:** All instructional areas have been equipped with 21st Century technology including LCD projector, DVD/VCR, and direct access to cable in the classroom.
5. **Media Production Plan:** Background for this action plan has been researched and is currently in the works to provide cable channel access with the Broadcast Journalism classes along with appropriate data storage for both Journalism and Broadcast Journalism.
6. **Learning Extension Plan:** On a limited basis, one elementary is implementing Virtual Field Trips and one high school is pursuing this technology. The Microsoft Academy has been made available in the district.
7. **Computer Implementation Plan:** Computer needs and replacement cycles have been defined. The district has implemented a "Technology On-Demand" model utilizing laptop carts with 30 laptops per cart. Desktops and laptops are refreshed on an as needed basis through purchase of refurbished off-lease equipment.
8. **Building Communication Master Plan:** All stand-alone phone systems have been replaced with a district-wide Voice over IP (VoIP) system.
9. **Software Integration Plan:** A Plan has been initiated to define and implement needed software components, such as: Student Management System, Library Management System, Inventory Management System and Accounting Management System.

With the goals “to improve student academic achievement through the use of technology” and to “ensure that teachers are able to integrate technology into the curriculum to improve student achievement,” professional development is essential to effective utilization of educational technology. The following professional development has been provided for USD 232 staff:

- Multiple Office 2007 trainings for certified and classified staff
- Various sessions during the District Professional Development Day
- Classroom Response System (Qwizdom) training
- LoTi training by Dr. Moersch for administrators and Learning Coaches
- Focus in building PD on H.E.A.T. walk-through model at elementary

The greatest deficiency in the previous technology plan came in the implementation of LoTi. It was the goal of the district, by the end of our current plan, to have two certified LoTi mentors per school. At present there are two certified LoTi mentors district-wide and one of them is a national certified LoTi trainer. One elementary has eight staff members trained in LoTi but not fully certified as mentors. These professionals routinely work with their elementary to conduct LoTi training and they present at least once a month in faculty meetings. Another elementary has had all staff members exposed to elements of the LoTi mentor training but none of the staff members have been through mentor training.

Technology Needs Assessment

When assessing technology needs we consider three areas:

1. District-wide initiatives providing equitable access for all students and staff
2. Specific instructional needs of individual programs and/or staff members
3. Specific instructional needs of individual learners- A decision making tree is utilized for assistive technology needs in special and general education. This is a guide for teachers to use in requesting technology either for specific students or those helpful to all students. Individual learner needs are assessed using a problem solving approach first in support teams at the building level and then, if needed, utilizing the district Assistive Technology Support person to explore additional options. Initially, solutions within the curriculum and technology tools available to all students are tried. If these do not provide the support necessary for student success, additional technology tools are employed. The tools selected are piloted and data collected to assess efficacy. Tools that are successfully piloted become part of the student’s IEP or 504 Plan.

We assess our technology needs annually through:

- District level leadership meetings
- Student surveys
- Staff surveys
- Professional Learning Communities (PLCs)
- District Technology Steering Committee
- Building level technology committees

- Technology Request Process
- Meetings with service vendors
- Site visits to other school districts
- Conferences and workshops
- IEP/504/LEP/SAP Team collaboration
- Technology Work Order System

District Technology Goals and Objectives

1. District technology infrastructure, telecommunications, hardware, software, internet access, services and resources support the educational and administrative needs of the district.

Objectives:

- The district will maintain a data center capable of providing a solid backbone for network infrastructure.
- Hardware in the data center will be scheduled for regular refresh cycles.
- District buildings will be connected to the data center via fiber optic cable.
- The district will maintain a voice over internet protocol (VoIP) phone system.
- Hardware will be upgraded as needed to meet the ever changing demands of educational programs.
- Software programs will be upgraded as needed to meet the ever changing demands of educational programs.
- The district will provide adequate bandwidth for internet connectivity for all users within the network.
- The technology department will maintain adequate staffing to provide appropriate services and resources to support the educational and administrative needs of the district.

Assessment/Evidence:

- The district will evaluate infrastructure needs of the district the second to last year of warranty on existing hardware in the data center to determine new hardware requirements.
- The district will purchase new data center hardware the final year of warranty on existing hardware in the data center.
- The technology department will analyze bandwidth across the network to determine optimal utilization of fiber optic connectivity.
- In evaluation of new curricular resources hardware specifications will be evaluated to determine if existing hardware will meet the need or if new hardware needs to be purchased.
- Diagnostic tests will determine bandwidth utilization to the internet and whether or not the district will need to increase the bandwidth for district users connecting to internet resources.

Curriculum Integration Goals and Objectives:

1. Increase Student Achievement through the effective use of technology.

Objectives:

- Technology will support students' individual learning needs, as appropriate. (Assistive Tech, SPED, ELL, MTSS, 504, SAP)
- Educators will interpret assessment data through the use of, and integration of, technology.
- Technology tools will be used to increase and expand differentiated instruction in the district.
- Educators will use technology to engage students in authentic, relevant and real-world learning experiences.

Assessment/Evidence:

- The district will provide access to assistive technology and process to procure appropriate technology resources for individual learning needs.
- Walk-through data that includes information about differentiation, student engagement and authenticity of learning will be collected and analyzed to monitor progress.

2. Ensure that students are technology literate* by the end of the 8th Grade and beyond.

Objectives:

- The district will have and maintain a K-8 sequenced program of technology curriculum.
- Middle school technology teachers will administer an 8th grade technology assessment that aligns with the requirements of NCLB.
- Students will be trained in the appropriate use of technology including digital citizenship.

Assessment/Evidence:

- Technology QPGs will be accessible to all staff.
- Instruction will align to the written district curriculum.
- Students will demonstrate aligned technology skills in daily assignments and projects.
- All middle schools students will demonstrate computer literacy by 8th grade based on the district 8th grade technology assessment.

3. Progress toward schools that are “fully integrated” in their use of technology.

Objectives:

- Educators will create opportunities for students to use technology to meet district and curricular outcomes.
- Educators will design lesson plans and thematic units that integrate technology into the teaching/learning process.
- Educators will use a variety of technologies as instructional tools: computers, LCD projectors, video/digital cameras, the Internet, online resources, DVD/VCR, etc.

Assessment/Evidence:

- Information about technology integration will be collected in walk-through data.

- Classroom observation data will be collected.
- Teachers will self-reflect and report their use of technology tools for instruction.
- The district will collect survey information assessing technology usage and integration.

Professional Development Goals and Objectives:

1. Improve the capacity of teachers to integrate technology effectively into the curriculum and instruction.

Objectives:

- Teachers new to the district and profession will receive training on various district technologies and software.
- On-going building and district training on district technologies, software and assistive technology will be provided.

Assessment/Evidence:

- Collect results from the technology needs assessment.
- Teachers will self-reflect and report their level of technology skills.
- Attendance data at district trainings.

2. Encourage effective integration of technology through teacher training and curriculum development to establish replicable best practices.

Objectives:

- Teachers new to the district and profession will receive training on district expectations for technology integration.
- Each building will have a building technology team that will evaluate staff needs and plan for and implement professional development.
- On-going district training on technology infusion will be provided. (Learning Coaches/Teacher Leaders/Building Administrators/Building Technology Team)

Assessment/Evidence:

- Attendance data at technology-focused professional development.
- Walk-through, mentoring and classroom observation data.
- Teachers will self-reflect and report their growth in the area of effective technology integration.

3. Improve the capacity of classified staff to effectively use technology to fulfill their duties.

Objectives:

- Staff new to the district will receive job-specific training on various district technologies and software.
- On-going building and district training on district technologies and software will be provided.

Assessment/Evidence:

- Attendance data from training.

4. Educate students and staff to become responsible digital citizens.

Objectives:

- Educators will monitor student use of technology to ensure appropriate use.
- Students and staff will be trained on cyber-bullying, Internet safety and responsible use of technology.
- Internet safety and responsible use of technology will be part of K-12 technology curriculum and instruction.

Assessment/Evidence:

- Yearly reviews and signing of district Acceptable Use Policy (AUP).
- Student handbooks will contain cyber-bullying policies and consequences for inappropriate use of technology.

DISTRICT TECHNOLOGY PLAN VERIFICATION FOR ERATE PURPOSES

Please check the statement that applies to your district:

*Please note that although districts may already have an approved technology plan on file with KSDE, the following statements provide KSDE with verification of whether the district needs to file an addendum to the original technology plan to comply with the SLD criteria that technology plans include all Form 470 items (except for basic phone service). **Please check only one box.***

Our district **has not submitted** an E-rate application for Funding Years covered by this technology plan.

Our district **has filed or intends to file** only for basic Telecommunication services (POTS--basic local/long distance only, not including voice mail, Centrex, etc.) for Funding Years covered by this technology plan.

Our district **has filed or intends to file a Form 471** for more than basic Telecommunications for Funding Years covered by this technology plan.

DISTRICT TECHNOLOGY PLAN BUDGET

Enter the projected budget amounts for the three years that your plan covers. Dollar amounts for each section are totaled automatically.

School Year 2010-11

<u>Budget Area</u>	<u>Costs</u>	<u>Funding Sources with amount per Sources</u>
Professional Development	TBD	TBD
Telecommunications and Internet Access	TBD	TBD
Materials and Supplies (i.e. Software)	TBD	TBD
Equipment (i.e. Hardware)	TBD	TBD
Maintenance and Support	TBD	TBD
Other	TBD	TBD
Total	TBD	

School Year 2011-12

<u>Budget Area</u>	<u>Costs</u>	<u>Funding Sources with amount per Sources</u>
Professional Development	TBD	TBD
Telecommunications and Internet Access	TBD	TBD
Materials and Supplies (i.e. Software)	TBD	TBD
Equipment (i.e. Hardware)	TBD	TBD
Maintenance and Support	TBD	TBD
Other	TBD	TBD
Total	TBD	

School Year 2012-13

<u>Budget Area</u>	<u>Costs</u>	<u>Funding Sources with amount per Sources</u>
Professional Development	TBD	TBD
Telecommunications and Internet Access	TBD	TBD
Materials and Supplies (i.e. Software)	TBD	TBD
Equipment (i.e. Hardware)	TBD	TBD
Maintenance and Support	TBD	TBD
Other	TBD	TBD
Total	TBD	

DRAFT

Lexington Trails Middle School



De Soto Unified School District #232

**8800 Penner Avenue
De Soto, KS 66018
(913) 667-6260**

Student Agenda

2010-2011

Mr. Steve Ludwig, *Principal*
Mr. Ryan Wiebe, *Associate Principal*

School Number:	667-6260
Fax Number:	667-6261
Absentee Number:	667-6260
School Mascot:	“Lexi” the Panther
School Colors:	Red, Black, and White
Office Hours:	7:30 am – 4:00 pm
School Hours:	7:55 am – 3:00 pm
District Webpage:	www.usd232.org

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LTMS STAFF 2010-2011

Administrative Team

Principal Mr. Steve Ludwig
Associate Principal Mr. Ryan Wiebe

Support Staff

Counselor Mrs. Angie Russell
Social Worker Mr. Joe Kordalski
Psychologist Mrs. Skyler Bellinger
Media Specialist Mrs. Janet Odgers
ESL Teacher Ms. Patsy Lucas
Academically Talented Mrs. Sarah Brown
Interrelated Teacher Mrs. Sally Beck
Interrelated Teacher Mrs. Tammy Demuth
Interrelated Teacher Ms. Kim Welsh
Interrelated Teacher Mrs. Sherry Dumolien
Speech Therapist Ms. Sharon Johnson
Learning Coach Mrs. Christy James
CIA Instructor Mrs. Lynette Blackwood
IS Mrs. Lori Stithem

Sixth Grade Team

Social Studies/CE Mrs. Shana McMillian
Comm. Arts/CE Mrs. H. Grossenbacher
Science /CE Mr. James Brabec
Math/CE Mrs. Melissa Wible

Seventh Grade Team

Core Extension/Writing Mrs. Nikki Leisten
Comm. Arts/Reading Mrs. Renee Graham
Science Mrs. Terresha Dinkel
Math Mr. Ben Huebsch
Mrs. Tara Wycoff
Mrs. Jamey Seaba

Eighth Grade Team

Core Extension/Writing Mrs. Julie Woerdehoff
Comm. Arts/Reading Mr. Bill Shaw
Science Mrs. Jamie Talbott
Math Ms. Adrienne Young
Mrs. Tara Wycoff
Mr. Brian Dinkel

Exploratory Teachers

Art Mrs. Nancy Roberts
Band Mr. Rob Foster
FACS Ms. Carolyn Crady
Foreign Language Mrs. Susan Gurwell
Physical Education/
Health Mrs. Susan Slater
Physical Education/AD/
Health Mr. Doug Opdycke
Technology Mr. Jerald Schenk
Computers/Publication Mr. Ed Wilcox
Vocal Music Mrs. Gayle Moriarity
Engineering Application Mrs. Tara Wycoff

Support Personnel

Secretaries Mrs. Michele Altis
Mrs. Kimberly Thelen
Nurse Mrs. Catherine Flynn
Library Aide Ms. Susan Leininger
Paraprofessionals Mrs. Lisa Rockhold
Mrs. Laurie Chicoine
Mrs. Melissa Pierce
Ms. Carol Stewart
Ms. Heather Reed
Mrs. Sheryl Appleby
Mrs. Susan Wilcox
Mr. Jesse Smith
Mrs. Debby Bailey

Head Custodian Ms. Mitzi Shafer
Cafeteria Manager Mrs. Vicki Haulmark

WELCOME!

Welcome to Lexington Trails Middle School for the 2010-11 school year! We hope you will take full advantage of the many opportunities that exist at LTMS. It is important to remember that each student has the right to learn and the responsibility to follow all school rules. Take pride in yourself, our school, and our community! This agenda planner, if used properly, will help you be more organized and productive. Again, we are glad you are with us. Have a fantastic year!

PHILOSOPHY

The middle school program is designed to meet the individual needs of young adolescents. Student centered programs and activities meet the special needs of these students and provide a bridge from elementary school to high school.

The middle school instructional program is distinctively different from the elementary or high school. This program offers a strong basic education and opportunities for students to explore various subjects to help determine areas of interest for future study. Teachers, counselors, and administrators strive to balance academic goals with student needs. Students will have a middle school schedule that includes different teachers and rooms for each subject. These teachers meet as a team to monitor each student's academic, social, emotional, and physical progress.

The middle school provides many exploratory activities to meet the individual needs of the young adolescent. All students will have access to a large variety of activities.

In the middle school, it is essential that each student better understand himself/herself. Students must learn to accept individual differences and to respect each other. To this end, the middle school offers positive learning experiences and effective guidance for the academic, social, emotional, and physical development of each student.

In the middle school, parents, teachers, counselors, and administrators share the responsibility of making sure students receive the best possible education. The mutual goal is to help all students develop a positive self-concept and to provide all students with a good foundation of basic skills and an interest in subjects to study in high school and beyond.

PARENT COMMUNICATION

Lines of communication must remain open to achieve the goals of the partnership. The school has a responsibility to communicate concerns with parents and parents have a responsibility to communicate concerns with the school. Parents are encouraged to first visit directly with those closest to the situation. If a solution fails to emerge, resolution may be found with the school counselor or administration. To aid with communication, the following are provided.

Newsletter

LTMS will post a newsletter every Friday or last day of the school week on the LTMS website. On our website parents may expect a monthly event calendar, lunch menu, notice of important events, and other class and school information. This is the school's primary parent communication tool.

Skyward Family Access

Families will have Skyward Family Access available to use. Family Access allows parents and guardians to see current grades, discipline, and other pertinent information online. Family accounts will provide access to all children in the family. For more information contact the LTMS office.

Voicemail & E-mail

Messages may be left for teachers using voicemail (667-6260) or e-mail. Typically you may expect a return communication within one school day. Staff voicemail boxes and e-mail addresses are found on the school website and in the first school newsletter. If an emergency presents itself, please communicate directly with the appropriate staff member by calling or visiting the school (913) 667-6260.

Websites

The USD 232 website is located at www.usd232.org.

PERMISSION FOR PUBLICATION

Upon enrollment, parents of all middle school-age students must give written notice, via the district's Student Media and Directory Information Permission Form, to their school's principal to exclude their child from the release of student information, schoolwork, activities, pictures and directory information. This may include still images, video images, audio interviews, class or team pictures, copies of papers and projects, listing in extra-curricular activity, school programs, and inclusion in school, district newsletter. This form will also serve as a release from publication of still images and/or video images used by local media.

USD 232 middle schools post a school/activity web page on the district website. We would like to include certain schoolwork, activities, and pictures. These might be still images, motion pictures, sound clips, class or team pictures, or copies of papers and projects. We want you as parents/guardians to be comfortable with the inclusion of your student, and their material, on these pages. If at any time the web page includes material, from your student, that you wish to have removed, you can contact the school administrator.

Student Records

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if: we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information (see —Directory Information); and disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 232 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 232 policies for complying with FERPA. A copy may be obtained from the Office of the Superintendent, 35200 W. 91st, De Soto, KS 66018.

Directory Information

For purposes of FERPA, USD 232 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

You have a right to deny the release of / or designation of any / all of the above student work and directory information by completing the **Student**

Media and Directory Information Permission Form. The form **must** be returned to your student's school within two (2) weeks of enrollment. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection and any or all student information deemed public, schoolwork, activities and pictures listed above may be released to the media, published by the district or posted on the district's website.

STUDENT SERVICES

Student Assistance Team

The purpose of the Student Assistance Team is to offer assistance to students, parents, and school staff when there is a community, family, school, or individual/peer concern. Parents, staff members, and/or students can make referrals to the Student Assistance Team through the guidance counseling office.

Guidance Services

Guidance services include assistance with home, school and/or social concerns; class scheduling and educational planning; the interpretation of test scores; occupational and career information; and opportunities for discussion pertaining to questions a student may have. Students wanting to see their guidance counselor should make an appointment between class periods.

Peer Mediation

The goal for peer mediation is for students to create their own solutions to social challenges. With this system, trained Peer Mediators lead conflict resolution through a six-step process. Peer Mediators are elected by their peers and are trained in the mediation process.

HEALTH SERVICES

The health office is maintained for the care of students who are injured or become ill at school. The nurse is on duty at LTMS daily.

When it is necessary to send a student home, a parent must be contacted before the student can be released. **Students are not to call a parent from a classroom phone or use a cell phone if they are not feeling well.** A phone is available in the health room for this purpose. If parents cannot be reached, the emergency number listed on the child's enrollment form will be called.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The school reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

Immunizations

Kansas Law requires that any student entering school for the first time in this state must present certification from a licensed physician that he/she has had immunization against polio, smallpox, diphtheria, whooping cough, tetanus, and measles, or indicate legal exemption.

Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Medication Policy

The following guidelines are required in order for over-the-counter or prescription medication to be dispensed by school personnel.

1. The parent/guardian **must** give their consent in writing (on the proper District Medication Form) for any medication to be dispensed by school personnel or self-administered by student such as Tylenol, Advil, and sinus medication.
2. Prescription medication requires a written order by the physician and must be given to the school with specific directions in regards to the medication, dosage, and time it should be dispensed.
3. All medication must be in its original container and be kept in the health room unless a physician has written an order stating otherwise (i.e. inhalers for asthma).
4. The student must also demonstrate (to the school nurse) the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed.

Non-participation for Medical Reasons

Medical conditions that prevent student participation in class (usually physical education classes) will be addressed with the following guidelines: Parents should send a note with the student to the school health office with the reason for being excused. A call or note from your doctor's office is necessary to be excused for more than 2 days. Limitations will be defined by the injury or illness. If you believe the situation is severe, your son/daughter should be seen by your doctor and obtain a written excuse. All physicians' notes should include a description of the injury or illness and the amount of time a student should be excused from activity.

ATTENDANCE

Students are expected to attend school and to be present and punctual for all classes each day that school is in session. Regular attendance is basic to the educational process. Students are required to be in attendance each school day from 7:55 a.m. - 3:00 p.m.

Excused Absence

The only acceptable reasons for absences are: illness, appointments, court appearance, family emergencies (funerals, critical illness), religious holidays, and school sponsored events.

Unexcused Absence

Under rules of the Board of Education, a student's absence is unexcused: if under suspension (out-of-school), if he/she leaves school without permission, if he/she does not attend a class, does not attend a required conference or detention period or fails to comply with building attendance procedures. In addition, LTMS requires that all absences that have not been excused within three (3) school days will be permanently coded as "unexcused." If a student is more than 30 minutes late to a class it will be counted as a skip and unexcused absence. If a student has multiple unexcused absences, a truancy report may be filed with the district attorney.

Students will ask teachers for the assignments missed during the unexcused absence so they may make up missed work, and in so doing, maintain continuity of learning by obtaining the knowledge necessary for further study.

Report an Absence

A 24-hour voicemail phone line (**667-6260**) is available to report an absence. If you need to speak with someone in person, our office opens at 7:30 a.m. We ask that you call on the day of the absence or before if possible. Please include the following information:

- Leave your name, relationship
- Student's name, grade
- Date & hours missed
- Reason for absence

Arriving and Leaving School

At the beginning of the day all students should enter at the front doors. At 7:40 am when students arrive at school, they need to report to the appropriate grade level area.

Requesting Early Dismissal

A note or call is requested for any early dismissal from school for appointments. Students must report to the Main Office to sign out before they leave the building. If a parent is sending another adult or older sibling to pick up a student, the parent must notify the office that this person has permission to pick up the student. **Students are not to leave school property until dismissal time, or until checking out in the office.**

Attendance Notes

- a) If a student is more than thirty minutes late to a class, it will be counted as an absence.
- b) Nine hourly absences, excused or unexcused, from a combination of one or more classes, will be coded as a full day absence. Example: A student is

absent in first hour three times, second hour two times, and seventh hour 4 times, then one full day absence will be recorded.

- c) For EACH absence after the tenth absence, the attendance secretaries are required to ask for a detailed doctor's note stating the student will be unable to function at school.
- e) The decision to code an absence as excused or unexcused is determined by the LTMS administration.

Make-Up Work

If student has been absent for an excused reason, students will have an opportunity to make up missed work.

Reminders

1. It is the student's responsibility to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up.
2. The teachers will grant the number of days missed plus two (2) days for each day absent to complete missed work.
3. If the student will be absent beyond three weeks, please contact the counselor or nurse; you will be referred to homebound instruction.
4. Students can keep up with class work when they are home. Parents are encouraged to call the school office (during the morning) and request assignments if the student will be absent two or more days.
5. Contact the counselor to assist you if you need help organizing your time or if you have special circumstances.
6. Daily Agenda information for each team is located on the LTMS website.

Truancy

Students will benefit the most from their education if they attend classes on a regular basis. All absences must be with the permission of parents and proper school officials. Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. In that case, a report must be made to appropriate statutory authorities. A student is truant if absent from school without a valid excuse, either all, or a significant part of a day, for three consecutive days, for five or more days in any semester, or a total of seven days in a year.

Tardies

The purpose of the LTMS Tardy Policy is to maximize classroom attendance, academic excellence and student accountability. The policy is also intended to minimize classroom disruptions. Students arriving after 7:55 a.m. must report to the office to sign in and receive a pass before reporting to class. If buses are late, students will be excused for their late arrival. Students who walk to school or rely on other transportation will not be excused unless a parent/guardian calls to explain the extraordinary

circumstance of the late arrival. **Students are not excused for "oversleeping" or "running late"**. Passes are not issued by the office for tardies between classes. All teachers keep an account of tardies and assess consequences for this behavior. Four unexcused tardies during a quarter to any one class will result in a disciplinary referral to the office. Three minutes are allowed between each class period. It is expected that all students will report to class on time. Parents will be notified of excessive tardiness.

GRADES & PROGRESS REPORTS

Students will receive letter grades in all subjects. Midway through each grading period, a progress report will be issued to all students. If students are receiving a D or F grade in any course Early Warning Progress Reports will be sent home twice a quarter. The purpose of these reports is to keep parents informed about their student's academic progress. A signature sheet for progress reports and grade cards should be signed by parents and returned to the school. Academic eligibility for 7th and 8th grade students is determined by final grades in the previous semester. For example, the 2nd semester grades in 6th grade will determine eligibility for 7th grade fall sports.

Honor Roll

An honor roll will be published after each academic quarter. Two categories for distinction exist: Principal's Honor Roll and Red and Black Honor Roll. Students must have earned all A's to be on the Principal's Honor Roll. Students on the Red and Black Honor Roll must have earned all A's and B's.

Grading Scale

97.55-100 = A+
92.55-97.54 = A
89.55-92.54 = A-
86.55-89.54 = B+
82.55-86.54 = B
79.55-82.54 = B-
76.55-79.54 = C+
72.55-76.54 = C
69.55-72.54 = C-
66.55-69.54 = D+
62.55-66.54 = D
59.55-62.54 = D-
0-59.54 = F

Make-Up of Failed Courses

Sixth and seventh grade students that fail a core class for the year (math, social studies, science, and communication arts) will be required to either enroll and pass a summer school class (if the class is offered during the summer) OR will be re-enrolled in the failed class for the following school year. The repeated class will replace one of the student's exploratory classes. Eighth grade students who fail a core class may be automatically enrolled in an additional remedial class in place of an elective class

at DHS or MVHS. Students who fail multiple core classes for the year may be considered for retention.

Extended Learning Opportunities

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

- before- or after-school;
- Friday school; or
- summer sessions.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

Homework

All students are expected to complete and turn in **ALL** daily assignments on time. Homework is an integral part of the learning process. It is a way for teachers to check for understanding and prepare students for examinations and assessments.

Late Work & Academic AM/PM

We believe that successfully meeting deadlines is a useful habit for our students. It is expected that all assigned work will be turned in to the appropriate teacher on time. If a student fails to meet a deadline the following will occur.

1. The assignment will earn a maximum score of 50% of the grade earned when completed.
2. Teachers will have latitude to determine grade earned for each assignment that is late.
3. When a student fails to meet a deadline the student will be assigned Academic PM the day of the deadline or Academic AM the following morning.
4. Teacher and student will contact parent(s) to notify them of the late assignment and the Academic PM/AM requirement.

Advancement by Proficiency Examination (Testing Out)

Students in 6th-8th grade will be allowed to advance levels of courses in the core areas only. (No credit awarded - acceleration to the next course only.) For a complete list of course options and details on critical deadlines/requirements, please contact your building counselor.

ACADEMIC MISCONDUCT

De Soto, USD 232, recognizes, by policy, four avenues of academic misconduct: Cheating, Plagiarism, Obtaining an unfair advantage, and Aiding and abetting academic dishonesty. The following descriptions listed offer examples of unacceptable behavior. This list and the descriptions provided should not be considered complete or exhaustive. Questions regarding the intent of this policy should be directed to classroom teachers and or building administrators.

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without acknowledging whose created the work.
3. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials thus depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
4. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

Consequences for Academic Misconduct

A student who engages in any form of academic misconduct will be subject to additional disciplinary measures. Such measures may include, but are not limited to: forfeit credit of the assignment, attend academic learning lab, after school detention, in-school or out of school suspension and/or loss of participation in extra-curricular activities.

USD #232 PROPERTY

Students are not allowed to visit other USD #232 campuses without permission from a staff member. If a student is behaving inappropriately on any campus in the district, consequences may be assigned and the incident reported to local law enforcement agencies.

Textbooks

Textbooks for all classes are issued in return for a rental charge for the full school year. Students are responsible for all books assigned to them. Loss or damage of a book (including any writing) will result in a fine of up to the cost of replacement of the book.

Lockers

Each student is assigned a locker for books and other school-related items. Each locker should only be used by the person to whom it is assigned. Lockers may not be changed without permission of the office. Locker combinations should not be revealed to

anyone! Students are responsible for keeping their lockers in a neat and clean condition. Lockers are not to be marked or defaced in any way with stickers, decorations, pinups, etc., on either the interior or exterior of the locker. Lockers remain the property of the school and are subject to periodic inspection by the administration.

Backpacks may be brought to school, but due to space and safety concerns, may not be taken to classrooms.

Technology Access and Usage Policy

Throughout the academic year students will access technology, computers, information networks, and the Internet. Such access is provided to achieve the learning outcomes associated with various academic programs. It is the student's responsibility to only access files and —sites that are consistent with, and appropriate for, these learning outcomes and course objectives. The De Soto School District makes no warranties (of any kind), whether expressed or implied, for the technology, computer and computer network services it provides. The District, or its employees, will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions.

Student Laptop Procedures Students:

1. Students are responsible for their own computer. If any unusual events happen (drop, liquid on keyboards, keys falling off, etc) or if the computer is damaged in any way, the student must take it to the teacher immediately. Students are expected to take great care of the laptops.
2. Students will carry the laptops with both hands.
3. Students will place the laptop flat on the desk. The laptop should not have any paper or books under it.
4. The laptop must be turned completely turned off, returned to the assigned storage slot, plugged in, and problems reported at the end of each period.
5. Laptops are for instructional purposes only. Students are not to use the laptops for games, e-mail, instant messaging, or other non-educational purposes. Students may not download any programs to the computer.
6. Student computer use will conform to the AUP.
7. Violation of any of these rules will result in loss of computer privileges, detention, ISS or OSS.

Internet Usage

Students will not be allowed to access e-mail accounts without permission from a teacher, counselor or an administrator. Students should not access any kind of chat room or bulletin board at any time. Students who fail to use building/district technology in an appropriate fashion (solely for approved curricular pursuits) will be subject to disciplinary action and may have technology

privileges revoked and be responsible for necessary repairs/ replacement.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property while at (or representing) LTMS. Students are to refrain from unacceptable behaviors at school, at school sponsored activities, on school grounds, and on school buses. Students who behave in a manner that has a negative effect on school environment, events or related activities, will face disciplinary action. Disciplinary consequences include, but are not limited to: student conference, loss of privileges, lunch detention, before or after-school detention, in-school suspension, Friday school, out-of-school suspension, suspension from clubs or athletic teams, and/or expulsion. (Students on suspension may not participate in school activities.) In addition, schools are required by law to report all illegal activity to law enforcement.

Unacceptable Acts of Behavior

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils or staff members will be considered unacceptable.

Examples, without limitation, are:

1. Breaking of school or classroom rules
2. Extortion
3. Failure to comply with reasonable requests (willful disobedience)
4. Fighting
5. Intimidation/harassment
6. Obscenity/profanity
7. Open defiance/insubordination
8. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages.
9. Possession or use of weapons including fireworks on school property
10. Smoking, chewing, or possession of any tobacco product is prohibited.
11. Stealing
12. Excessive tardies
13. Temper tantrum
14. Threats (by word or deed)
15. Excessive absences/truancy
16. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
17. Vandalism and/or damage to property
18. PDA - Public Display of Affection
19. Bullying - USD 232 prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Bullying is any **intentional gesture** or any **intentional written, verbal, cyber (phone or computer), or physical act or threat** that is **sufficiently severe, persistent or pervasive** that it creates an intimidating, threatening or abusive educational

environment for a student or staff member. A reasonable person, under the circumstances, would know or should know the behavior in question would have the effect of creating actual physical or mental harm to a person or their property or creating a reasonable fear of such harm.

In other words, Bullying is any repeated action, done on purpose, which results in physical or emotional harm to another person.

Zero Violence Policy

Lexington Trails Middle School along with the other area schools and law enforcement units of Johnson County comprise the Johnson County Coalition for Safe Schools. The coalition and USD 232 have adopted what is known as a —Zero Violence Policy. All persons must learn that physical violence should not be an option to solve conflicts in any facet of life. The coalition and LTMS urge students to learn the difference between self-defense and retaliation, and that all students learn the art of mediation -- when to ask for it, and where to receive it. Peer mediation is offered as an option at LTMS. **Students who choose to use physical violence (at Lexington Trails Middle School, on any USD 232 grounds, at school activities home or away, or off school grounds as a means of continuing a confrontation from school) are subject to all of the following consequences:**

1. Any student who engages in physical violence, or intentionally injures another person will be suspended out-of-school and will be excluded from attending or participating in any school activity during the term of the suspension.
2. A report of the incident will be made to the Johnson County District Attorney's Office by the School Resource Officer or another member of the Sheriff's Department. The student may be removed from school district property by law enforcement officials pending charges.
3. Students who repeat violent or threatening behavior may be suspended long-term and may be subject to legal action.

Reports to Local SRS

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

Probation

Any punishment, suspension or expulsion, may be deferred by the principal and/or district hearing officer.

The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

STUDENT APPEARANCE AND DRESS CODE

Appropriate student dress is expected. Dress should be clean, neat, reflect good taste, be considered safe, should not be disruptive or possibly hazardous during school activities (i.e. in technology, laboratories, athletics, art, and physical education class), and should fully cover the students' torso, shoulder tops, and legs to mid-thigh. **Specifically, pants and shorts which sit below the waist (sagging or bikini cut), shorts with less than a 6 inch inseam, skirts which don't cover mid-thigh, excessively tight clothing, spaghetti-strap tops, halter tops, midriff tops, house shoes, and slippers should not be worn at school.** Clothes or objects with references to inappropriate subjects such as alcohol, drugs, sexual innuendo, profanity, lewd language, graphics and/or **gang affiliated material** should not be worn or brought to school. Heavy coats, head coverings (hats, scarves, gloves, bandana, sweatshirt hoods), heavy chains, and sunglasses may be worn to school, but must be taken off and left in the locker upon entering the building.

The administration will make the final judgment on the appropriateness of clothing and/or appearance, and reserves the right to prohibit students from wearing any articles of clothing or other items which may result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will require the student to become compliant with the school dress code. Repeatedly failing to adhere to the dress code will result in disciplinary action.

ITEMS NOT APPROPRIATE FOR SCHOOL

Items that have no relation to the school program or class activities should not be brought to school. Such items will be confiscated by school staff and placed in the custody of a building administrator.

The following items are considered unacceptable at school but are not limited to: tobacco products, matches, lighters, drugs, alcohol, knives, chains, sharp objects, water pistols, darts, laser pointers, recording or listening devices, shocking devices, any form of ammunition, and/or any item that endangers the safety and welfare of others (or is disruptive to the educational environment).

We discourage the following items from being brought to school as they can be disruptive: CDs, radios,

headphones, cameras, cell phones, camera phones, I-Pods/MP3 Players. If a music player is brought to school, it must be turned off and left in the locker during the school day. The school day is defined as 7:55 am—3:00 pm.

If a cell phone is brought to school, it must be turned off and left in the student locker upon entering the school and remain off during the day.

Violations of this policy will be dealt with as follows:

First violation – device will be confiscated, the students name will be recorded and the device must be picked up by a parent.

Second violation and beyond – device will be confiscated, a parent must pick up the device and consequences may be assigned.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms or locker rooms. Violations of this policy will be dealt with by the administration and, possibly, the legal system.

The district is not responsible for lost or stolen personal property.

Candy, Gum & Pop

Gum will not be allowed in PE, Band and Music. In all classes, the decision to allow gum will be left to the teacher and team. It must be noted that gum chewing will be considered a privilege. If gum and/or wrappers are not disposed of properly, the privilege will be removed. During the regular school day liquid beverages (excluding water), food, and candy will not be allowed in the halls, auditorium, or gym. Open food, candy, and pop containers are not allowed in the halls or lockers. At times staff members may allow students to have snack food or drink as an incentive or reward. These must be consumed in the classroom where given or left behind.

Water Bottles

We want students to stay healthy and hydrated. Towards this goal, students are allowed to carry clear (non colored) plastic water bottles with a lid. The bottles may contain ONLY water. Failure to abide by these rules may result in suspension of this privilege.

QUESTIONING & SEARCHING STUDENTS & STUDENT PROPERTY

Principals are authorized to search students and student property and to conduct investigations and question students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall **not** be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

TRANSPORTATION

Riding the school bus is a privilege. The bus driver is in charge of students, has authority to issue misconduct notices, and will report any infractions to a school administrator for action. Improper conduct may result in riding privilege being denied. Students who pay to ride the bus and are removed from the bus for inappropriate conduct will not receive refunds. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Questions regarding transportation need to be directed to First Student at 422-8501.

CAFETERIA

Lunch

Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students. Students may not leave campus during their lunch period.

All students may buy either a salad or a hot lunch. In addition, all students also have the opportunity to buy à la carte items. Students may pay daily as they go through the line for their lunches, milk, etc., or parents may send money to place in their student's account. **Student will not be allowed to charge lunches.**

Cafeteria Guidelines

No glass containers are allowed in the cafeteria. The lunch period is closed. All students must eat in the cafeteria unless they are excluded for disciplinary reasons. Appropriate behavior and manners are expected at all times. No food or drink may be taken from the cafeteria except with administrative approval. Only water bottles are allowed to be taken from the cafeteria. Parents may request a list of ala carte items purchased by their child. Students are expected to abide by rules posted in cafeteria.

SCHEDULE CHANGES

Students are assigned to classes of their choice unless class conflicts or class size prevent it. Changes made after classes have been organized are problematic. Class changes will be allowed only if the move will mutually benefit the student and school. Change requests need to be submitted to the counselor and approved by the parent or guardian.

WITHDRAWAL FROM SCHOOL

Whenever possible, parents should contact the school office at least a day in advance of their student's withdrawal from LTMS. This will help make the process go smoothly and quickly. All textbooks and library books must be returned, lockers cleared and all charges and fines must be paid.

SAFETY DRILLS

Fire and tornado drills are required by law and are held at irregular intervals throughout the school year. Everyone must follow directions as quickly, quietly, and orderly as possible. Emergency information is

posted in each classroom. Teachers will provide students with specific instructions and directions. In addition, the school will conduct intruder, shelter-in-place, and/or other safety drills as deemed appropriate. LTMS will cooperate with local authorities to provide for the safety of our students.

SCHOOL CANCELLATIONS DUE TO INCLEMENT WEATHER

If the cancellation is before the start of the school day, notice of the cancellation will be issued to local radio and TV stations. Announcements will be made as De Soto USD #232. The Lexington Trails website and voicemail system will be updated as soon as information is released.

There is always the possibility of an unscheduled early dismissal. School busses will run their normal routes at the early dismissal time. Parents that have special instructions regarding their children in case of early dismissal should inform the office at enrollment.

VISITORS

All visitors, parents, or volunteers need to check in at the office immediately and receive a visitor's badge. This badge indicates that they are authorized to be in the building. Visitors who want to observe classrooms need to make a request to do so twenty-four hours in advance. This will ensure appropriate arrangements have been made for them. Students may not bring visitors. Students from other schools will not be given permission to visit our school unless it part of an authorized school activity or event. In addition, guests **ARE NOT** permitted to attend school dances.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities (activities outside of regular classes) are meant to be enjoyable, fun, and of the student's choice. These activities are set up to build citizenship, sportsmanship, competitiveness, and responsibility. Students must follow school policies and stay in good academic standing in order to participate. Students must be present a minimum of four class periods on the day of an activity to be eligible to participate. Students staying for an extra-curricular activity must be under the supervision of a sponsor and can not leave the building (under any circumstances) without permission from the sponsor or an administrator. If a student leaves the building without permission they will not be allowed to re-enter the building to attend the activity without a parent and may face suspension from attending future activities..

Athletic Physical Examination and Parental Consent Rule

LTMS is a member of the Kaw Valley League and KSHSAA and conforms to all rules of that League and organization. Seventh and eighth grade students are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, have a satisfactory grade average and

meet the requirements of the Kansas State High School Activities Association.

In order to participate in a Kansas State High School Activities Association (KSHAA) activity, no student is eligible to represent his or her school in interscholastic athletics until a physical is on file with the principal. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. The student and parent must also sign and submit the **Acknowledgement of Warning** statement.

The physical examination, medical authorization form and *Acknowledgement of Warning* form must be on file prior to the first practice.

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc. The accident insurance information is available online at www.sas-mn.com/k12.html. All students participating in Interscholastic (7th -12th) athletics, dance, cheer, and other KSHSAA activities are required to pay a fee for Catastrophic Insurance at enrollment or prior to the first day of practice.

Please note that the Catastrophic Insurance has a substantial deductible that is the responsibility of the parent's private insurance. Please check your private insurance protection to ensure you have adequate coverage.

Sports included are cheerleading, cross country, football, volleyball, basketball, wrestling, and track. The activities of Student Council, Spirit Club and drama do not require a physical on file.

Athletic Team Cut Policy

A few years ago, De Soto USD #232 reorganized a District Athletics/Activities committee to research the impact/affect of our districts' rapid growth on extra-curricular programs. This committee included parents, students, coaches, building administrators and district level administrators. The committee elected to extend the district's "cut policy" from high school to middle school. Several factors lead to this decision: providing coaches/sponsors with a manageable number of student's, maintaining safety (related to instruction, competition and supervision), limitation of actual "playing time", limitation of facility space and practice time, and limited resources. Ultimately the decision to cut, or not cut, is determined on an individual team basis. At LTMS, we will have cuts in volleyball, boys basketball and girls basketball. We will not cut in football, cheerleading, cross-country, wrestling and track.

When it is necessary to limit the number of students on a squad, coaches are charged with the responsibility of developing an objective system for

evaluating skill and ability. Once the evaluation period has concluded, coaches assess the data they have collected and make cuts based on the issues mentioned above.

USD 232 Middle School Policy Academic Expectations for Extra Curricular Participation

The mission of USD 232 recognizes both academic and athletic activities have always been and remain to be education-based. Students representing Monticello Trails, Mill Creek and Lexington Trails Middle Schools understand their education will always come first. Students must recognize it is their responsibility to meet and exceed minimum academic requirements to represent the school.

The Kansas State High School Activities Association (KSHSAA) requires that all students must pass five core subjects in the previous semester to be eligible for participation in activities both athletic and non-athletic. In addition to the KSHSAA rule, students at USD 232 schools must meet an increased Academic Eligibility Standard.

In order to compete or perform, a student must have a passing grade in all classes with no more than two D's in all classes. Students' grades will be checked on a weekly basis by their teachers, coaches, or administration.

When a student does not meet this requirement they are put on a one calendar week notice by the administration or head coach. If, after the week has passed, the student is still not meeting the requirements set forth by USD 232, the student is then identified eligible to practice but ineligible to compete in any extra-curricular activity until that grade or grades have been raised to meet the eligibility standard requirements. The ineligible student can attend home events with the team in street attire, but student can't ride the bus with the team to away games. If, after the week has passed, the student is meeting the requirements they will be eligible to practice and compete in their respective activity. If the administrator becomes aware of an academic issue through an established procedure to check student grades on a weekly basis, a student may be released from a team, group or club if adequate effort is not seen in deficit academic areas over a sustained period.

Extra- curricular activities would be defined as those activities practiced and performed outside the regular class time.

Behavioral Expectations for Participation in Extra-Curricular Activities

Each student who participates in extra-curricular activities is a representative and role model for the district, their parents and their community. Therefore, you should act as a positive role model at all times!

Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and in a performance. Students that receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. It is important that the student takes responsibility for his/her actions and deals with the consequences in a mature manner. Also, students should know that these expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and violent acts off site that pose a threat to the safety of students or staff, or disrupt the learning environment.

The use of alcohol, tobacco or other controlled substances by students who participate in co-curricular activities will not be tolerated at any time, whether on school property, when attending a school sanctioned activity, or as a representative of the school in the community. Students who violate this policy will be temporarily suspended from the team, placed on continued suspension or dismissed from the team as outlined by the Tobacco, Alcohol and Drug Policy. Refer to the [Zero Tolerance Drug Free Schools Policy – JDDA](#).

Students are representatives and role models for Lexington Trails Middle School (LTMS), their parents, and their community. Students are expected to act as positive role models at all times. As representatives of LTMS the use of alcohol, tobacco or other controlled substances by participants of extra-curricular activities, will not be tolerated at ANY TIME, on or off school grounds. Students who violate this policy will receive disciplinary actions.

Definitions

Failure to participate in the guidelines outlined above, (i.e.: a student —quits)), the student will move from a probationary status to suspension for the remainder of the term, (14 or 28 days). This policy is not intended to have an effect on students' grade for the course. Exceptions of attendance will be made for those performances that meet course requirements. (Band, Music, etc.)

Probation: The student will be expected to practice and attend (not participate) competitions and performances of membership groups. If a student is under probation, he or she will not be able to attend school parties/dances, STUCO meetings/activities, Pep Club meetings/activities, and all other performances if not a team member.

Suspension: The student will not be allowed to participate or attend any extra-curricular activities during the suspension. This includes a ban on group practice, school parties/dances, ballgames, pep club

meetings/events, STUCO meetings /events, and all other performances.

In cases where substance abuse or impairment occurs on school grounds, additional consequences (in accordance with BOE policy) will be enforced. These may include suspension, expulsion, and police reports filed.

Activity Health and Accident Insurance

Students are sometimes injured at school or at school sponsored activities. **The school does not maintain an insurance policy on students for such accidents.**

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc. This insurance provides coverage for students while the insured is on school premises, during school hours, while the insured is traveling directly to and from school, or on any school sponsored activity. Applications are available from the building office or district web site. Parents are provided this information at enrollment and are requested to purchase or waive the insurance. The accident insurance information is available online at www.sas-mn.com/k12.html.

After School/Event Code of Conduct

Students at Lexington Trails Middle School are encouraged to attend all after school athletic events to show support for the school and peers. Attending after school events is a positive and effective way for students to become involved in their school.

LTMS students are expected to:

Report to the cafeteria at 3:00 on game days if they plan to stay for a game. Students may use the time after school as a study hall, to quietly talk, or play a game or cards. Mandatory quiet time may be assigned at the discretion of the supervisor. Students must ask the supervisor's permission in order to leave the cafeteria for any reason. Any student who chooses to leave after school can only attend the game with supervision of a parent/legal guardian. Students who stay after school are expected to follow the LTMS After School Athletic Events Code of Conduct and abide by the following guidelines:

Stay in the building or at the football game during the entire course of the game. Any student who leaves the building or football field during the game will be required to leave school grounds and will not be allowed to return.

Be sitting in the bleachers in the student section while the game is in play. Students will be given the opportunity at all game breaks, such as quarter break, match breaks, and half-time to get concessions and use the restroom. If a student misbehaves, engages in unsafe behavior, or displays poor sportsmanship,

the student may be given an assigned seat, asked to leave, or have additional school consequences.

Make arrangements for post-game transportation before arriving at school. Students should be picked up from football games at 5:30 and volleyball and basketball games at 6:00. Students should not expect to use the school phone to call for a ride home. Students who consistently fail to make previous arrangements may be required to bring a note in order to stay or not be allowed to stay for future games.

NOTICE OF NONDISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Dr. Mark Schmidt, 35200 W. 91st., De Soto, KS, (913) 667-6200 has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972*, *Section 504 of the Rehabilitation Act of 1973*, and *The Americans with Disabilities Act of 1990*. Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member.

*See your building administrator for information regarding the Grievance Procedure.

Civility Policy

"The Unified School District No. 232 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."



Lexington Trails Middle School Daily Class Schedule 2010-2011

Period	6 th Grade	7 th Grade	8 th Grade
1	7:55 - 8:40	7:55 - 8:40	7:55 - 8:40
2	8:43 - 9:28	8:43 - 9:28	8:43 - 9:28
3	9:31 - 10:01	9:31 - 10:01	9:31 - 10:01
4	10:04 - 10:49	10:04 - 10:49	10:04 - 10:49
5	10:52 - 12:03	10:52 - 12:03	10:52 - 11:37
6	12:06-12:51	12:06-12:51	11:40-12:51
7	12:54-1:24	12:54-1:24	12:54-1:24
8	1:27-2:12	1:27-2:12	1:27-2:12
9	2:15 - 3:00	2:15 - 3:00	2:15 - 3:00
Lunch Times	10:52 - 11:18	11:37 - 12:03	12:25 - 12:51

2010-2011 Student Handbook



8001 MIZE ROAD
LENEXA, KS 66227
PHONE (913) 667-3512
FAX (913) 422-9229
www.usd232.org/mcms

TIM DRAKE-PRINCIPAL
JOSH KINDLER-ASSOCIATE PRINCIPAL
POLLY VADER-COUNSELOR
JAY RICHARDS-SCHOOL RESOURCE OFFICER
OFFICE HOURS- 7:30AM-4:00PM
SCHOOL HOURS- 7:55AM-3:00PM

This agenda belongs to:

Name _____

Address _____

City/State _____ Zip Code _____

Phone _____

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MCMS STAFF 2010-2011

Administrative Team

Principal: Mr. Tim Drake
Associate Principal: Mr. Josh Kindler

Support Staff

Counselor: Mrs. Polly Vader
Social Worker: Ms. Carrie Hale
Psychologist: Mrs. Andrea Crisp
Media Specialist: Mrs. Dena Novak
ESL Teacher: Mrs. Debbie Taylor
Speech Therapist: Ms. Kristin Rorabaugh
IS: Mrs. Melynda Kaifes

Sixth Grade

Gold Team

Social Studies/CE: Mr. Mark Gastelum
Comm. Arts/CE: Ms. Kris Langton
Science /CE: Ms. Kelly Burgess
Math/CE: Mrs. Amber Boyington

Black Team

Social Studies/CE: Mr. Drew Walters
Comm. Arts/CE: Mrs. Megan Roberts
Science /CE: ???
Math/CE: Mrs. Cathy Hubler

Seventh Grade

Gold Team

Social Studies/CE: Mr. Ryan Robie
Comm. Arts/CE: Mrs. Jenny Barnhart
Science /CE: Mrs. Andrea Hight
Math/CE: Mrs. Jill Church

Black Team

Social Studies/CE: Mrs. Laura Morford
Comm. Arts/CE: Ms. Stacia Wagner
Science /CE: Mrs. Brandi Roberts
Math/CE: Mrs. Dotti Burns

Eighth Grade

Gold Team

Social Studies/CE: Ms. Rachel Wilbanks
Comm. Arts/CE: Mrs. Jennifer Henderson
Science /CE: Mr. Bob Gadwood
Math/CE: Mrs. Kristen Banuelos

Black Team

Social Studies/CE: Mr. Travis Webb
Comm. Arts/CE: Mrs. Lisa Thompson
Science /CE: Ms. Laura Decedue
Math/CE: Ms. Lisa Mead

Exploratory Teachers

Art: Ms. Ashleigh Garcia
Band: Mr. Bob Ball
FACS: Mrs. Melissa Miller
Foreign Language: Mrs. Anna Jackson
Girls Physical Education/
Health: ?????
Boys Physical Education/

Health: Mr. Larry Benson
Technology: Ms. Melissa Eker
Computers/Publication: Ms. Julie Burik
Vocal Music: Mrs. Mindy Fry
Engineering Application: Mr. Mike Theleman

Support Personnel

Secretaries: Mrs. Wendy Cline
Mrs. Tammy Higgins
??????
Nurse: Mrs. Shannon Eugster
Library Aide: Mrs. Penny Burford
Paraprofessionals:
Ms. Terry Smith
Mrs. Debbie Mehan
Mrs. Michelle Hess
Mrs. Karen Love
Mrs. Darcy Schoenberg

Head Custodian: Mr. Larry Coffman
Cafeteria Manager: Mrs. Addie Rhodes

MISSION STATEMENT

ENTER TO LEARN. GO FORTH TO SERVE.

The MCMS team believes...

Our fundamental purpose is achieved by having a staff that is a dedicated collaborative community that supports student learning.

MCMS Staff will do this by:

- Advocating for our students
- Being a positive role model for students
- Having a willingness to accept change
- Providing meaningful and relevant instruction
- Embracing personal and professional growth
- Practicing best practices in instruction, curriculum and assessment
- Understanding middle school students
- Relating to students and staff with integrity (trust, honesty, value-oriented)

WELCOME!

Welcome to Mill Creek Middle School for the 2010-11 school year! We hope you will take full advantage of the many opportunities that exist at MCMS. It is important to remember that each student has the right to learn and the responsibility to follow all school rules. Take pride in yourself, our school, and our community! This agenda planner, if used properly, will help you be more organized and productive. Again, we are glad you are with us. Have a fantastic year!

PHILOSOPHY

The middle school program is designed to meet the individual needs of young adolescents. Student centered programs and activities meet the special needs of these students and provide a bridge from elementary school to high school.

The middle school instructional program is distinctively different from the elementary or high school. This program offers a strong basic education and opportunities for students to explore various subjects to help determine areas of interest for future study. Teachers, counselors, and administrators strive to balance academic goals with student needs. Students will have a middle school schedule that includes different teachers and rooms for each subject. These teachers meet as a team to monitor each student's academic, social, emotional, and physical progress.

The middle school provides many exploratory activities to meet the individual needs of the young adolescent. All students will have access to a large variety of activities.

In the middle school, it is essential that each student better understand himself/herself. Students must learn to accept individual differences and to respect each other. To this end, the middle school offers positive learning experiences and effective guidance for the academic, social, emotional, and physical development of each student

In the middle school, parents, teachers, counselors, and administrators share the responsibility of making sure students receive the best possible education. The mutual goal is to help all students develop a positive self-concept and to provide all students with a good foundation of basic skills and an interest in subjects to study in high school and beyond.

PARENT COMMUNICATION

Lines of communication must remain open to achieve the goals of the partnership. The school has a responsibility to communicate concerns with parents and parents have a responsibility to communicate concerns with the school. Parents are encouraged to first visit directly with those closest to the situation. If a solution fails to emerge, resolution may be found with the school counselor or administration. To aid with communication, the following are provided.

Newsletter

MCMS will post a newsletter every Friday or last day of the school week on the MCMS website. On our website parents may expect a monthly event calendar, lunch menu, notice of important events, and other class and school information. This is the school's primary parent communication tool.

Skyward Family Access

Families will have Skyward Family Access available to use. Family Access allows parents and guardians to see current grades, discipline, and other pertinent information online. Family accounts will provide access to all children in the family. For more information contact the MCMS office.

Voicemail & E-mail

Messages may be left for teachers using voicemail (667-3512) or e-mail. Typically you may expect a return communication within one school day. Staff voicemail boxes and e-mail addresses are found on the school website and in the first school newsletter. If an emergency presents itself, please communicate directly with the appropriate staff member by calling or visiting the school (913) 667-3512.

Websites

The USD 232 website is located at www.usd232.org.

PERMISSION FOR PUBLICATIONS

Upon enrollment, parents of all middle school-age students must give written notice, via the district's Student Media and Directory Information Permission Form, to their school's principal to exclude their child from the release of student information, schoolwork, activities, pictures and directory information. This may include still images, video images, audio interviews, class or team pictures, copies of papers and projects, listing in extra-curricular activity, school programs, and inclusion in school, district newsletter. This form will also serve as a release from publication of still images and/or video images used by local media.

USD 232 middle schools post a school/activity web page on the district website. We would like to include certain schoolwork, activities, and pictures. These might be still images, motion pictures, sound clips, class or team pictures, or copies of papers and projects. We want you as parents/guardians to be comfortable with the inclusion of your student, and their material, on these pages. If at any time the web page includes material, from your student, that you wish to have removed, you can contact the school administrator.

Student Records

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if: we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information (see —Directory Information); and disclosure without consent is permitted by law.

- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 232 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 232 policies for complying with FERPA. A copy may be obtained from the Office of the Superintendent, 35200 W. 91st, De Soto, KS 66018.

Directory Information

For purposes of FERPA, USD 232 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

You have a right to deny the release of / or designation of any / all of the above student work and directory information by completing the **Student Media and Directory Information Permission Form**. The form **must** be returned to your student's school within two (2) weeks of enrollment. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection and any or all student information deemed public, schoolwork, activities and pictures listed above may be released to the media, published by the district or posted on the district's website.

STUDENT SERVICES

Student Assistance Team

The purpose of the Student Assistance Team is to offer assistance to students, parents, and school staff when there is a community, family, school, or individual/peer concern. Parents, staff members, and/or students can make referrals to the Student Assistance Team through the guidance counseling office.

Guidance Services

Guidance services include assistance with home, school and/or social concerns; class scheduling and educational planning; the interpretation of test scores; occupational and career information; and opportunities for discussion pertaining to questions a student may have. Students wanting to see their guidance counselor should make an appointment between class periods.

Peer Mediation

The goal for peer mediation is for students to create their own solutions to social challenges. With this system, trained Peer Mediators lead conflict

resolution through a six-step process. Peer Mediators are elected by their peers and are trained in the mediation process.

HEALTH SERVICES

The health office is maintained for the care of students who are injured or become ill at school. The nurse is on duty at MCMS daily.

When it is necessary to send a student home, a parent must be contacted before the student can be released. **Students are not to call a parent from a classroom phone or use a cell phone if they are not feeling well.** A phone is available in the health room for this purpose. If parents cannot be reached, the emergency number listed on the child's enrollment form will be called.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The school reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

Immunizations

Kansas Law requires that any student entering school for the first time in this state must present certification from a licensed physician that he/she has had immunization against polio, smallpox, diphtheria, whooping cough, tetanus, and measles, or indicate legal exemption.

Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Medication Policy

The following guidelines are required in order for over-the-counter or prescription medication to be dispensed by school personnel.

1. The parent/guardian **must** give their consent in writing (on the proper District Medication Form) for any medication to be dispensed by school personnel or self-administered by student such as Tylenol, Advil, and sinus medication.
2. Prescription medication requires a written order by the physician and must be given to the school with specific directions in regards to the medication, dosage, and time it should be dispensed.
3. All medication must be in its original container and be kept in the health room unless a physician has written an order stating otherwise (i.e. inhalers for asthma).
4. The student must also demonstrate (to the school nurse) the skill level necessary to use the

medication and any device that is necessary to administer the medication as prescribed.

Non-participation for Medical Reasons

Medical conditions that prevent student participation in class (usually physical education classes) will be addressed with the following guidelines: Parents should send a note with the student to the school health office with the reason for being excused. A call or note from your doctor's office is necessary to be excused for more than 2 days. Limitations will be defined by the injury or illness. If you believe the situation is severe, your son/daughter should be seen by your doctor and obtain a written excuse. All physicians' notes should include a description of the injury or illness and the amount of time a student should be excused from activity.

ATTENDANCE

Students are expected to attend school and to be present and punctual for all classes each day that school is in session. Regular attendance is basic to the educational process. Students are required to be in attendance each school day from 7:55 a.m. - 3:00 p.m.

Excused Absence

The only acceptable reasons for absences are: illness, appointments, court appearance, family emergencies (funerals, critical illness), religious holidays, and school sponsored events.

Unexcused Absence

Under rules of the Board of Education, a student's absence is unexcused: if under suspension (out-of-school), if he/she leaves school without permission, if he/she does not attend a class, does not attend a required conference or detention period or fails to comply with building attendance procedures. In addition, MCMS requires that all absences that have not been excused within three (3) school days will be permanently coded as "unexcused." If a student is more than 30 minutes late to a class it will be counted as a skip and unexcused absence. If a student has multiple unexcused absences, a truancy report may be filed with the district attorney.

Students will ask teachers for the assignments missed during the unexcused absence so they may make up missed work, and in so doing, maintain continuity of learning by obtaining the knowledge necessary for further study.

Report an Absence

A 24-hour voicemail phone line **(422-9698)** is available to report an absence. If you need to speak with someone in person, our office opens at 7:30 a.m. We ask that you call on the day of the absence or before if possible. Please include the following information:

- Leave your name, relationship

- Student's name, grade
- Date & hours missed
- Reason for absence

Arriving and Leaving School

At the beginning of the day all students should enter at the front doors. At 7:30 am when students arrive at school, they need to report to the commons.

Requesting Early Dismissal

A note or call is requested for any early dismissal from school for appointments. Students must report to the Main Office to sign out before they leave the building. If a parent is sending another adult or older sibling to pick up a student, the parent must notify the office that this person has permission to pick up the student. **Students are not to leave school property until dismissal time, or until checking out in the office.**

Attendance Notes

- a) If a student is more than thirty minutes late to a class, it will be counted as an absence.
- b) Nine hourly absences, excused or unexcused, from a combination of one or more classes, will be coded as a full day absence. Example: A student is absent in first hour three times, second hour two times, and seventh hour 4 times, then one full day absence will be recorded.
- c) For EACH absence after the tenth absence, the attendance secretaries are required to ask for a detailed doctor's note stating the student will be unable to function at school.
- e) The decision to code an absence as excused or unexcused is determined by the MCMS administration.

Make-Up Work

If student has been absent for an excused reason, students will have an opportunity to make up missed work.

Reminders

1. It is the student's responsibility to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up.
2. The teachers will grant the number of days missed plus two (2) days for each day absent to complete missed work.
3. If the student will be absent beyond three weeks, please contact the counselor or nurse; you will be referred to homebound instruction.
4. Students can keep up with class work when they are home. Parents are encouraged to call the school office (during the morning) and request assignments if the student will be absent two or more days.
5. Contact the counselor to assist you if you need help organizing your time or if you have special circumstances.
6. Daily Agenda information for each team is located

on the MCMS website.

Truancy

Students will benefit the most from their education if they attend classes on a regular basis. All absences must be with the permission of parents and proper school officials. Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. In that case, a report must be made to appropriate statutory authorities. A student is truant if absent from school without a valid excuse, either all, or a significant part of a day, for three consecutive days, for five or more days in any semester, or a total of seven days in a year.

Tardies

The purpose of the MCMS Tardy Policy is to maximize classroom attendance, academic excellence and student accountability. The policy is also intended to minimize classroom disruptions. Students arriving after 7:55 a.m. must report to the office to sign in and receive a pass before reporting to class. If buses are late, students will be excused for their late arrival. Students who walk to school or rely on other transportation will not be excused unless a parent/guardian calls to explain the extraordinary circumstance of the late arrival. **Students are not excused for "oversleeping" or "running late"**. Passes are not issued by the office for tardies between classes. All teachers keep an account of tardies and assess consequences for this behavior. Four unexcused tardies during a quarter to any one class will result in a disciplinary referral to the office. Three minutes are allowed between each class period. It is expected that all students will report to class on time. Parents will be notified of excessive tardiness.

GRADES & PROGRESS REPORTS

Students will receive letter grades in all subjects. Midway through each grading period, a progress report will be issued to all students. If students are receiving a D or F grade in any course Early Warning Progress Reports will be sent home twice a quarter. The purpose of these reports is to keep parents informed about their student's academic progress. A signature sheet for progress reports and grade cards should be signed by parents and returned to the school. Academic eligibility for 7th and 8th grade students is determined by final grades in the previous semester. For example, the 2nd semester grades in 6th grade will determine eligibility for 7th grade fall sports.

Honor Roll

An honor roll will be published after each academic quarter. Two categories for distinction exist: Principal's Honor Roll and Black and Gold Honor Roll. Students must have earned all A's to be on the Principal's Honor Roll. Students on the Black and Gold Honor Roll must have earned all A's and B's

Grading Scale

97.55-100 = A+
92.55-97.54 = A
89.55-92.54 = A-
86.55-89.54 = B+
82.55-86.54 = B
79.55-82.54 = B-
76.55-79.54 = C+
72.55-76.54 = C
69.55-72.54 = C-
66.55-69.54 = D+
62.55-66.54 = D
59.55-62.54 = D-
0-59.54 = F

Make-Up for Failed Courses

Sixth and seventh grade students that fail a core class for the year (math, social studies, science, and communication arts) will be required to either enroll and pass a summer school class (if the class is offered during the summer) OR will be re-enrolled in the failed class for the following school year. The repeated class will replace one of the student's exploratory classes. Eighth grade students who fail a core class may be automatically enrolled in an additional remedial class in place of an elective class at DHS or MVHS. Students who fail multiple core classes for the year may be considered for retention.

Extended Learning Opportunities

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

- before- or after-school;
- Friday school; or
- summer sessions.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

Homework

All students are expected to complete and turn in **ALL** daily assignments on time. Homework is an integral part of the learning process. It is a way for teachers to check for understanding and prepare students for examinations and assessments.

Late Work & Academic Learning Lab

We believe that successfully meeting deadlines is a useful habit for our students. It is expected that all assigned work will be turned in to the appropriate teacher on time.

MCMS has the option for students to stay to complete missing work on Tuesdays and Thursdays from 3-4PM.

Advancement by Proficiency Examination (Testing Out)

Students in 6th-8th grade will be allowed to advance levels of courses in the core areas only. (No credit awarded, acceleration to the next course only.) For a complete list of course options and details on critical deadlines/requirements, please contact your building counselor.

ACADEMIC MISCONDUCT

De Soto, USD 232, recognizes, by policy, four avenues of academic misconduct: Cheating, Plagiarism, Obtaining an unfair advantage, and Aiding and abetting academic dishonesty. The following descriptions listed offer examples of unacceptable behavior. This list and the descriptions provided should not be considered complete or exhaustive. Questions regarding the intent of this policy should be directed to classroom teachers and or building administrators.

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without acknowledging whose created the work.
3. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials thus depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
4. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

Consequences for Academic Misconduct

A student who engages in any form of academic misconduct will be subject to additional disciplinary measures. Such measures may include, but are not limited to: forfeit credit of the assignment, attend academic learning lab, after school detention, in-school or out of school suspension and/or loss of participation in extra-curricular activities.

USD #232 PROPERTY

Students are not allowed to visit other USD #232 campuses without permission from a staff member. If a student is behaving inappropriately on any campus in the district, consequences may be assigned and the incident reported to local law enforcement agencies.

Textbooks

Textbooks for all classes are issued in return for a rental charge for the full school year. Students are responsible for all books assigned to them. Loss or damage of a book (including any writing) will result in a fine of up to the cost of replacement of the book.

Lockers

Each student is assigned a locker for books and other school-related items. Each locker should only be used by the person to whom it is assigned. Lockers may not be changed without permission of the office. Locker combinations should not be revealed to anyone! Students are responsible for keeping their lockers in a neat and clean condition. Lockers are not to be marked or defaced in any way with stickers, decorations, pinups, etc., on either the interior or exterior of the locker. Lockers remain the property of the school and are subject to periodic inspection by the administration.

Backpacks may be brought to school, but due to space and safety concerns, may not be taken to classrooms.

Technology Access and Usage Policy

Throughout the academic year students will access technology, computers, information networks, and the Internet. Such access is provided to achieve the learning outcomes associated with various academic programs. It is the student's responsibility to only access files and —sites that are consistent with, and appropriate for, these learning outcomes and course objectives. The De Soto School District makes no warranties (of any kind), whether expressed or implied, for the technology, computer and computer network services it provides. The District, or its employees, will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions.

Student Laptop Procedures - Students:

1. Students are responsible for their own computer. If any unusual events happen (drop, liquid on keyboards, keys falling off, etc) or if the computer is damaged in any way, the student must take it to the teacher immediately. Students are expected to take great care of the laptops.
2. Students will carry the laptops with both hands.
3. Students will place the laptop flat on the desk. The laptop should not have any paper or books under it.
4. The laptop must be turned completely turned off, returned to the assigned storage slot, plugged in,

- and problems reported at the end of each period.
5. Laptops are for instructional purposes only. Students are not to use the laptops for games, e-mail, instant messaging, or other non-educational purposes. Students may not download any programs to the computer.
 6. Student computer use will conform to the AUP.
 7. Violation of any of these rules will result in loss of computer privileges, detention, ISS or OSS.

Internet Usage

Students will not be allowed to access e-mail accounts without permission from a teacher, counselor or an administrator. Students should not access any kind of chat room or bulletin board at any time. Students who fail to use building/district technology in an appropriate fashion (solely for approved curricular pursuits) will be subject to disciplinary action and may have technology privileges revoked and be responsible for necessary repairs/ replacement.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property while at (or representing) MCMS. Students are to refrain from unacceptable behaviors at school, at school sponsored activities, on school grounds, and on school buses. Students who behave in a manner that has a negative effect on school environment, events or related activities, will face disciplinary action. Disciplinary consequences include, but are not limited to: student conference, loss of privileges, lunch detention, before or after-school detention, in-school suspension, Friday school, out-of-school suspension, suspension from clubs or athletic teams, and/or expulsion. (Students on suspension may not participate in school activities.) In addition, schools are required by law to report all illegal activity to law enforcement.

Unacceptable Acts of Behavior

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils or staff members will be considered unacceptable.

Examples, without limitation, are:

1. Breaking of school or classroom rules
2. Extortion
3. Failure to comply with reasonable requests (willful disobedience)
4. Fighting
5. Intimidation/harassment
6. Obscenity/profanity
7. Open defiance/insubordination
8. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages.
9. Possession or use of weapons including fireworks on school property
10. Smoking, chewing, or possession of any tobacco

product is prohibited (Lenexa City Ordinance - \$25 fine for those under 18 with mandatory court appearance with parent/guardian, plus court costs)

11. Stealing
12. Excessive tardies
13. Temper tantrum
14. Threats (by word or deed)
15. Excessive absences/truancy
16. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
17. Vandalism and/or damage to property
18. PDA - Public Display of Affection
19. Bullying - USD 232 prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Bullying is any **intentional gesture** or any **intentional written, verbal, cyber (phone or computer), or physical act or threat** that is **sufficiently severe, persistent or pervasive** that it creates an intimidating, threatening or abusive educational environment for a student or staff member. A reasonable person, under the circumstances, would know or should know the behavior in question would have the effect of creating actual physical or mental harm to a person or their property or creating a reasonable fear of such harm.

In other words, Bullying is any repeated action, done on purpose, which results in physical or emotional harm to another person.

Zero Violence Policy

Mill Creek Middle School along with the other area schools and law enforcement units of Johnson County comprise the Johnson County Coalition for Safe Schools. The coalition and USD 232 have adopted what is known as a —Zero Violence Policy. All persons must learn that physical violence should not be an option to solve conflicts in any facet of life. The coalition and MCMS urge students to learn the difference between self-defense and retaliation, and that all students learn the art of mediation -- when to ask for it, and where to receive it. Peer mediation is offered as an option at MCMS. **Students who choose to use physical violence (at Mill Creek Middle School, on any USD 232 grounds, at school activities home or away, or off school grounds as a means of continuing a confrontation from school) are subject to all of the following consequences:**

1. Any student who engages in physical violence, or intentionally injures another person will be suspended out-of-school and will be excluded from attending or participating in any school activity during the term of the suspension.
2. A report of the incident will be made to the Johnson County District Attorney's Office by the School Resource Officer or another member of the Sheriff's Department. The student may be removed from school district property by law

enforcement officials pending charges.

3. Students who repeat violent or threatening behavior may be suspended long-term and may be subject to legal action.

Reports to Local SRS

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

Probation

Any punishment, suspension or expulsion, may be deferred by the principal and/or district hearing officer. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

STUDENT APPEARANCE AND DRESS CODE

Appropriate student dress is expected. Dress should be clean, neat, reflect good taste, be considered safe, should not be disruptive or possibly hazardous during school activities (i.e. in technology, laboratories, athletics, art, and physical education class), and should fully cover the students' torso, shoulder tops, and legs to mid-thigh. **Specifically, pants and shorts which sit below the waist (sagging or bikini cut), shorts with less than a 6 inch inseam, skirts which don't cover mid-thigh, excessively tight clothing, spaghetti-strap tops, halter tops, midriff tops, house shoes, and slippers should not be worn at school. Clothes or objects with references to inappropriate subjects such as alcohol, drugs, sexual innuendo, profanity, lewd language, graphics and/or gang affiliated material should not be worn or brought to school. Heavy coats, head coverings (hats, scarves, gloves, bandana, sweatshirt hoods), heavy chains, and sunglasses may be worn to school, but must be taken off and left in the locker upon entering the building.**

The administration will make the final judgment on the appropriateness of clothing and/or appearance, and reserves the right to prohibit students from wearing any articles of clothing or other items which may result in the disruption of or interference with the school environment.

In the event the administration determines a student's

dress is inappropriate for school in accordance with this policy, the administration will require the student to become compliant with the school dress code. Repeatedly failing to adhere to the dress code will result in disciplinary action.

ITEMS NOT APPROPRIATE FOR SCHOOL

Items that have no relation to the school program or class activities should not be brought to school. Such items will be confiscated by school staff and placed in the custody of a building administrator.

The following items are considered unacceptable at school but are not limited to: tobacco products, matches, lighters, drugs, alcohol, knives, chains, sharp objects, water pistols, darts, laser pointers, recording or listening devices, shocking devices, any form of ammunition, and/or any item that endangers the safety and welfare of others (or is disruptive to the educational environment).

We discourage the following items from being brought to school as they can be disruptive: CDs, radios, headphones, cameras, cell phones, camera phones, I-Pods/MP3 Players. If a music player is brought to school, it must be turned off and left in the locker during the school day. The school day is defined as 7:55 am—3:00 pm.

If a cell phone is brought to school, it must be turned off and left in the student locker upon entering the school and remain off during the day.

Violations of this policy will be dealt with as follows:

First violation – device will be confiscated, the student's name will be recorded and the device must be picked up by a parent.

Second violation and beyond – device will be confiscated, a parent must pick up the device and consequences may be assigned.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms or locker rooms. Violations of this policy will be dealt with by the administration and, possibly, the legal system.

The district is not responsible for lost or stolen personal property.

Candy, Gum & Pop

Gum will not be allowed in PE, Band and Music. In all classes, the decision to allow gum will be left to the teacher and team. It must be noted that gum chewing will be considered a privilege. If gum and/or wrappers are not disposed of properly, the privilege will be removed. During the regular school day liquid beverages (excluding water), food, and candy will not be allowed in the halls, auditorium, or

gym.

Open food, candy, and pop containers are not allowed in the halls or lockers. At times staff members may allow students to have snack food or drink as an incentive or reward. These must be consumed in the classroom where given or left behind.

Water Bottles

We want students to stay healthy and hydrated. Towards this goal, students are allowed to carry clear (non colored) plastic water bottles with a lid. The bottles may contain ONLY water. Failure to abide by these rules may result in suspension of this privilege.

QUESTIONING & SEARCHING STUDENTS & STUDENT PROPERTY

Principals are authorized to search students and student property and to conduct investigations and question students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall **not** be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

TRANSPORTATION

Riding the school bus is a privilege. The bus driver is in charge of students, has authority to issue misconduct notices, and will report any infractions to a school administrator for action. Improper conduct may result in riding privilege being denied. Students who pay to ride the bus and are removed from the bus for inappropriate conduct will not receive refunds. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Questions regarding transportation need to be directed to First Student at 422-8501.

CAFETERIA

Lunch

Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students. Students may not leave campus during their lunch period.

All students may buy either a salad or a hot lunch. In addition, all students also have the opportunity to buy à la carte items. Students may pay daily as they go through the line for their lunches, milk, etc., or parents may send money to place in their student's account. **Student will not be allowed to charge lunches.**

Cafeteria Guidelines

No glass containers are allowed in the cafeteria. The lunch period is closed. All students must eat in the cafeteria unless they are excluded for disciplinary reasons. Appropriate behavior and manners are expected at all times. No food or drink may be taken from the cafeteria except with administrative

approval.

Only water bottles are allowed to be taken from the cafeteria. Parents may request a list of ala carte items purchased by their child. Students are expected to abide by rules posted in cafeteria.

SCHEDULE CHANGES

Students are assigned to classes of their choice unless class conflicts or class size prevent it. Changes made after classes have been organized are problematic. Class changes will be allowed only if the move will mutually benefit the student and school. Change requests need to be submitted to the counselor and approved by the parent or guardian.

WITHDRAWAL FROM SCHOOL

Whenever possible, parents should contact the school office at least a day in advance of their student's withdrawal from Mill Creek. This will help make the process go smoothly and quickly. All textbooks and library books must be returned, lockers cleared and all charges and fines must be paid.

SAFETY DRILLS

Fire and tornado drills are required by law and are held at irregular intervals throughout the school year. Everyone must follow directions as quickly, quietly, and orderly as possible. Emergency information is posted in each classroom. Teachers will provide students with specific instructions and directions. In addition, the school will conduct intruder, shelter-in-place, and/or other safety drills as deemed appropriate. MCMS will cooperate with local authorities to provide for the safety of our students.

SCHOOL CANCELLATIONS DUE TO INCLEMENT WEATHER

If the cancellation is before the start of the school day, notice of the cancellation will be issued to local radio and TV stations. Announcements will be made as De Soto USD #232. The Mill Creek website and voicemail system will be updated as soon as information is released.

There is always the possibility of an unscheduled early dismissal. School busses will run their normal routes at the early dismissal time. Parents that have special instructions regarding their children in case of early dismissal should inform the office at enrollment.

VISITORS

All visitors, parents, or volunteers need to check in at the office immediately and receive a visitor's badge. This badge indicates that they are authorized to be in the building. Visitors who want to observe classrooms need to make a request to do so twenty-four hours in advance. This will ensure appropriate arrangements have been made for them. Students may not bring visitors. Students from other schools will not be given permission to visit our school unless it part of an authorized school activity

or event. In addition, guests **ARE NOT** permitted to attend school dances.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities (activities outside of regular classes) are meant to be enjoyable, fun, and of the student's choice. These activities are set up to build citizenship, sportsmanship, competitiveness, and responsibility. Students must follow school policies and stay in good academic standing in order to participate. Students must be present a minimum of four class periods on the day of an activity to be eligible to participate. Students staying for an extra curricular activity must be under the supervision of a sponsor and can not leave the building (under any circumstances) without permission from the sponsor or an administrator. If a student leaves the building without permission they will not be allowed to re-enter the building to attend the activity without a parent and may face suspension from attending future activities..

Athletic Physical Examination and Parental Consent Rule

Mill Creek is a member of the Kaw Valley League and KSHSAA and conforms to all rules of that League and organization. Seventh and eighth grade students are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, have a satisfactory grade average and meet the requirements of the Kansas State High School Activities Association.

In order to participate in a Kansas State High School Activities Association (KSHAA) activity, no student is eligible to represent his or her school in interscholastic athletics until a physical is on file with the principal. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. The student and parent must also sign and submit the **Acknowledgement of Warning** statement.

The physical examination, medical authorization form and *Acknowledgement of Warning* form must be on file prior to the first practice.

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc. The insurance information is available online at www.sas-mn.com/k12.html. All students participating in Interscholastic (7th -12th) athletics, dance, cheer, and other KSHSAA activities are required to pay a fee for Catastrophic Insurance at enrollment or prior to the first day of practice.

Please note that the Catastrophic Insurance has a substantial deductible that is the responsibility of the parent's private insurance. Please check your private insurance protection to ensure you have adequate coverage.

Sports included are cheerleading, cross country, football, volleyball, basketball, wrestling, and track. The activities of Student Council, Spirit Club and drama do not require a physical on file.

Athletic Team Cut Policy

A few years ago, De Soto USD #232 reorganized a District Athletics/Activities committee to research the impact/affect of our districts' rapid growth on extra curricular programs. This committee included parents, students, coaches, building administrators and district level administrators. The committee elected to extend the district's "cut policy" from high school to middle school. Several factors lead to this decision: providing coaches/sponsors with a manageable number of student's, maintaining safety (related to instruction, competition and supervision), limitation of actual "playing time", limitation of facility space and practice time, and limited resources. Ultimately the decision to cut, or not cut, is determined on an individual team basis. At MCMS, we will have cuts in volleyball, boys basketball and girls basketball. We will not cut in football, cheerleading, cross-country, wrestling and track.

When it is necessary to limit the number of students on a squad, coaches are charged with the responsibility of developing an objective system for evaluating skill and ability. Once the evaluation period has concluded, coaches assess the data they have collected and make cuts based on the issues mentioned above.

USD 232 Middle School Policy - Academic Expectations for Extra Curricular Participation

The mission of USD 232 recognizes both academic and athletic activities have always been and remain to be education-based. Students representing Monticello Trails, Lexington Trails and Mill Creek Middle Schools understand their education will always come first. Students must recognize it is their responsibility to meet and exceed minimum academic requirements to represent the school.

The Kansas State High School Activities Association (KSHSAA) requires that all students must pass five core subjects in the previous semester to be eligible for participation in activities both athletic and non-athletic. In addition to the KSHSAA rule, students at USD 232 schools must meet an increased Academic Eligibility Standard.

In order to compete or perform, a student must have a passing grade in all classes with no more than two D's in all classes. Students' grades will be checked on a weekly basis by their teachers, coaches, or administration.

When a student does not meet this requirement they are put on a one calendar week notice by the

administration or head coach. If, after the week has passed, the student is still not meeting the requirements set forth by USD 232, the student is then identified eligible to practice but ineligible to compete in any extra-curricular activity until that grade or grades have been raised to meet the eligibility standard requirements. The ineligible student can attend home events with the team in street attire, but student can't ride the bus with the team to away games. If, after the week has passed, the student is meeting the requirements they will be eligible to practice and compete in their respective activity.

If the administrator becomes aware of an academic issue through an established procedure to check student grades on a weekly basis, a student may be released from a team, group or club if adequate effort is not seen in deficit academic areas over a sustained period.

Extra curricular activities would be defined as those activities practiced and performed outside the regular class time.

Behavioral Expectations for Participation in Extra Curricular Activities

Each student who participates in extra-curricular activities is a representative and role model for the district, their parents and their community. Therefore, you should act as a positive role model at all times! Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and in a performance. Students that receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. It is important that the student takes responsibility for his/her actions and deals with the consequences in a mature manner. Also, students should know that these expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and violent acts off site that pose a threat to the safety of students or staff, or disrupt the learning environment.

The use of alcohol, tobacco or other controlled substances by students who participate in extra-curricular activities will not be tolerated at any time, whether on school property, when attending a school sanctioned activity, or as a representative of the school in the community. Students who violate this policy will be temporarily suspended from the team, placed on continued suspension or dismissed from the team as outlined by the Tobacco, Alcohol and Drug Policy. Refer to the [Zero Tolerance Drug Free Schools Policy – JDDA](#).

Students are representatives and role models for Mill Creek Middle School (MCMS), their parents, and

their community. Students are expected to act as positive role models at all times. As representatives of MCMS the use of alcohol, tobacco or other controlled substances by participants of extra curricular activities, will not be tolerated at ANY TIME, on or off school grounds. Students who violate this policy will receive disciplinary actions.

Definitions

Failure to participate in the guidelines outlined above, (i.e.: a student quits), the student will move from a probationary status to suspension for the remainder of the term, (14 or 28 days). This policy is not intended to have an effect on students' grade for the course. Exceptions of attendance will be made for those performances that meet course requirements. (Band, Music, etc.)

Probation: The student will be expected to practice and attend (not participate) competitions and performances of membership groups. If a student is under probation, he or she will not be able to attend school parties/dances, STUCO meetings/activities, Pep Club meetings/activities, and all other performances if not a team member.

Suspension: The student will not be allowed to participate or attend any extra-curricular activities during the suspension. This includes a ban on group practice, school parties/dances, ballgames, pep club meetings/events, STUCO meetings /events, and all other performances.

In cases where substance abuse or impairment occurs on school grounds, additional consequences (in accordance with BOE policy) will be enforced. These may include suspension, expulsion, and police reports filed.

Activity Health and Accident Insurance

Students are sometimes injured at school or at school sponsored activities. **The school does not maintain an insurance policy on students for such accidents.**

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc. This insurance provides coverage for students while the insured is on school premises, during school hours, while the insured is traveling directly to and from school, or on any school sponsored activity.

Applications are available from the building office or district web site. Parents are provided this information at enrollment and are requested to purchase or waive the insurance. The insurance information is available online at www.sas-mn.com/k12.html.

After School/Event Code of Conduct

Students at Mill Creek Middle School are encouraged

to attend all after school athletic events to show support for the school and peers. Attending after school events is a positive and effective ways for students to become involved in their school.

MCMS students are expected to:

Report to the cafeteria at 3:00 on game days if they plan to stay for a game. Students may use the time after school as a study hall, to quietly talk, or play a game or cards. Mandatory quiet time may be assigned at the discretion of the supervisor. Students must ask the supervisor’s permission in order to leave the cafeteria for any reason. Any student who chooses to leave after school can only attend the game with supervision of a parent/legal guardian. Students who stay after school are expected to follow the MCMS After School Athletic Events Code of Conduct and abide by the following guidelines:

Stay in the building or at the football game during the entire course of the game. Any student who leaves the building or football field during the game will be required to leave school grounds and will not be allowed to return.

Be sitting in the bleachers in the student section while the game is in play. Students will be given the opportunity at all game breaks, such as quarter break, match breaks, and half-time to get concessions and use the restroom. If a student misbehaves, engages in unsafe behavior, or displays poor sportsmanship, the student may be given an assigned seat, asked to leave, or have additional school consequences.

Make arrangements for post-game transportation before arriving at school. Students should be picked up from football games at 5:30 and volleyball and basketball games at 6:00. Students should not expect to use the school phone to call for a ride home. Students who consistently fail to make previous arrangements may be required to bring a note in order to stay or not be allowed to stay for future games.

NOTICE OF NONDISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. Dr. Mark Schmidt, 35200 W. 91st., De Soto, KS, (913) 667-6200 has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972*, *Section 504 of the Rehabilitation Act of 1973*, and *The Americans with Disabilities Act of 1990*. Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member.

*See your building administrator for information regarding the Grievance Procedure.

CIVILITY POLICY

"The Unified School District No. 232 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."

DAILY CLASS SCHEDULE

6th Grade	Lunch 10:49-11:18
Hour 1 7:55-8:39	Hour 5 11:18-12:02
Hour 2 8:43-9:27	Hour 6 12:06-12:50
M.E.L.T. 9:31-10:01	S.T.A.R.T. 12:54-1:23
Hour 4 10:05-10:49	Hour 8 1:27-2:11
	Hour 9 2:15-3:00

7th Grade	Hour 5 10:53-11:37
Hour 1 7:55-8:39	Lunch 11:37-12:06
Hour 2 8:43-9:27	Hour 6 12:06-12:50
M.E.L.T. 9:31-10:01	S.T.A.R.T. 12:54-1:23
Hour 4 10:05-10:49	Hour 8 1:27-2:11
	Hour 9 2:15-3:00

8th Grade	Hour 5 10:53-11:37
Hour 1 7:55-8:39	Hour 6 11:41-12:25
Hour 2 8:43-9:27	Lunch 12:25-12:5
M.E.L.T. 9:31-10:01	S.T.A.R.T. 12:54-1:23
Hour 4 10:05-10:49	Hour 8 1:27-2:11
	Hour 9 2:15-3:00

MONTICELLO TRAILS MIDDLE SCHOOL

2010-2011 Student Handbook



6100 MONTICELLO ROAD
SHAWNEE, KS 66226
PHONE (913) 422-1100
FAX (913) 422-4990
www.usd232.org/mtms

TBA-PRINCIPAL
MATT FEDDE-ASSOCIATE PRINCIPAL
DAVE ANDERSON-COUNSELOR
JULIE BULLEIGH-COUNSELOR

OFFICE HOURS- 7:30AM-4:00PM
SCHOOL HOURS- 7:55AM-3:00PM

This agenda belongs to:

Name _____

Address _____

City/State _____ Zip Code _____

Phone _____

WELCOME

Welcome to Monticello Trails Middle School for the 2010-2011 school year! We hope you will take full advantage of the many opportunities that exist at MTMS. It is important to remember that each student has the right to learn and the responsibility to follow all school rules. Take pride in yourself, your school, and our community! This agenda planner, if used properly, will help you be more organized and productive. Again, we are glad you are with us. Have a fantastic year!

PHILOSOPHY

The middle school program is designed to meet the individual needs of young adolescents. Student centered programs and activities meet the special needs of these students and provide a bridge from elementary school to high school.

The middle school instructional program is distinctively different from elementary and high school. This program offers a strong basic education and opportunities for students to explore various subjects to help determine areas of interest for future study. Teachers, counselors, and administrators strive to balance academic goals with human needs. Students will have a middle school schedule that includes several teachers located in different classrooms. In addition, they will have a group of teachers who meet as a team to monitor each student's academic, social, emotional, and physical progress.

The middle school provides many exploratory activities to meet the individual needs of the young adolescent. All students will have access to a large variety of activities.

In the middle school, it is essential that each student better understand himself/herself. Students must learn to accept individual differences and to respect each other. To this end, the middle school offers positive learning experiences and effective guidance for the academic, social, emotional, and physical development of each student.

In the middle school, parents, teachers, counselors, and administrators share the responsibility of making sure students receive the best possible education. The mutual goal is to help all students develop a positive self-concept and to provide all students with a good foundation of basic skills and an interest in subjects to study in high school and beyond.

PERMISSION TO PUBLISH STUDENT INFORMATION

Student photographs, names, and/or student work may be used in the building/district publications, local media, and/or other publications deemed appropriate by the building/district. The information will be used for program descriptions and/or student participation.

You have a right to deny the release of / or designation of any / all of the above student work and directory information by completing the **Student Media and Directory Information Permission Form**. The form **must** be returned to your student's school within two (2) weeks of enrollment. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection and any or all student information deemed public, schoolwork, activities, pictures and directory information listed above may be released to the media.

STUDENT SERVICES

GUIDANCE SERVICES

Guidance services include assistance with home, school and/or social concerns; class scheduling and educational planning; the interpretation of test scores; occupational and career information; and opportunities for discussion pertaining to questions a student may have. Students wanting to see a guidance counselor should make an appointment between class periods.

Hotlines

Mental Health Association of the Heartland
(Resources) 281-2221

Suicide Prevention National # 1-800-SUICIDE

School Safety/Violence 1-877-626-8203

Temporary Lodging for Children 764-2887

Johnson County Mental Health Center

(Counseling) 831-2550

HEALTH SERVICES

The health office is maintained for the care of students who are injured or become ill at school. The nurse is on duty at MTMS daily.

When it is necessary to send a student home, a parent must be contacted before the student can be released. Students are not to call a parent from a cell phone or classroom phone if they are not feeling well. A phone is available in the health room for this purpose. If parents cannot be reached, the emergency number listed on the child's enrollment form will be called.

MEDICATION POLICY

1. The parent/guardian **must** give their consent in **writing** (on the proper District Medication Form) for any medication to be dispensed by school personnel or self-administered by student such as Tylenol, Advil, and sinus medication.
2. A written order by the physician must be given to the school with specific directions in regard to the medication, dosage, and time it should be dispensed. **This is only required for prescription medication.**
3. All medication (prescription & non-prescription) must be in its original container and be kept in the health room unless a physician has written an order stating otherwise (i.e. inhalers for asthma). Students should not possess any medication (prescription or non prescription while at school).

NON-PARTICIPATION - MEDICAL REASONS

When medical conditions prevent a student from participating in class (often physical education), parents should send a note with the student to the school health office stating the reason for the non-participation. A call or note from your doctor's office is necessary to be excused for more than two days. Limitations will be defined by the injury or illness. If you believe the situation is severe, your son/daughter should be seen by your doctor and obtain a written excuse. All physicians' notes should include a description of the injury or illness and the amount of time a student should be excused from activity.

ATTENDANCE

(Parent Link Phone #422-5854, Ext. 2)

Students are expected to attend school and to be present and punctual for all classes each day that school is in session. Regular attendance is basic to the educational process. Students are required to be in attendance each school day from 7:55 a.m. - 3:00 p.m. The only acceptable reasons for absence or tardies are: illness, medical appointments, court appearance, family emergencies (funerals, critical illness), and school sponsored events.

STUDENT ARRIVAL TIME

Please remember MTMS staff members do not begin their contract day until 7:35 a.m. (Student supervision assignments begin at 7:40 a.m.) **For safety reasons, students should not arrive at school prior to 7:40 a.m.** (Unless they are attending a supervised school activity). Please help us keep our school safe by dropping students off no earlier than 7:40 a.m.

REPORTING ABSENCES:

Please call the office to report your student's absence prior to 7:55 a.m. the day of the absence. For your convenience, we have installed a 24-hour voicemail phone line. We would ask that you use this for reporting absences **whenever possible.** If you need to speak with someone in person, our office opens at 7:30 a.m. Early calls are preferred, however, notes are acceptable. A note is requested for any early dismissal from school for appointments. Students must report to the Main Office to sign out before they leave the building with an adult for any appointment during the school day. **When picking up a student early, please do not call ahead. Students will not be called out of class until the parent signs them out in the office.**

ATTENDANCE NOTES:

- a) If a student is more than 30 minutes late to a class, it will be counted as an absence.
- b) Four tardies to a class, excused or unexcused, will be coded as one absence in that class.
Example: If a student is tardy to first hour four times, excused or unexcused, then one absence will be recorded for first hour.
- c) Nine period absences (including ELT and HAP), excused or unexcused, from a combination of one or more classes, will be coded as a full day absence.
Example: If a student is absent in first hour three times, second hour two times, and seventh hour four times, then one full day absence will be recorded.
- d) For **EACH** absence after the tenth absence, the attendance secretaries are required to ask for a detailed doctor's note stating the student will be unable to function at school.
- e) The decision to code an absence as excused or unexcused is determined by the MTMS administration.

UNEXCUSED ABSENCES

Under rules of the Board of Education, a student's absence is unexcused if: under suspension (out-of-school); if he/she leaves school without permission; if he/she does not attend a class; does not attend a required conference, performance or detention period; or fails to comply with building attendance procedures. In addition, MTMS requires that all absences that have not been excused within three (3) school days will be permanently coded as "unexcused." If a student is more than 30 minutes late to a class it will be counted as an unexcused absence. If a student has multiple unexcused

absences, a truancy report may be filed with the district attorney.

Teachers will inform students of assignments missed during the unexcused absence so the student may (on his/her own initiative) make up missed work, and in so doing, maintain continuity of learning by obtaining the knowledge necessary for further study.

MAKE-UP WORK

If a student has been absent for an excused reason, they will have the opportunity to make up missed work. Remember:

1. It is a student's responsibility to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up.
2. Students receive their makeup work when they return to school and have two school days (for each day missed) to make up their work.
Example: A student is absent Monday and Tuesday and returns to school on Wednesday. Monday's work is due at the end of the school day on Thursday. Tuesday's work is due at the end of the school day on Friday.
3. Considerations to be made on a case-by-case basis (illness, family emergency, etc.)
4. If you will be absent beyond three weeks, please contact the counselor or nurse; you will be referred to homebound instruction.
5. Contact your counselor to assist you if you need help organizing your time.

TRUANCY

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. In that case, a report must be made to appropriate statutory authorities. A student is truant if absent from school without a valid excuse, either all, or a significant part of a day (four or more class periods), for three consecutive days, five or more days in any semester, or a total of seven or more days during the school year.

TARDIES

The purpose of the MTMS Tardy Policy is to maximize classroom attendance, academic excellence and student accountability. The policy is also intended to minimize classroom disruptions.

Students arriving after 7:55 a.m. must report to the office to sign in and receive a pass before reporting to class. If a student arrives more than fifteen minutes late to school (8:10 a.m. or later), the

student will be coded as "absent". Passes are not issued for tardies between classes. All teachers keep an account of tardies and assess consequences for this behavior. Four unexcused tardies during a semester to any one class will result in a disciplinary referral to the office. Three minutes are allowed between each class period. It is expected that all students will report to class on time. Parents will be notified of excessive tardiness.

Tardies can be excused by staff members only. If buses are late, students will be excused for their late arrival. Students who walk to school or rely on other transportation will not be excused for car trouble unless a parent or guardian calls to explain the circumstance of the late arrival. **Students are not excused for "oversleeping" or "running late".**

STUDENT DISMISSAL

In an attempt to maintain a safe and orderly exit for all students and to keep a clear and safe path for bus departure, please follow the dismissal guidelines below. Students being picked-up should have their rides waiting for them in the back (northwest) parking lot.

Bus Riders: Exit through the east doors.

Car Riders: Exit through the northwest doors.

Walkers: May use either exit.

GRADES & PROGRESS REPORTS

HONOR ROLL

An honor roll will be published after each academic quarter. Two categories for distinction exist:

"A" HONOR ROLL

"A/B" HONOR ROLL

Students on the A/B honor roll must have a combination of all "A" and "B" grades. Anything lower than a B- will exclude students from the "A/B" honor roll.

GRADING

Monticello Trails Middle School has adopted a standardized grading scale for the building.

Grades will be determined according to the following scale:

97.55-100 = A+	72.55-76.54 = C
92.55-97.54 = A	69.55-72.54 = C-
89.55-92.54 = A-	66.55-69.54 = D+
86.55-89.54 = B+	62.55-66.54 = D
82.55-86.54 = B	59.55-62.54 = D-
79.55-82.54 = B-	0-59.54 = F
76.55-79.54 = C+	

ADDRESSING FAILED CLASSES

Sixth and seventh grade students that fail a core class for the year (math, social studies, science, and communication arts) will be required to either enroll and pass a summer school class (if the class is offered during the summer) **OR** will be re-enrolled in the failed class the following school year. The repeated class will replace one of the student's exploratory classes. Eighth grade students who fail a core class for the year will be required to attend either the high school or middle school summer school program. Students who fail multiple core classes for the year may be considered for retention.

MONTICELLO TRAILS HOMEWORK POLICY

All students are expected to complete daily assignments and turn work in on time. Homework is an integral part of the learning process. It is a way for teachers to check for understanding and prepare students for examinations.

In order to prepare our middle school students for the next grade level, MTMS has adopted a tiered policy for grading **late** homework:

6th grade: Students may earn up to 70% of the total possible score on the assignment.

7th grade: Students may earn up to 60% of the total possible score on the assignment.

8th grade: Students may earn up to 50% of the total possible score on the assignment.

EXTENDED LEARNING OPPORTUNITIES

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

- before- or after-school;
- Saturday school; or
- summer sessions.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

ADVANCEMENT BY PROFICIENCY EXAMINATION (TESTING OUT)

Students in 6th-8th grade will be allowed to advance levels of courses in the core areas only. (No credit awarded; acceleration to the next course only.) For a complete list of course options and details on critical deadlines/requirements, please contact your building counselor.

ACCELERATED READER

Accelerated Reader is an exciting, school-wide program designed to help students develop their reading comprehension skills. The following daily requirements, grading guidelines, and policies will

be implemented throughout the school year. Additional information regarding this program can be obtained by contacting the student's Communication Arts teacher and/or the media specialist.

Daily Requirements

Bring the following items to every class period:

1. AR book
2. Reading Log

Grading Guidelines

Accelerated Reader will count for no more than 10% of the overall Communication Arts/Reading grade. The percentage is earned as follows:

1. Meeting the quarterly AR goal
2. Completion of the Reading Log
 - a. Completed daily and accurately
 - b. In student's possession at all times

Testing

In order for a student to take a test, he/she must have the following information written on his/her reading log: name, his/her ZPD range, title, actual reading level of the book, points the book is worth, and pages read. When the student shows the correct information, the teacher will allow the student to take a test. If the student does not have the correct information completely filled out on his/her reading log, or he/she does not have a reading log, the teacher will not allow the student to take a test. If a student logs into the wrong AR test, he/she must notify their teacher immediately. He/she should not wait until the test is completed to notify their teacher; otherwise, he/she will receive that score and will not be allowed to retake the test. After completing a test, a teacher will need to verify the student's progress by initialing their completed log. It is important to note that an Accelerated Reader test cannot be administered without a teacher password, and that a test may only be taken once throughout his/her academic career at Monticello Trails Middle School. If a student fails a test and would like an alternative form of assessment, it is the responsibility of that student to speak with his/her Communication Arts teacher. This teacher will then determine if an appropriate assessment is applicable and what that assessment will be.

Program Misconduct

All students are expected to participate in the Accelerated Reader program in an appropriate manner. A partial list of inappropriate activities is listed below. Consequences will include the loss of test credit by receiving a zero without the option to retake the test. Additional consequences may follow as directed by teachers and administrators.

- Looking through the book during the test
- Logging into AR program using any other person's password

- Giving out his/her password to another student or has knowledge of someone taking a test using his/her password
- Talking to other students during a test
- Looking onto another student's computer while that student is taking a test

with any inquiry regarding academic integrity.

ACADEMIC MISCONDUCT

De Soto USD 232 recognizes, by policy, four avenues of academic misconduct:

- Cheating
- Plagiarism
- Obtaining an unfair advantage
- Aiding and abetting academic dishonesty

The descriptions listed below offer examples of unacceptable behavior. This list and the descriptions provided should not be considered complete or all-inclusive. Questions regarding the intent of this policy should be directed to classroom teachers and/or building administrators.

1. **Cheating:** using unauthorized notes, study aides, or information on an examination; altering a graded work after it has been returned, then submitting the work for one's own; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's work without attributing those same portions to their correct source.
3. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another students academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
4. **Aiding and Abetting Academic Dishonesty:**
 - (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above or (b) providing false information in connection

Consequences for Academic Misconduct

In summary, a student who engages in any form of academic misconduct will forfeit credit for the work in question and also be subject to additional disciplinary measures. Such measures may include, but are not limited to: in-school or out-of-school suspension and/or loss of participation in extracurricular activities.

USD #232 PROPERTIES

Students are not allowed to visit other USD #232 campuses without permission from a staff member. If a student is behaving inappropriately on any campus in the district, consequences may be assigned and the incident reported to local law enforcement agencies.

LOCKERS AND BACKPACKS

Each student is assigned a locker for books and other school-related items. The locker should only be used by the person to whom it is assigned. Lockers may not be changed without permission of the office. Locker combinations should not be revealed to anyone! Students are responsible for keeping their lockers in a neat and clean condition. Lockers are not to be marked or defaced in any way with stickers, decorations, pinups, etc., on either the interior or exterior of the locker. Lockers remain the property of the school and are subject to periodic inspection by the administration.

Backpacks may be brought to school, but due to space and safety concerns, may not be taken to classrooms.

TEXTBOOKS

Textbooks for all classes are issued in return for a rental charge for the full school year. Students are responsible for all books assigned to them. Loss or damage of a book (including any writing) will result in a fine of up to the cost of replacement of the book.

TECHNOLOGY ACCESS AND USE

Throughout the academic year, students will access technology, computers, information networks, and the Internet. Such access is provided to achieve the learning outcomes associated with various academic programs. **It is the student's responsibility** to only access files and "sites" that are consistent with, and appropriate for, these learning outcomes and course objectives.

The De Soto School District makes no warranties (of any kind), whether expressed or implied, for the technology, computer and computer network services it provides. The District, or its employees,

will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions. Use of any information obtained via technology or school computer resources is at the user's own risk, and users should not expect that files stored on school servers will be private. The District specifically denies any responsibility for the accuracy or quality of information obtained through its information resources.

Students who fail to use building/district technology in an appropriate fashion (solely for approved curricular pursuits) will be subject to disciplinary action and may have technology privileges revoked and be responsible for necessary repairs/replacement.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property while at (or representing) MTMS. Students are to refrain from unacceptable behaviors at school, at school sponsored activities, on school grounds, and on school buses. In addition, students will adhere to the Bullying Prevention Program as discussed by our counselors. Students, who behave in a manner that has a negative effect on school environment, events, or related activities, will face disciplinary action. Disciplinary consequences include, but are not limited to: student conference, loss of privileges, before or after-school detention, in-school suspension, out-of-school suspension, suspension from clubs or athletic teams, and/or expulsion. (Students on suspension may not participate in school activities.)

ACTS OF BEHAVIOR CONSIDERED UNACCEPTABLE

Acts of behavior that interfere with the maintenance of a good learning environment or are antagonistic to the welfare of other pupils or staff members will be considered unacceptable. Examples, **without limitation**, are:

1. Breaking of school or classroom rules
2. Extortion
3. Failure to comply with reasonable request (willful disobedience)
4. Fighting
5. Intimidation/harassment/bullying
6. Obscenity/profanity
7. Open defiance/insubordination
8. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages.
9. Possession or use of weapons including fireworks on school property

10. Smoking, chewing, or possession of any tobacco product is prohibited (Lenexa City Ordinance - \$25 fine for those under 18 with mandatory court appearance with parent/guardian, plus court costs)
11. Stealing
12. Excessive tardies
13. Temper tantrum
14. Threats (by word or deed)
15. Excessive absences/truancy
16. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
17. Vandalism and/or damage to property
18. PDA - Public Display of Affection
19. **Bullying**—USD 232 prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Bullying is any intentional gesture or any intentional written, verbal, cyber (phone or computer), or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member. A reasonable person, under the circumstances, would know or should know the behavior in question would have the effect of creating actual physical or mental harm to a person or their property or creating a reasonable fear of such harm.

In other words, Bullying is any repeated action, done on purpose, which results in physical or emotional harm to another person.

AFTER SCHOOL STUDY HALLS AND DETENTIONS

Teacher-monitored study hall is an extension of the school day. Students may be assigned to a study hall to satisfy discipline problems, provide additional help with a lesson, or to make up time and work for excessive tardies or unexcused absences. A student assigned to a scheduled after-school study hall will report at the bus bell and remain for their designated time. Students assigned an after-school study hall are responsible for making their own transportation arrangements.

USE OF TELEPHONE

A phone is available in the office for use before school, after school, and during lunch with teacher permission. **Cell phones are not to be used during the school day.**

ZERO VIOLENCE POLICY

Monticello Trails Middle School, along with the other area schools and law enforcement units of Johnson County, comprise the Johnson County Coalition for Safe Schools. The coalition and USD 232 **have adopted a "Zero Violence Policy."** All persons must learn that physical violence should

not be an option to solve conflicts in any facet of life. The coalition and MTMS urge students to learn the difference between self-defense and retaliation and that all students learn the art of mediation -- when to ask for it and where to receive it. Peer mediation is offered as an option at MTMS. Students who choose to use physical violence (at Monticello Trails Middle School, on any USD 232 grounds, at activities home or away, or off school grounds as a means of continuing a confrontation from school) are subject to the following consequences:

1. Any student who engages in physical violence or intentionally injures another person will be suspended out-of-school and will be excluded from attending or participating in any school activity during the term of the suspension.
2. A report of the incident will be made to the Johnson County District Attorney's Office by the School Resource Officer or another member of the Shawnee Police Department.
3. Students who repeat violent behavior may be suspended long-term, may be subject to legal action, and may be removed from school district property by law enforcement officials pending charges.

STUDENT APPEARANCE

Appropriate student dress is expected. Dress should be clean, neat, reflect good taste, be considered safe, and should not be disruptive or possibly hazardous during school activities (i.e. in technology, laboratories, athletics, art, and physical education class).

All building staff members share the responsibility of enforcing the school's dress code. Building administrators, when necessary, will make the final judgment on the appropriateness of clothing and/or student appearance. De Soto, USD #232 reserves the right to prohibit students from wearing any articles, clothing, or other items which lead to or may foreseeably result in the disruption of, or interference with, the school environment. In the event a staff member/administration determines a student's dress is inappropriate for school (in accordance with this policy), the student will be required to change clothes or will be informed not to wear the garment to school again. A second violation of this policy will also result in disciplinary action.

Torn clothes, short shorts, halter tops, midriff tops, clothing that fits too tight/loose, trench coats, chains, and head coverings of any kind (including hats, scarves, sweatshirt hoods and/or bandanas) should not be worn at school; neither should clothes or objects with references to inappropriate subjects

such as alcohol, drugs, sexual innuendo, profanity, lewd language, graphics and/or gang-affiliated material.

PROBATION

Any punishment, suspension or expulsion, may be deferred by the principal and/or district hearing officer. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

ITEMS INAPPROPRIATE FOR SCHOOL

Items that have no relation to the school program or class activities should not be brought to school. **Such items will be confiscated by school staff and placed in the custody of a building administrator. Once confiscated, a parent must retrieve the item from the office.**

The following items are considered unacceptable during the school day: **iPods**, portable game systems, **cell phones**, beepers, CD's, radios, tape players, headphones, laser pointers, shocking devices, large amounts of money, tobacco products, matches, lighters, drugs, alcohol, knives, water pistols, darts, any form of ammunition, and/or any item that endangers the safety and welfare of others (or is disruptive to the educational environment). **Monticello Trails is not responsible for the loss or theft of personal items at school.**

Additionally, because of their disruptive nature, the following procedures will be in place if students are found to have cell phones, iPods, entertainment devices, etc. on their person during the school day: First violation – device will be confiscated, the student's name will be recorded and the device **must be picked up by a parent**. Second violation and beyond – device will be confiscated, a parent must pick up the device and consequences may be assigned.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms or locker rooms. Violations of this policy will be dealt with by the administration and, possibly, the legal system.

QUESTIONING AND SEARCHING STUDENTS AND PROPERTY

Principals are authorized to search students and student property and to conduct investigations and question students if there is reasonable suspicion

that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall **not** be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

TRANSPORTATION

Riding the school bus is a privilege. The bus driver is in charge of students, has authority to issue misconduct notices, and will report any infractions to a school administrator for action. Improper conflict may result in this privilege being denied.

Students who pay to ride the bus and are removed from the bus for inappropriate conduct will not receive refunds.

Students riding the bus should immediately board the buses as soon as they are dismissed from school in the afternoon.

Questions regarding transportation should be directed to First Student at (913) 422-8501.

Students are not allowed to drive themselves to school. This includes the use of scooters, motorcycles, cars, etc.

CAFETERIA

All students will report to the cafeteria during their lunch period. School lunches operate under the National School Lunch program. Under this program, students are served 1/3 of their daily requirements. Extra milk may be purchased. Additional items including snacks, ice cream, etc., will be sold ala carte. Students may bring their own sack lunches. No food or drink, with the exception of bottled water, may be taken from the cafeteria.

Students will not be allowed to charge lunches.

Inappropriate lunchroom behavior may result in disciplinary action, extra cleanup activities, or loss of cafeteria privileges.

Please contact the school nurse if the student has a medical necessity for a restricted diet.

CAFETERIA VISITORS

Parents, grandparents and/or other legal guardians are welcome to join their students for lunch at Monticello Trails. However, all visitors must respect the rules/guidelines established to maintain a safe and orderly cafeteria.

1. All visitors must check-in at the office and wear a visitor's badge
2. Once in the cafeteria, visitors must check-in with one of the lunch room supervisors
3. A maximum of eight students may sit at any lunch room table

4. MTMS staff cannot pre-arrange or guarantee specific students will be seated together. If students are in assigned seats, preferential seating will not be permitted
5. Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students.
6. At the conclusion of lunch, visitors should check-out in the office
7. **Students are not allowed to leave the building under the supervision of other parents/guardians**

SAFETY DRILLS

Fire, tornado, and intruder drills are required by law and are held at irregular intervals throughout the school year. Everyone must follow directions as quickly, quietly, and orderly as possible. Emergency information is posted in each classroom. Teachers will provide students with specific instructions and directions.

SCHOOL CANCELLATIONS DUE TO INCLEMENT WEATHER

If the cancellation is before the start of the school day, notice of the cancellation will be issued to local radio and television stations. Please listen for these announcements. Announcements will be made as De Soto USD #232. The Monticello Trails website and voicemail system will be updated as soon as information is released.

There is always the possibility of an unscheduled early dismissal. School busses will run their normal routes at the early dismissal time. Parents that have special instructions regarding their children in case of early dismissal should inform the office at enrollment.

VISITORS

When visiting MTMS, please enter through the main entrance. After 7:55 a.m., **ALL** visitors must enter through the main entrance and sign in with the office.

Students may not bring visitors to school. Students from other schools will not be given permission to visit our school unless it is a part of an authorized school activity or event. In addition, guests **ARE NOT** permitted to attend school dances.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Extra-curricular activities (activities outside of regular classes) are meant to be enjoyable, fun, and of the student's choice. These activities are set up to build citizenship, sportsmanship, competitiveness, and responsibility. Students must follow school policies and stay in good academic standing in order to participate. **Students must be**

present a minimum of four class periods on the day of an activity to be eligible to participate or attend.

Students attending an extracurricular activity must be under the supervision of a sponsor/parent and cannot leave the building (under any circumstances) without permission from the sponsor or an administrator. If a student leaves the building without permission, they will not be allowed to re-enter the building/stadium to attend the activity without a parent and may face suspension from attending future activities.

ATHLETIC PROGRAM

Monticello Trails is a member of the Kaw Valley League and conforms to all rules of that League. Seventh and eighth grade students are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, have a satisfactory grade average and meet the requirements of the Kansas State High School Activities Association.

In order to participate in a KSHAA activity, students are required to have a KSHAA physical form, the Acknowledgement of Warning statement, the emergency medical authorization form and payment for Catastrophic Insurance. Sports included are cross country, football, volleyball, basketball, wrestling, cheerleading and track. In addition, our school is a member of KSHSAA and conforms to all rules of that organization. ***DIAL 422-5854, Ext. 3 FOR UPCOMING ACTIVITIES.**

ELIGIBILITY POLICY

USD 232 Middle School Academic Expectations for Extra Curricular Participation

The mission of USD 232 recognizes both academic and athletic activities have always been and remain to be education-based. Students representing Monticello Trails, Lexington Trails and Mill Creek Middle Schools understand their education will always come first. Students must recognize it is the responsibility of the student to meet and exceed minimum academic requirements to represent the school.

The Kansas State High School Activities Association (KSHSAA) requires that all students must pass five core subjects in the previous semester to be eligible for participation in activities both athletic and non-athletic. In addition to the KSHSAA rule, students at USD 232 middle schools must meet an increased Academic Eligibility Standard.

In order to compete or perform, a student must have a passing grade in all classes with no more than two D's. Students' grades will be

checked on a weekly basis by their teachers, coaches, or administration.

When a student does not meet this requirement he/she is put on a one calendar week notice by the administration or head coach. After the week has passed, if the student is still not meeting the requirements set forth by USD 232, the student is then identified eligible to practice but ineligible to compete in any extra-curricular activity until that grade, or grades, have been raised to meet the eligibility standard requirements. The ineligible student can attend home events with the team in street attire, but the student **cannot** ride the bus with the team to away games. After the week has passed, if the student is meeting the requirements he/she will be eligible to practice and compete in the activity.

If the administrator becomes aware of an academic issue through an established procedure to check student grades on a weekly basis, a student may be released from a team, group or club if adequate effort is not seen in deficit academic areas over a sustained period.

Extracurricular activities would be defined as those activities practiced and performed outside the regular class time.

ACTIVITIES AND SUBSTANCE ABUSE

Students who participate in extra-curricular activities are representatives and role models for Monticello Trails Middle School (MTMS), their parents, and their community. Students are expected to act as positive role models at all times. As representatives of MTMS, the use of **alcohol, tobacco or other controlled substances** by participants of extra-curricular activities will not be tolerated at **any time**, on or off school grounds. Students who violate this policy will receive disciplinary actions. Consequences will be determined, (but are not limited to), by the guidelines below.

1ST Offense:

Probation for all extra-curricular activities for 14 calendar days. Days off from school for winter and spring break are not applied toward any suspension or probation days.

Secondly, the student will be required to actively participate in a substance abuse informational program that will be led by school personnel. By parental and administrative approval, an alternative substance abuse program (at parent expense) may be substituted.

2nd Offense:

Mandatory Suspension from all extra-curricular activities for 28 calendar days. Days off from

school for winter and spring break are not applied toward any suspension or probation days.

Secondly, after serving a mandatory 20 days, (as per school board guidelines), if the student is actively enrolled and involved in a parental and school administrative approved substance abuse program (at parental expense), the student will be moved from **suspended** to **probationary** status for the duration of the 28 days. The school social worker will work with families to identify community resources. Ultimately it is the responsibility of the parent and student to identify and submit for approval a substance abuse program.

3rd Offense:

Upon a third offense, the student will be suspended from all extra-curricular activities for the remainder of the school year.

Definitions

Failure to participate in the guidelines outlined above, (i.e.: a student "quits"), the student will move from a probationary status to suspension for the remainder of the term, (14 or 28 days). This policy is not intended to have an effect on students' grade for the course. Exceptions of attendance will be made for those performances that meet course requirements. (Band, Music, etc.)

Probation: The student will be expected to practice and attend (not participate) competitions and performances of membership groups. If a student is under probation, he or she will not be able to attend school parties/dances, STUCO meetings/activities, Pep Club meetings/activities, and all other performances if not a team member.

Suspension: The student will not be allowed to participate or attend any extra-curricular activities during the suspension. This includes a band on group practice, school parties/dances, ballgames, pep club meetings/events, STUCO meetings/events, and all other performances.

In cases where substance abuse or impairment occurs on school grounds, additional consequences (in accordance with BOE policy) will be enforced. These may include suspension, expulsion, and police reports filed.

HEALTH AND ACCIDENT INSURANCE

The school district does **not** insure students. Student insurance is available through a program offered by the District. Forms are available in the school office.

NOTICE OF NONDISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the

district's programs and activities is prohibited. Dr. Mark Schmidt, 35200 W. 91st., De Soto, KS, (913) 667-6200 has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972*, *Section 504 of the Rehabilitation Act of 1973*, and *The Americans with Disabilities Act of 1990*. Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member.

*See your building administrator for information regarding the Grievance Procedure.

CIVILITY POLICY

"The Unified School District No. 232 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."

DISCLAIMER

Rules published in this handbook are subject to change as needed to insure compliance with federal, state or local regulations and are subject to review and alteration as necessary for the routine operations of the school. Not all rules of behavior can be written and inserted in a handbook. However, we expect students to follow reasonable rules and not violate the rights of others.

SCHOOL FORMS

All forms mentioned in this handbook are available in the school office or on the District's website.

ADDITIONAL INFORMATION

Students and parents are encouraged to review all USD 232 Board Policies at www.usd232.org.

BOE Approved: April 2010



UNIFIED SCHOOL DISTRICT #232
DE SOTO • SHAWNEE • LENEXA • OLATHE

"INSPIRING THE CREATIVE GENIUS IN EACH PERSON."

De Soto USD 232

2010 -11

Student and Family Handbook
INFORMATION, GUIDELINES AND PROCEDURES
AFFECTING STUDENTS

35200 W. 91St.

De Soto, KS 66018

913-667-6200

From Your Superintendent

Fall 2010

USD #232
35200 W. 91st Street
De Soto, Kansas 66018

RE: ***Student and Parent District Handbook***

Dear USD 232 parents:

We are pleased to present the *2010-11 Student and Parent District Handbook*, as adopted by the Board of Education. This *Handbook* is designed to encourage student responsibility, respect for the rights of others and to ensure the safe and orderly operation of all District schools.

This publication includes information for parents and students regarding daily life in the school district, as well as an overview of student rights and responsibilities. It is important for both students and parents to be aware of certain policies that set the district's expectations for students. For further information, a complete Board of Education policy manual is located on the district's web site.

We encourage you to read this important information and discuss this as a family at home. Please feel free to contact your school administrators to discuss any aspect of these policies or ask any questions regarding implementation.

We have included a one-page district-wide calendar of dates. A downloadable version of the entire district calendar is available on the Web site at www.usd232.org/calendar. Your individual school will provide you with timely information to be added to the calendar.

We wish you and your family a successful and satisfying school year!

Sincerely,

Ron Wimmer, Ed.D.
Superintendent of Schools

CIVILITY POLICY

"The De Soto Unified School District #232 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 anyone having interaction(s) with employees of the district treat the employee with professionalism, courtesy, dignity, and respect.

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Acknowledgment of Receipt of Handbook

By receipt of the handbook, the student acknowledges the following.

This handbook contains the yearly required notification on the following issues:

- Technology Access and Authorized Use Policy (AUP)
- Nondiscrimination
- Family Educational Right to Privacy Act
- Directory Information
- Drug Free Schools and Communities Policy
- Inoculations/ Immunizations
- Availability of Asbestos Plan

As a condition of enrollment, the student is required to abide by all regulations contained in this handbook as well as other policies and procedures established by the board of education.

If the student chooses not to abide by the regulations contained in this handbook, any other policy and procedure established by the school or board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

Introduction

Wherever the word "parent" occurs in this handbook, the words "or guardian" are assumed to be included.

Wherever a masculine or feminine pronoun is used throughout this handbook, it is intended to refer to both feminine and masculine antecedents.

Standards of Conduct

The standards of conduct identified in this *Handbook* and their consequences apply to students at all times while students are on or about school district property or areas adjacent thereto, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district.

The standards of conduct identified in this *Handbook* also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

This *Handbook* contains examples of the types of misconduct which will result in disciplinary action. The behaviors described are representative of the misconduct which most frequently causes disruption of the orderly educational process. The behaviors identified throughout this handbook are **not exhaustive**. The student who disrupts the orderly educational environment through actions not contained in the handbook will be subject to the authority of the classroom teacher, principal, and/or district personnel.

All misconduct is subject to disciplinary consequences which may be imposed. U.S.D. #232 staff will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct, taking into account the student's age and maturity, the nature and seriousness of the infraction, the student's previous disciplinary record, and any other relevant factors.

Each principal has the authority to use discretion and common sense as he/she enforces the standards of student conduct. However, the principal also has a responsibility to impose an appropriate level of consequence for clear violations of the rules. Additionally, the principal is authorized to apply a higher level of consequence for serious violations, even if it is a student's first offense.

District policy and Kansas Statutes require that district "officials" report all crimes committed on school property to local enforcement agencies.

Parents are our most important partner in our work with students and parents will be contacted for all repeated offenses.

Custody or Court Orders

Court orders prohibiting unauthorized persons from picking up students must be on file at the school office. School staff will honor court orders; however, we will not jeopardize the health or safety of school personnel.

Schools Forms

All forms mentioned in this handbook are available from the school office or the District's website.

Disclaimer

The rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as become necessary for the routine operations of the school. Not all rules of behavior can be written and inserted in a handbook. However, we expect students to follow all rules and reasonable requests from authority and avoid violating the rights of others. The District promotes positive expectations for students through school experiences that promote character and leadership. Our *Pillars of Character*: respect, honesty, responsibility, and trustworthiness, guide the day-to-day expectations for student interaction.

For Further Information:

Students and parents are encouraged to review USD 232 Board Policies available on the district web site.

Student Abuse

Kansas law requires school personnel suspecting student abuse to report the concern to Social and Rehabilitation Services (768-3321). A log of the call should be maintained and the building administrator informed. All Kansas laws related to the interview of students in alleged student abuse situations shall be observed by the school administration. Under the law it is required that the Social and Rehabilitation Services workers and police officers be allowed to interview a student without school personnel being present or prior parental/guardian contact and/or approval.

Reports to Local Social and Rehabilitation Services (SRS)

Any district employee who has reason to know or suspect a student has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. The employee making the report will **not** contact the student's family or any other persons to determine the cause of the suspected abuse or neglect.

Notice of Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Dr. Mark Schmidt, 35200 W. 91st., De Soto, KS, (913) 667-6200 has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972*, *Section 504 of the Rehabilitation Act of 1973*, and *The Americans with Disabilities Act of 1990*.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. *See your building administrator for information regarding the Grievance Procedure.

Any student complaint of discrimination will be resolved under the district's discrimination complaint procedure.

Availability of Asbestos Plan

Contact the USD 232 Facilities Department at 913-667-6220.

Mission

The mission of De Soto Unified School District 232, a dynamic learning community, is to inspire the creative genius in each person by:

- Leading in educational innovation and academic excellence;
- Building visionary, world-class educational opportunities;
- Fulfilling the evolving needs of citizens as life-long learners;
- Integrating the fabric and heritage of our diverse rapidly growing community;
- Respecting the importance of the individual while promoting the common good.

Beliefs

- There is value and worth in every human life.
- Learning is life-long.
- Education is the obligation of each member of the community.
- Challenge is essential.

Each person is accountable for his or her responsibilities and actions.

Board of Education Meetings

Board meetings are held the first Monday of each month. Meetings begin at 6 p.m. in the Board Room of the Administrative building, 35200 W. 91st. St., De Soto, Kansas. Other meetings may be called as needed. Tentative agendas are prepared one week in advance by the superintendent of schools and the board president and may be picked up at each board meeting or reviewed on the district's Web site, www.usd232.org. All board meetings are open to the public and visitors are welcome.

Time is allocated for a citizens' open forum during every regular board meeting so individuals may participate. Individuals may present petitions or comments to the board for their consideration. The board may impose a time limit for each individual or group representing an organization or point of view.

Board of Education Members

You are represented by seven unpaid, local residents who are elected to four-year terms.

Learn more on the district's website under [Board of Education](#).

Tim Blankenship - tblankenship@usd232.org
913-583-3058

Jim Thomas, Ph.D - jthomas@usd232.org
913-422-1936

Bill Fletcher - bfletcher@usd232.org –
913-583-1767

Randy Johnson - rjohnson@usd232.org
913-585-1063

Janine Gracy - jgracy@usd232.org
913-579-6364

Tammy Thomas – tthomas@usd232.org
913-441-5522

Don Clark - dclark@usd232.org
913-583-3275

Helpful Numbers for Parents

Assessments/Student Assessments, Division of Teaching & Learning (913) 667-6200
Board Policy, [Wendy Denham](#) - Board Clerk, (913) 667-6200 Fax: (913) 667-6221
Budget & Finance, [Ken Larsen](#) – Director, (913) 667-6200 Fax: (913) 667-6201
Boundaries/Enrollment forecasts, [Jack Deyoe](#) – Director of Operations (913) 667-6220
Business Partnerships, [Alvie Cater](#) – Director of Community Relations (913) 667-6200
Busing (FirstStudent) (913) 422-8501
Community Relations, [Alvie Cater](#) – Director, (913) 667-6200 Fax: (913) 667-6201
Educational Foundation Fund, [Alvie Cater](#) – Director of Community Relations (913) 667-6200
English Speakers of Other Languages, [Debbie Taylor](#), Coordinator (913)667-3512
Facilities, District Service Center (913) 667-6220 Fax: (913) 667-6221
Facility Rental, [Jack Deyoe](#) – Director of Operations (913) 667-6220
Food Service/Student Nutrition, [Julie McGrath](#) – Director, (913) 667-6200 Fax: (913) 667-6202
General District Information (913) 667-6200
Gifted Education, [Joan Robbins](#) – Director of Special Services (913) 667-6200
Health Services, [Shelby Rebeck](#) - District Nurse, (913) 422-4351 FAX: (913) 422-4039
Human Resources, [Dr. Mark Schmidt](#) - Director (913) 667-6200 Fax: (913) 667-6201
No Student Left Behind, Division of Teaching & Learning (913) 667-6200
Operations & Planning, [Jack Deyoe](#) – Director, (913) 667-6220 Fax: (913) 667-6221
Parents As Teachers, (913)667-3512
Residency (913) 667-6200
Special Education, [Joan Robbins](#) – Director, (913) 667-6200 Fax: (913) 667-6202
Student Nutrition / Food Service, [Julie McGrath](#) – Director, (913) 667-6207 Fax: (913) 667-6202
Summer School, Division of Teaching & Learning, (913) 667-6200
Superintendent, [Dr. Ron Wimmer](#) (913) 667-6200 Fax: (913) 667-6201
Teaching and Learning Services, [Earl Martin](#) – Director, (913) 667-6200 Fax: (913) 667-6202
Technology, [Jeff Mildner](#) – Director (913) 667-6230 Fax: (913) 667-6231
Testing and Evaluation, Division of Teaching & Learning, (913) 667-6200
Transportation (First Student), 8020 Monticello Terrace, Shawnee, KS 66227 (913) 422-8501
Volunteers (913) 667-6200
Web site (913) 667-6200

Important Community Phone Numbers

- Mental Health Association of the Heartland (Resources) 281-2221
- Suicide Prevention National # 1-800-SUICIDE
- School Violence 1-877-626-8203
- Temporary Lodging for Children 764-2887
- Johnson County Mental Health Center (Counseling) 831-2550

Parent-School Communication

Lines of communication must remain open to achieve the goals of the partnership. The school has a responsibility to communicate concerns with parents and parents have a responsibility to communicate concerns with the school.

Whenever parents have a question regarding their student's academic progress, it is suggested that they first contact the appropriate teacher. If additional communication is desired, the suggested order of inquiry would be the principal at the elementary level, or the counselor, associate principal, and then the principal at the middle school or high school level.

Building Newsletters

Each school utilizes newsletters to communicate with parents. The newsletters are regularly posted on each building's webpage. Please let the office know if you need a copy sent home with your student. Parents will find notices of important events and other class and school information in the newsletter. This is the school's primary parent communication tool.

Skyward Family Access

Families will have Skyward Family Access available for their use. Family Access allows parents to see current grades, discipline referrals (HS only), and other pertinent information online. For more information contact the school office.

Voicemail & E-mail

Messages may be left for teachers by voicemail or e-mail. Typically you may expect a return communication within one school day. Staff voicemail boxes and e-mail addresses may found on the school website and in the first school newsletter. If an emergency presents itself, please communicate directly with the appropriate staff member by calling or visiting the school.

Student Dismissal

In an attempt to maintain a safe and orderly exit for all students and to keep a clear and safe path for bus departure, please follow the dismissal guidelines established for the building. Students being picked-up should have their rides waiting for them in the designated areas.

District Website

The USD 232 website is located at www.usd232.org.

School and Building Information

The following links provide information regarding building locations, hours, phone numbers, employee contact information, fees, transportation issues, and other general information that is specific to each building.

- [MAPS - Schools/District](#)
- [Clear Creek Elementary](#)
- [De Soto High School](#)
- [Early Childhood](#)
- [Horizon Elementary](#)
- [Lexington Trails Middle School](#)
- [Mill Creek Middle School](#)
- [Mill Valley High School](#)
- [Mize Elementary](#)
- [Monticello Trails Middle School](#)
- [Prairie Ridge Elementary](#)
- [Riverview Elementary](#)
- [Starside Elementary](#)
- [Belmont Elementary](#)

Open Hours

In the interest of student safety, students are to arrive no more than ten (10) minutes prior to the arrival of the first morning bus unless under direct supervision of teacher.

Parents must understand there is NO supervision outside these timelines.

Elementary student are to depart the school grounds immediately after dismissal and not return for a minimum of twenty (20) minutes except under direct supervision of teacher.

Middle and High School Students & Friends

of secondary students waiting at elementary schools for parents or siblings are not to be in the building(s). Supervision of these students will be up to the building where they are waiting. Secondary principals will be informed of students from their building who violate expectations and will conference with parents.

Emergency School Closings

Whenever the superintendent of schools believes it is unsafe for students and employees to endure excessive weather conditions, schools will be closed. During the winter months, that decision is made based on whether it is safe for students and employees to travel on the streets or to safely negotiate school driveways and parking lots.

In case of severe weather, snow, ice, etc., the official announcement for school closings will be made over local radio and television stations. Listen to those stations or **get up-to-the-minute school closing information on the district website under *Weather Alerts***. <http://www.usd232.org>. Parents may also sign up online for free text messages or e-mail alerts by going to www.usd232.org. Please do not call the school or homes of teachers, administrators, etc.

School busses will run their normal routes at the early dismissal time. Parents that have special instructions regarding their student(s) in case of early dismissal should inform the office at enrollment.

All school activities will be canceled for the day unless students and parents are notified otherwise. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise, you may assume classes will be in session the following day.

In all such cases, the final decision about whether a student may safely attend school rests with the parent who may keep them at home or come to school and pick them up if they so desire.

Evacuation/Relocation

The “Buddy School” program has been created to identify relocation sites for each district school. In the event of an evacuation, your student might be transported to the “Buddy School” if it appears that students and staff will not be able to re-enter a building within a reasonable amount of time. It is possible that other relocation sites will be utilized or the students might be transported home (if regular bus riders), depending upon the circumstances. Decisions regarding evacuations and relocations are always based upon the safest resolution for students and staff. The paramount concern during evacuations and relocations is to maintain the safety of our students and account for their presence. Students will be released only to parents. Parents will be notified of evacuations/relocations via voice mail, calling trees, media and the district’s Web site, www.usd232.org. These notifications will include specific instructions on where and when to reunite with your student.

School Visitors

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. ***To ensure safety and security, all visitors must enter through the main entrance and check in at the office to receive a Visitor’s Pass and/or guide before proceeding to contact any other person in the building or on the grounds.*** Students may not bring student visitors from other schools unless it is a part of an authorized school activity or event.

Those who have no legitimate cause to visit or are creating a nuisance will be asked to leave the building.

Classroom Observations

Parents wishing to observe an individual student or classroom need to make a request at least twenty-four hours in advance to ensure appropriate arrangements have been made for them. In addition, they must agree to the rules of the board of education and building administration. (See Observation Form and Guidelines in the Appendix)

College students considering a career in education and wishing to schedule classroom observations need to contact Michele Morse in the Human Resources Department at 913.667.6200.

ENROLLMENT (Policy JBC) Residence Requirements

Enrollment in USD 232 schools is limited to students who reside within the district with a parent, or other person acting as a parent, under the definitions and limitations of state law and policy and who has attained the age of eligibility for school attendance.

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

Students entering a Kansas school for the first time who are nine years old or younger must have a current physical.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Only non-resident students who are children of district employees, those who are in the process of moving into the district, and those that have completed their junior year as a district resident may be admitted to the extent that staff, facilities, equipment and supplies are available. (Criteria for acceptance: academic standing, attendance, and disciplinary record). Students may be re-admitted or denied admission the next year. An application for non-resident enrollment must be submitted at least annually. [See Non-Resident Student Enrollment Form JBC in the District Forms Folder.](#)

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Students whose parents are actually in the process of moving into or out of the district may enroll temporarily as non-residents by completing the required form and submitting with appropriate documentation. This is done to help students avoid having to change schools in the middle of a semester. Information about residency requirements may be obtained from the district web site.

Student Information Form

The enrollment documentation shall include a student’s permanent record file with the student’s legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian.

Proof of Identity

Proof of identity is required upon first enrollment of a student in U.S.D. 232. A parent enrolling a student in kindergarten or first grade must provide a certified copy of the birth certificate of the student, copy of an appropriate court order, or other documentation which the board determines to be satisfactory. A student enrolling in any of the grades two (2) through twelve (12) must provide a certified transcript or other similar pupil records or data, or a certified copy of the birth certificate of the student, or a certified copy of an appropriate court order.

If proof of identity of the student is not provided within thirty (30) days after enrollment, the designee of the school board shall immediately give written notice thereof to the appropriate law enforcement agency, which will conduct an investigation to determine the identity of the student.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

Refusal to Admit Suspended or Expelled Pupil

A pupil who has been suspended or expelled from school by any school district may be refused admission to school in any other school district, regardless of residency until such time as the period of suspension or expulsion has expired or approved by the board. (K.S.A. 72-8907)

Late Enrollment - JH

After consideration of the circumstances involved, the principal shall determine the advisability of allowing late enrollment for credit. If special late enrollment for credit is allowed, the number of units and length of the school day shall be determined by the principal.

Health Requirements

- A. At the time of initial enrollment in any school in this district, all students shall be required to submit, on a form provided by the district, a Student Health Form. This health form shall be reviewed annually by parents and updated as necessary. A physical examination by a physician or health department is required of all students eight years old or younger who are enrolling in a Kansas school for the first time. The parent of any student who fails to comply with the health assessment requirement shall be given written notice at frequent intervals of the student's failure to comply. If the student has failed to comply within 90 days after entry, the parent shall be notified in writing that the student may be suspended or expelled from school until the health assessment is completed.

Such written notice shall specify the reason for the suspension or expulsion and shall advise the parent of his or her opportunity to request a hearing before the district's Suspension and Expulsion Hearing Officer.

- B. Pursuant to K.S.A. 72-5209, every student enrolling in a school in this district for the first time shall, prior to admission, present a certificate from a licensed physician indicating that such student has received, or is in the process of completing required immunizations.

As a substitute for the required certificate of immunization, a student may present proof of compliance with one of the alternatives specified by K.S.A. 72-5209.

Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents as prescribed by law.

- C. Pursuant to K.S.A. 65-122, no person afflicted with an infectious or contagious disease and/or "condition" dangerous to the public health shall be admitted into any school in this district. ("Condition" shall include, but not be restricted to, chicken pox, whooping cough, scabies, and other parasites.)

It shall be the duty of the principal, school nurse and parent to exclude from school any student or other person affected with a disease or condition suspected of being infectious or contagious. Such exclusion shall continue until the expiration of the period of isolation quarantine for the particular infectious or contagious disease and/or condition as prescribed by regulations issued by the Kansas Secretary of Health and Environment.

A student afflicted with an infectious disease and/or condition dangerous to the public health for which no period of isolation quarantine has been prescribed shall be excluded from school until such person presents satisfactory proof to the district that the student no longer poses a danger to the public health.

- D. Pursuant to K.S.A. 65-118, any employee of the district that knows or has information indicating that a district student, employee, or other individual that interacts with district students or employees is suffering from or has died from an infectious or contagious disease shall report such information immediately to the appropriate administrative personnel, who shall inform the county public health officer.

Information required to be reported under this subsection shall be confidential and shall not be disclosed or made public except as specified in K.S.A. 65-118.

- E. Pursuant to K.S.A. 72-5205, a basic vision-screening test shall be provided without charge to all students in this district not less than once every two (2) years. In addition, a basic hearing- screening test shall be provided without charge to all students in this district not less than every three years. All such tests shall be performed by a nurse or some other person designated by the board of education.

Exclusion from School of Non-immunized Students

Non-immunized students, **including those with a religious, medical, or other statutory exemption**, may be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Part-Time Students

Students are expected to be enrolled full-time. Exceptions are made through application to the guidance or school office.

Transferring Credit from Non-Accredited School

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Transferring Out of District

When withdrawing a student from USD 232, parents are asked to contact the office as soon as you know you will be leaving. All books are to be returned to the media center, all fees are to be paid, and the student's locker emptied prior to completing the withdrawal process. Credits on lunch accounts and partial enrollment fees will be mailed to you from school district business office.

When a student transfers, his or her records will indicate grades earned. If the transfer is before the end of the regular grading period, grades will be based on the work done from the beginning of the grading period to the day he or she transfers. The records will note the number of days upon which grades are based.

Intra-District Transfers - JBDA

It is generally the policy of this school district that a student is required to attend the school designated for the attendance area in which the student resides. However, under exceptional circumstances, a student may be permitted to transfer to a school outside of the student's attendance area. These transfers are granted on an annual basis. The transfer may be rescinded by the district if the student is not demonstrating satisfactory behavior, or having a successful educational experience, or due to unexpected changes in enrollment. Notification of approval or non-approval will be

made after new student enrollment is completed in August. (*See Building Administrator for Details*)

CURRICULUM and INSTRUCTION

A description of all available courses can be found on the district web-site. Some key information is outlined below.

Textbooks

All basic hardbound texts are loaned to students for their use during the school year. Students may be asked to purchase supplemental texts such as paperbacks or workbooks. The student purchases all other supplies.

Students who pay the book rental fee are furnished the use of:

- appropriate books from the current textbook list. (Some books are furnished as individual copies and others as room copies.)
- workbooks authorized by the board of education.
- periodicals that are authorized on a classroom basis.

School owned textbooks and supplementary books lost, destroyed or extensively damaged shall be paid for by the student at the current replacement cost.

Assignment to Classes - JBC

Assignment to a particular grade level or particular class/course shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Outside Employment - JJ

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience - JJ

A student who works in a board-approved vocational or other work-experience program will have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

Vocational Technology Classes - (Vo-Tech)

A qualified USD 232 student must have completed at least ten (10) credits and/or attained junior/senior status

(state guidelines), or be at least sixteen (16) years of age (federal guidelines). In addition to at least one (1) of the criteria, this program should be deemed the most appropriate educational alternative for the student as collectively determined by student, parent, counselors and building administrators.

USD 232 provides bus transportation to and from the vocational technical educational programs. Students are encouraged to take advantage of this service. Students who do not take advantage of provided transportation must have administrative approval for any other mode of transportation.

Graduation Requirements - IHF

A candidate for graduation from a USD 232 must have successfully completed a minimum of twenty-five (25) units of credit in grades 9-12.

A unit of credit represents the equivalent of a year's work with a passing grade. A full year course receives one unit of credit per period. A semester course receives a half unit of credit per period.

Specific area requirements in grade 9-12 are as follows:

English	4.0
Communications	0.5
Social Studies	3.5
Laboratory Science.....	3.0
Physical Education	1.0
Health	0.5
Mathematics	4.0
Fine Arts	1.0
Computers/Technology	2.0
Electives	5.5

One unit of world geography is required for graduation from high school. The school principal is hereby authorized to waive this graduation requirement for students transferring into the district after the second week of the 10th grade year and permit the student to substitute an alternative elective unit of social studies to meet the required units of social studies.

A candidate for graduation from a USD 232 high school must demonstrate minimum competency in reading, mathematics, written communication and computer usage prior to graduation. The superintendent or his/her designated representatives shall determine appropriate competency standards and the method by which a student may demonstrate such competency. Competency standards will be designed to indicate whether a student possesses and can apply learned skills to practical situations. Transfer students who move into the school district may use documented evidence of competency from a previous district or state or take the appropriate competency tests when next administered.

The Individualized Education Plan of an identified exceptional student may be used to determine the degree of competency required by the individual.

Early Graduation - JFCA

The high school program is designed to be completed in eight semesters. A candidate for graduation from this district must have been in attendance in the district during the last semester of his or her senior year, or have attended a District high school at least four semesters in grades 9, 10, 11, 12.

While it is possible to meet graduation requirements in less than eight semesters, early graduation is not the intent of the district. It is strongly recommended that all students attend the full eight semesters. Students who complete all state and local graduation requirements may request permission to graduate early.

Graduation Exercises - JFC

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Certificate of Attendance

Students, who have attended senior high school the equivalent of four years, have completed the required units of work, but who cannot or choose not to meet other graduation requirements, may receive an attendance certificate instead of a regular graduation diploma. Further information may be obtained from principals and counselors.

Alternative Methods for Earning Credit Toward Graduation

With prior administrative approval, USD 232 allows alternative methods for earning credits toward graduation. The following programs are examples of possible alternatives for the satisfaction of graduation requirements:

- correspondence credit;
- summer school or night school;
- credit by examination, and/or
- virtual school credit.

Performance Based Credits

Grades K-5: Special consideration for subject area / grade level advancement made at the elementary level must be through the appropriate team in accordance with existing Board of Education policies.

Students in 6th-12th grade may pursue several options for course advancement through proficiency examinations. For a complete list of course options, credit options, and critical deadlines/requirements, please contact your building counselor.

Retention - K-8 (JFB)

Most students will progress through the school program and will complete elementary and middle schools after nine years. Promotion or acceleration becomes a decision based upon the needs of each individual student, with due consideration being given to the following facets of development:

- Mental ability
- Physical development
- Academic achievement
- Emotional stability
- Social maturity
- Study skills
- School attendance

All decisions made for the benefit of a student shall follow district established procedures. Enough time should be allowed to fully complete each phase of the decision-making process.

Middle School Philosophy

The middle school program is designed to meet the individual needs of young adolescents. Student centered programs and activities meet the special needs of these students and provide a bridge from elementary school to high school.

The middle school instructional program is distinctively different from elementary and high school. This program offers a strong basic education and opportunities for students to explore various subjects to help determine areas of interest for future study. Teachers, counselors, and administrators strive to balance academic goals with human needs. Students will have a middle school schedule that includes several teachers located in different classrooms. In addition, they will have a group of teachers who meet as a team to monitor each student's academic, social, emotional, and physical progress.

The middle school provides many exploratory activities to meet the individual needs of the young adolescent. All students will have access to a large variety of activities.

In the middle school, it is essential that each student better understand himself/herself. Students must learn to accept individual differences and to respect each other. To this end, the middle school offers positive learning experiences and effective guidance for the academic, social, emotional, and physical development of each student.

In the middle school, parents, teachers, counselors, and administrators share the responsibility of making sure students receive the best possible education. The mutual goal is to help all students develop a positive self-concept and to provide all students with a good foundation of basic skills and an interest in subjects to study in high school and beyond.

Elementary Grades (K-5)

Kindergarten student's progress will be reported each quarter based upon levels of performance as indicated by a plus (+) if the student has mastered and a minus (-) if the student has not mastered.

Elementary student's (Grades 1-5) progress will be reported each quarter based upon the following levels of performance:

- Level 1 - Limited understanding of concepts, given teacher support.
- Level 2 - Developing understanding of concepts and needs more teacher support, practice, or experience.
- Level 3 - Working understanding of concepts and can apply them consistently with minimal support.
- Level 4 - Advanced understanding of concepts and independently extends their application.

In all K-5 grade levels, work, study and social habits will be evaluated with "Consistently" and/or "Needs More Practice."

Grading Scales – Grades 6-12

De Soto schools have adopted a standardized grading scale. Grades will be determined according to the following scale:

97.55-100= A+	76.55-79.54 = C+
92.55-97.54 = A	72.55-76.54 = C
89.55-92.54 = A-	69.55-72.54 = C-
86.55-89.54 = B+	66.55-69.54 = D+
82.55-86.54 = B	62.55-66.54 = D
79.55-82.54 = B-	59.55-62.54 = D-
	00.00-59.54 = F

The reporting system is:

A = Excellent	B = Above Average
C = Average	D = Passing
	F = Failing

Additional marks used for specific occasions are as follows:

P =	Pass Credit
INC =	Incomplete
WDP =	Withdraw Passing
WDF =	Withdraw Failing
NC =	No Credit
E =	Excused
I =	*Incomplete

It should be recognized by students, parents, and teachers that standards of performance are neither raised nor lowered by percent scales. Standards are determined by instructional objectives and teacher expectations, which should be challenging, but realistic.

Some aspects of student performance cannot be rated precisely on scales of points or percentages. In those

areas, teacher observation and professional judgment must be used to evaluate student progress. Each teacher will establish and communicate to students and parents criteria to be used and performance standards.

Credit and No Credit (Policy IKF)

Principals may make exceptions for individual students when it is in the best interest of students to be graded on a credit/no credit basis. Evaluation is by performance. Credit is designated by P (pass), N (no credit) or F (failure to perform).

Special Education and Grades

Students who are identified as exceptional will be graded according to their abilities as determined by assessment data and the professional judgment of their special education teachers.

Incompletes in Grades 6-12

Students who have not fulfilled responsibilities in a class by the end of a marking period due to extenuating circumstances may receive an "Incomplete". The student is responsible for making arrangements with their teacher(s) and the administration to complete any missed work. Barring extenuating circumstances, students will have a maximum of 10 consecutive school days to complete any missing work. If these arrangements are not made, a permanent "failing" grade may result.

Grade Point Averages

GPA's are computed each semester for students in grades 9-12. Only courses receiving the letter grades A, B, C, D, and F will be used in determining GPA's. Taking a greater number of credit courses which receive letter grades A-D impacts favorably on the GPA.

Standard grade points will be computed as follows:

A - 4 points	B - 3 points
C - 2 points	D - 1 point
	F - 0 points

To encourage and reward students who complete more rigorous courses, USD 232 will award an additional grade point earned for Advanced Placement or College Now courses completed on De Soto school campuses. The formula for USD 232 Weighted Grade Points Per Course = Standard grade points + 1 point, for grades A, B or C. Weighted Grade credit is awarded only for course completion.

Students transferring into USD 232 will receive weighted grade credit only for courses designated as weighted courses by USD 232.

The weighted grading system will be used to determine De Soto student honors and distinctions, including class rank. Universities will be informed of the dual grading system when they receive the student's USD 232 transcript.

Honor Roll

De Soto schools recognize academic excellence by placing students on one of two honor rolls which are published after each academic quarter:

"A" (or Principal's) Honor Roll "A/B" Roll

To be named to the A/B honor roll, students must have all A's and B's, be enrolled in a minimum of 2.5 credits per semester, and have their incomplete grades made up by the time the honor roll is compiled.

To be named to the Principal's Honor Roll, a student must have all A's and be enrolled in a minimum of 2.5 credits per semester, and have their incomplete grades made up by the time the honor roll is compiled.

Any grade below a B- or a "WDF," "D," "F," or "INC" will eliminate the student from being named to the Honor Roll.

The honor roll list will be sent to the local newspaper each quarter.

National Honor Society (NHS)

The National Honor Society exists to encourage an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students. Students (sophomores, juniors and seniors) must have at least a 3.4 grade point average to be eligible to apply to NHS.

The selection committee, chosen by the principal, will consider those candidates who are academically eligible and who complete the application in the areas of service, leadership and character. NHS is an honorary society; therefore, it is a privilege to be chosen, not a granted right. Those who are inducted as members must maintain the four cornerstones of academics, service, leadership and character to remain active members.

Honors and Advanced Placement Courses

Honors and Advanced Placement courses are offered for high school courses only. There are no exceptions to this policy. Honors and Advanced Placement courses place greater responsibility on students because of higher expectations and greater sophistication. Advanced Placement and Honors courses will be so designated on the student's transcript.

College Credit

With parental and prior administrative approval, junior and senior students who are on schedule to graduate with their class or students with Individualized Education Plans may enroll in college courses and receive credit toward high school graduation. Such courses will not replace courses offered or required by the school, and permission must be secured from the school in advance.

Students interested in enrolling in college courses should contact a school counselor.

Qualified Admissions – Board of Regents

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the precollege curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale. [See Appendix](#)

Academic Letters

Letters will be given for achievement in academic classes to students who achieve a grade point average of 3.7 or better in their past two consecutive semesters. The academic letter is not based upon an overall grade point average.

Seminar Periods - High School

Seminar will serve a number of purposes for the students and the faculty of USD 232 high schools. Students will be engaged in academic work during seminar. Seminar will also be used for activities that would otherwise disrupt class time. Teachers and students should view seminar period as an opportunity to further enhance classroom instruction and learning.

[Procedures for specific buildings are available from the building office. Students and parents will be informed of specific procedures at the beginning of each school year.](#)

Schedule Changes/Withdrawals - High School

Students will be permitted a limited timeframe within which to change classes for each semester. Check with the guidance counselor for specific information. After that time, changes in schedules will only be considered after a conference is held with parents, the student, teachers, counselor and an administrator. According to district policy, the final decision as to whether or not a student is allowed to change classes will be determined by the administrator and the classroom teacher, and the parent does not have the right to petition the board for a change of class. Students allowed to withdraw following the conference will receive one of the following on their transcript:

WDF - withdraw fail - at the time of withdrawal from class, student was receiving a failing grade

WDP - withdraw pass - at the time of the withdrawal from class, student was receiving a passing grade.

NC - no credit (on recommendation from the teacher or administration or if withdrawal occurs before the mid-term grades)

Students recognize that they receive no credit for the withdrawn class.

Withdrawals and Transfers

A withdrawal form must be obtained from the registrar's office and signed by each of the student's teachers for the withdrawal to be considered official. All books must be returned and the student's locker emptied.

Each building will provide specific information on scheduling appointments with the guidance office for the purpose of discussing schedule changes.

Schedule Changes/Withdrawals -Middle School

Students are assigned to classes of their choice unless schedule conflicts or class size prevent it. Changes made after classes have been organized are problematic. Class changes will be allowed only if the move will mutually benefit the student and school. Change requests need to be submitted to the counselor and approved by the parent.

High School - Comprehensive Semester Examinations

Comprehensive semester examinations will be given in the majority of high school courses on designated days. Except for extenuating circumstances, semester examinations will not be given in advance of the dates scheduled. If a student is absent on the days designated for semester examinations, the course grade will be "I" (Incomplete). It is the student's responsibility to reschedule any missed examinations. Arrangements for rescheduling examinations at the end of the semester must be cleared through the principal or his/her designee. If the examination is not rescheduled within two weeks of the designated time, the student's grade will be computed as though he or she received a zero on the semester examination.

Semester examinations may be utilized at the middle school level, but will not be given in elementary grades.

Scheduling of Tests, Projects and Activities

Whenever, possible and reasonable, administrators and teachers shall avoid scheduling tests, project deadlines, and extra-curricular activities on religious holidays. Students shall not be penalized for these absences from school.

Reporting to Parents

Reports of student progress are issued approximately every four weeks. By requesting a password, parents with Internet access will be able to view detailed grade performance information at anytime through Skyward Family Access. Grades are available as soon as they are entered.

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Parent Conferences

Parent/Teacher Conferences are an important part of your student's education. At these conferences, you and the classroom teacher will have the opportunity to discuss your student's progress and academic growth. Conference schedules are listed on the district calendar. An up-to-date calendar is available on the school district's website under *Parents*.

Additional conferences may be scheduled by teachers, parents, or students whenever needed. A notation of each formal parent-teacher conference will be placed in the student's cumulative folder. The notation will include at least the date of the conference, persons present, and the topic or topics discussed. Factual details of the conference, agreements made, and plans for further action may be included when appropriate. Parents will be shown a copy of any conference report placed in a student's folder.

Parents will be informed of the availability of standardized test results. Arrangements will be made periodically to distribute and interpret the information to parents.

Reporting to Students

Teachers will keep students informed of their progress. This will include successful performance as well as deficiencies and areas of difficulty. In nearly all cases, the quarterly reports in elementary, middle, and high school will merely confirm information the student has about his or her progress.

Public Concerns / Complaints About Instructional and Library Resources – Policy IF

When a parent or patron expresses concern regarding instructional and/or library materials, the following process will be observed:

- A. Complainant contacts an educator (teacher, principal, or librarian) in the building where the instructional or library material is being used in an attempt to resolve the concern. Where there is no building involvement, patrons may contact district level personnel to discuss their concerns.
- B. If the complainant is not satisfied after discussion with a building or district level educator, the complainant may request that a district level hearing be conducted by filling out a request for hearing form.

Media Center

The media center is open on days schools is in session. A pass is required to be in the media center during school hours. **No food or drink is allowed in the Media Center.**

1. Check Out Policy – Fiction and non-fiction are checked out for two weeks. Reference books are checked out over night only. Periodicals are checked out for one week. Materials can be renewed up to 3 times, unless requested by another student.
2. Computer Use – The use of computers must be in support of education and research and be consistent with the educational objectives of the school district. Inappropriate use of the computers is considered a violation of your Accepted Use Policy (AUP) and computer privileges will be lost.
3. Internet Use – Students will not be allowed to access e-mail accounts without permission from a teacher, counselor or an administrator. Students are not allowed to access chat rooms or bulletin boards, or play games.
4. Printing – Before printing, please make sure you are hooked up to the correct media center printer. Please print only one time! If your document does not print, tell media center personnel. All printing must be in support of education and research. Printing for personal use will cost ten cents per page.

*Students will be charged for lost or damaged material they checked out. Additionally, students may be assessed a fine for failing to return checked out material by the due date (up to 5 cents per day, per item, up to \$1.00 for each checkout period).

Media Center Gifts and Donations - KCDA

Library donations are encouraged. When gift items are received from individuals (district employees or others), publishers, groups, or companies, the gift materials will be sent to the media specialist. The media specialist will determine the approval or disapproval of the gifts based upon district established criteria.

Student Assistance Teams

The purpose of Student Assistance Teams (*which may be referred to by other names*) is to offer assistance to students, parents, and school staff when there is a family, school, or individual/peer concern. Parents can make referrals through the classroom teacher or principal. Staff members make referrals through the CARE Team, PLC, Learning Coach, principal, or guidance counselor. Students can make referrals (for them self or peers) through their classroom teacher or the Guidance Counseling Office.

Response to Intervention (RTI)

The district is supportive of the RTI process. It is a way of screening students early in their schooling, that can help schools and educators identify those who may not

be responding to instruction - and thus may be at risk for school failure. The techniques allow schools, on a school wide basis, to provide any student more intensive support - and monitor their progress - than typically available in every classroom.

Multi-Tier System of Supports (MTSS)

The Multi-Tiered System of Supports (MTSS) is a state-wide initiative that is designed to systematically ensure that students are receiving the time and support necessary to learn the intended curriculum. For USD 232's students, MTSS is a required component of the preventative system of instruction that provides all students the educational strategies to address their specific needs. Parents will be notified if their student is identified by the school as needing additional support beyond the general education classroom.

Academic Misconduct

De Soto USD 232, recognizes, by policy, four avenues of academic misconduct

1. **Cheating** – using unauthorized notes, study aids or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar paper for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism** – submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct sources.
 - Direct copying from books, Internet, etc. (unless in the form of attributed quotations),
 - Direct copying from other student's work without formally quoting and acknowledging, the original author.
 - Paraphrasing material from books without stating that these are the ideas of other authors.
3. **Obtaining an unfair advantage** – (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other student's academic work.

4. **Aiding and abetting academic dishonesty**

- (a) providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.

A student who engages in any form of academic misconduct will forfeit credit for the work in question and also be subject to additional disciplinary measures. Such measures may include, but are not limited to: in-school or out-of-school suspension and/or loss of participation in extracurricular activities.

Students (6th– 12th) Not Receiving a Passing Grade

Sixth and seventh grade students that fail a core class for the year (math, social studies, science, and communication arts) will be required to either enroll and pass a summer school class (if the class is offered during the summer) **OR** will be re-enrolled in the failed class the following school year. The repeated class will replace one of the student's exploratory classes. Eighth grade students who fail a core class for the year will be required to attend either the high school or middle school summer school program or may be automatically enrolled in an additional remedial class in place of an elective class at the high school. Students who fail multiple core classes for the year may be considered for retention.

Any high school student that fails to achieve a passing grade in English or Mathematics is responsible for recovering that credit through summer school (if offered) or night school. Information on summer school and night school is available from the counseling office.

Extended Learning Opportunities

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board of education. Students may be assigned to extended academic sessions including, but not limited to:

- before- or after-school;
- Saturday school; or
- summer sessions.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions. Information regarding extended learning opportunities will be made available to students and parents during the school year.

AIDS and Sexuality Curriculum Inspection - IKCA

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. The human sexuality and AIDS curriculum and information on the opt-out provision is available for inspection from the building principal or guidance office.

ATTENDANCE

Philosophy

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. **Families are urged to schedule vacations and appointments for students when school is not in session.**

The primary responsibility for good attendance rests with the student and parent.

Administrative Authority

School officials determine what constitutes an excusable absence. A call from parents does not guarantee the student will be excused. School administration has the authority to establish school procedures which promote good attendance and the use of school detentions, in-school suspension, and Friday Night School as a response to unexcused absences.

Compulsory Attendance

Regular attendance is required of all pupils enrolled in elementary and secondary school under Kansas compulsory attendance statutes (KSA 72-1113). It is a parental responsibility under Kansas statutes (KSA 72-1113) to require the regular school attendance "of any student who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the student is exempted by statute.

Parents whose students are 16 or 17 years of age may, after a conference with a school administrator, file a written release for exemptions as outlined in state law.

Reporting an Absence

Please call your student's building Absence Line as soon as you can between 7:30 a.m. and 2:30 p.m. on the day of the absence. Please give the following information:

1. Your name, relationship
2. Student's name, grade
3. Date & hours missed
4. Reason for absence

IMPORTANT

All absences that have not been excused by 2:30 p.m. on the day of the absence will be listed as unexcused the following day. It is the responsibility of the student and parent or guardian to have an unexcused absence cleared with the attendance office within 24 hours or the absence will remain unexcused permanently. Students that are 30 or more minutes late to class will be listed as absent unexcused.

General Attendance Procedures – JBD

Attendance will be recorded every period of the day. All unaccountably absent students will be placed on the daily telephone call list and reasonable effort will be made to contact their parents. Parents who do not desire this service must make their wishes known in writing to the school administration.

All absences will be recorded on the student's permanent record with the exception that district procedures indicate that a student should not be counted absent while on authorized homebound instruction. Although they are recorded, absences for school-sponsored activities and in-school suspension will be waived when reviewing the total number of absences for the semester.

A student returning from an absence must present a note from his/her parent specifying one of the eight (8) reasons for granting an excused absence. In exceptional cases, the student living totally independent of a parent may be given administrative approval to write his/her own excuse.

Students who have been absent because of communicable disease must be admitted by the school nurse before returning to classes and school activities.

Excused Absences - JBD

An absence which falls under one of the eight (8) board of education approved reasons for absence will be classified excused if the school attendance procedure is followed by the student and the parent. In-school suspensions are considered excused under current board of education policies. Make-up privileges are allowed for excused absences. Absences shall be excused for the following reasons:

1. Personal illness. School administration may, with due notice to the student parent and/or guardian, require verification from a physician of absences due to reasons of health.
2. Serious illness or death of a member of the family or close friend.
3. Obligatory religious observances of the student's own faith. Whenever, possible and reasonable, administrators and teachers shall avoid scheduling tests, project

deadlines, and wherever possible, extra-curricular activities on religious holidays. Students shall not be penalized for these absences from school.

4. Participation in a Kansas State High School Activities Association activity, a district approved function, or a school-sponsored activity.
5. Physician or dentist appointments
6. Emergency situation requiring immediate action and can be verified (e.g., by appointment card). Limit of five.
7. Court appearance that can be verified through court services' officer.
8. An absence which has been requested in writing and approved in advance by the building administration. Activities of an educational nature or involving the student's family may fall in this category.*

*Since this absence is approved in advance, make-up work is to be requested by the student before the student leaves. Tests may be taken when the student returns.

Parents will be notified after five and again after ten absences making them aware of their student's attendance record. A student who is absent from class or school without an excusable reason, as outlined above, will be considered unexcused. An unexcused absence for one or more classes will receive disciplinary consequences and course credit may not be given.

Homework - IHB

Students are expected to complete homework assignments on time. *See "Make-Up Work"*

Make-Up Work After Excused Absences - IHEA

Students whose absences are excused are given an opportunity to make up missed work. However, no amount of make-up activity can completely duplicate the classroom participation missed during an absence. The importance of daily participation will vary according to the nature of the class. Individual teachers will enforce standards in their subject areas.

After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students who do not contact the teacher will not be allowed to make-up work for a grade. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work.

It is reasonable to allow two consecutive days for each day of excused absence to make up work. Example: A student is absent Monday and Tuesday and returns to school on Wednesday. Monday's work is due at the end of the school day on Thursday. Tuesday's work is due at the end of the

school day on Friday. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

Students whose absences extend longer than two weeks may qualify for off-campus educational instruction to enable the student to continue course work at home. Arrangements for homebound instruction for extended illness / injury will be considered on an individual basis.

Assignments may be requested, for absences of two days or longer, by contacting the office.

Unexcused Absences - JBD

An unexcused absence is one that has been classified as such by the school administration. An absence will be classified unexcused if it does not fit one of the board of education's eight (8) stated reasons for excusable absence or if the school attendance procedure is not followed by the student and the parent.

A student is inexcusably absent if (a) such absence is not excusable under the rules of the board of education, (b) he/she leaves school during school hours without permission, (c) he/she does not attend class, (d) he/she does not attend a required conference or detention period, or (e) he/she fails to comply with school attendance procedures.

Truancies - JBD

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. With certain limited exceptions, every student between the ages of 7 to 18 is required by law to attend school. (See Compulsory Attendance) If a student is absent from school without a valid excuse, either all, or a significant part of a day, three consecutive days, or five or more days in any one semester, or seven days in a school year, he/she is truant. "A significant part of the day" is defined as four or more class periods. All cases of truancy must be reported to the appropriate statutory authorities. Kansas Law 72-1113 allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school. In such occurrences, the school administrator will personally contact the parent.

Permit to Leave During School Day - JBH

When parents request that students leave the campus during the school day, a note from home will be required, and a permit to leave must be secured. During the school day, students must secure administrative permission BEFORE missing a class or leaving the campus. Failure to comply with attendance procedures may result in disciplinary action, since the absence will be considered unexcused. Parents will be notified of

infractions and a conference may be required prior to the student returning to school.

Elementary Students

As a security measure, students will only be released to their parent(s). Families may notify the office to give permission for someone else to pick up a student. The parent, or authorized person, must come to the office to sign out the student. As an added security measure, the office may require identification.

Tardies

Students Arriving Late or Leaving Early

Students arriving to school after the appointed start time for the first class are tardy.

- 7:50 a.m. High school
- 7:55 a.m. Middle School
- 8:50 a.m. Elementary
- 12:50 p.m. Kindergarten

Interpretation of student tardiness shall be made by the teacher responsible for the class and by the school administration. Any student arriving to school after the starting time **must** report to the office to obtain a tardy slip before going to the classroom. **Failure to sign-in will result in an unexcused absence.** Appointments should be scheduled outside the school day. Students needing to leave school for an excusable reason must furnish the office with **advanced** parental verification for office approval. **Students must come to the office and "sign-out"**. Students returning to school must "sign-in" and provide a verification note to the office. Any student who leaves campus without receiving approval and signing out will be considered unexcused. Students 30 or more minutes late are considered absent and are subject to administrative consequences. **Students are not allowed to check out for lunch.**

Coding and Reporting Tardies and Absences to Parents through Skyward

All tardies and absences will be classified as excused or unexcused.

Tardies -Students will be **coded** as "tardy" if not in the classroom prepared for instruction by the appointed start time for their first class. They will also be coded tardy if they leave a class before the final bell. See below.

Absences - Students will be **coded** "absent" as follows:

High School - If student arrives over 30 minutes late to class, the student will be coded as absent for that class.

If student arrives over 30 minutes late to two (2) classes on the same day, the student will be coded as absent ½ a school day.

Middle School - If student arrives over 15 minutes late to the same class, the student will be coded as absent for that class.

Seven hourly absences, excused or unexcused, from a combination of one or more classes, will be coded as a full day absence.

Elementary - Tardies

Students are **coded** "tardy" if they arrive after the final bell, but before 10:30 AM. They will also be coded tardy if they leave school after 2:15pm and before 3:50pm.

Elementary – Absences

If arrival is between 10:30am and 12:20 or if student leaves before 2:15pm in the afternoon, they will be marked absent 1/2 day.

Kindergarten

Morning kindergartners will be marked absent if they arrive after 9:40am or leave before 11:10am.

Afternoon kindergartners will be marked absent if they arrive after 1:35pm or leave before 3:05pm.

High School Semester Tardy Rule

Any student late to class without an approved pass or excuse is tardy. The following progression of consequences will be observed:

1 st tardy	15 minute detention
2nd tardy	30 minute detention
3rd tardy	45 minute detention
4th tardy	60 minute detention
5th tardy	Friday School & parent contact
6th tardy	1 day ISS & parent contact
7th tardy	1 day OSS & parent contact
8th tardy	2 day OSS & parent contact
9th tardy	additional administrative action

Middle School Semester Tardy Rule

All teachers keep an account of tardies and assess consequences for this behavior. **Four** unexcused tardies during a semester to any one class will result in a disciplinary referral to the office. Four minutes are allowed between each class period. It is expected that all students will report to class on time. Parents will be notified of excessive tardiness. Tardies can be excused by staff members only. If buses are late, students will be excused for their late arrival. Students who walk to school or rely on other transportation will not be excused unless a parent/guardian calls to explain the extraordinary circumstance of the late arrival. **Students are not excused for "oversleeping" or "running late".**

Funerals

Schools will not be closed for funerals; however, students, upon written request of parents, will be excused to attend funerals of school employees, relatives and friends. Collections for memorials may be authorized by the school administrators.

Communicable Diseases - JGCC

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Students who exhibit symptoms of illness should not come to school. Johnson County Health Exclusion Recommendations are followed. Students with a temperature of 100 degrees should remain home until their temperature has been normal for 24 hours without the aid of medication. School personnel reserve the right to decide whether or not a student should remain in school. Parents or other designated responsible persons will be contacted at home or at work to pick up their student. Parents are required to have on file at school the telephone numbers of a relative or neighbor to call if the parent cannot be reached.

Non-Participation for Medical Reasons

When medical conditions prevent a student from participating in class (often physical education), parents should send a note with the student to the school health office stating the reason for the non-participation. A call or note from your doctor's office is necessary to be excused for more than two days. Limitations will be defined by the injury or illness. If you believe the situation is severe, your son/daughter should be seen by your doctor and obtain a written excuse. All physicians' notes should include a description of the injury or illness and the amount of time a student should be excused from activity.

Hallway Pass Rule

Students are required to obtain a hallway pass from their teacher prior to leaving the classroom. Student in grades 6-12 are issued school agendas which they are expected to keep with them at all times. In most instances, the agenda will be used as a hallway pass.

For students in grades K-5, the building or classroom teachers will provide hallway passes. If the student does not have his or her pass with them, they may be restricted from leaving class for any reason other than an emergency.

The instructor of "origin" must sign-out each student from his/her class using the date on the pass. The "destination"

instructor must sign-in each student when they arrive and sign-out each student when they return to their class of "origin". Permission to leave may be refused by the instructor, especially if the student has been out of previous classrooms.

Students are **NOT** to be at the telephones, pop or candy machines during classroom hours.

Lost Agendas

Students may purchase a replacement agenda in the event their original is lost.

Student Conduct / Discipline - JCDA Philosophy of Discipline

The USD #232 philosophy of discipline is designed to provide an environment which maximizes a student's ability to learn. The ultimate goal of the District's disciplinary procedures is to teach students self-discipline so that they may demonstrate behavior appropriate to their age and maturity level. To assist students in becoming self-disciplined, De Soto schools practice a progressive discipline philosophy ([see definitions and actions in a ppendix](#)) in which the seriousness of the offense receives an appropriate level of consequence. Consequences for actions arising from situations originating at school will be imposed even though the action occurred after school hours and away from school.

Scope of Disciplinary Authority

The school principal or his/her designee is authorized to provide appropriate discipline up to and including the recommendation for long term expulsion. The disciplinary action identified in this section is not exhaustive. Administration will determine appropriate disciplinary action on a case-by-case basis depending on the severity or frequency of the behavioral violation.

The provisions of this Handbook apply in all situations in which students are involved, including:

1. school activities on USD 232 school district property.
2. travel on district transportation.
3. off-site school sponsored activities.
4. on or off-site school related problems which are the result or cause of disruptive behavior on school grounds.
5. violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty, or disrupt the learning environment.
6. misbehavior occurring at any school in the district.

GENERAL NOTE:

The *expectations for student conduct* applies at all times while students are on or about school district property or

areas adjacent thereto, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school-sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district. These *expectations for student conduct* also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Zero Violence Policy

USD 232 High Schools, along with the other high schools and law enforcement units of Johnson County, are members of the Johnson County Coalition for Safe Schools. The coalition has adopted what is known as a "Zero Violence Policy."

All persons must learn that physical violence should not be an option to solve conflicts in any facet of life. The coalition urges that persons learn the difference between self-defense and retaliation, and that all persons learn the art of mediation – when to ask for it, and where to receive it. Peer mediation is offered as a means to solve conflicts.

Students who choose to use physical violence on any USD 232 grounds, at away activities, or off school grounds as a means of continuing a confrontation from school are subject to disciplinary action.

Bullying or Intimidation - JDDC

The board of education prohibits bullying in any form, including electronic means, on school property, in a school vehicle or at a school-sponsored activity or event.

Bullying is any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member. A reasonable person, under the circumstances, would know or should know the behavior in question would have the effect of creating actual physical or mental harm to a person or their property or creating a reasonable fear of such harm.

In other words, Bullying is any repeated action, done on purpose, which results in physical or emotional harm to another person. *See Anti-bullying Statement and Pledge in the appendix.*

Searches of Property - JCAB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Searches of Students - JCABB

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

Interrogations and Investigations - JCAC

Principals (and designees) are authorized to conduct investigations and question students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall **not** be conducted by school authorities. All searches by the principals shall be carried out in the presence of another adult witness.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Interview of Students by School Resource Officer (SRO)

School resource officers, as members of the school staff, work closely with teachers, administrators, students, and parents. School resource and De Soto School District police officers may interview students at school about routine police matters or investigations. The school administrator will contact the parent as soon as a determination of action to be taken has occurred.

Police Interview of Students (Outside police agency)

Any officer desiring to interview a student at school must first inform the student's school administration as to the nature of the inquiry or investigation. In schools where a school resource officer is on staff, the S.R.O. is to be the liaison between the law enforcement agency and the administrator.

Except in cases of suspected student abuse, law enforcement officers shall not be permitted to interview a student during school hours concerning any activity of the student's mother, father, or legal guardian(s). In other inquiries, if an interview is to be permitted, the administrator shall determine whether, under the particular circumstances of the case, the parent should be notified prior to the interview.

When an investigator wishes to interview a student and considers the student a suspect of a crime, the student's parent/ guardian must be contacted prior to the interview. The school administrator shall use his/her discretion in allowing police interviews that involve routine police inquiries.

Removal of Students by Police Officers

An administrator shall not release custody of students to a police officer, unless that police officer has the authority by Kansas Law to arrest such student. However, when a court issued warrant exists, or when officers have the authority to arrest and detain students, administrators shall comply with the request of the officers. In these cases, an administrator shall contact the parent as soon as practical and advise them of the situation.

School resource officers shall serve as liaisons between law enforcement agencies and the schools to ensure that any removal of students, if appropriate, is done without unnecessary disruption to the school environment.

Inspection of Lockers - JCAB

The school lockers assigned to a student remain the property of the district; possession of the locker is not exclusive against the school and its officials; the district retains the right to make regulations regarding what may and may not be kept in lockers; students do not have a reasonable expectation of privacy in the lockers; and the district reserves the right to open and inspect all lockers and their contents at any time to assure compliance with the regulations and state and federal law. Periodically, canines will be used to check lockers for drug contraband. The right of inspections is to be exercised in accordance with the requirements of state and federal laws.

The school is not responsible for the loss of personal property. Students should not carry large amounts of money or expensive personal property to school. If it is necessary to do so, please check the money or item in the office. Do not leave clothing, books or other property in the hall, restrooms, or classrooms. **It is the student's responsibility** to make sure that lockers and personal property are secured. Students are responsible for maintaining their lockers. Lockers should be kept clean. Students may lose locker privileges for an indefinite period if they tamper with the locking mechanism or abuse or misuse the school property. The lockers remain the property of USD 232 and are subject to inspection by authorized personnel. Periodic clean-outs will be mandatory. Hall/locker checks will be made at random by school administration and the SRO.

****Students are NOT allowed to use or share lockers that have not been assigned to them by administration.****

High School Student Management Program

Each point will accumulate toward a total of 15 points per school year. At fifteen (15) points, a hearing may be recommended for long term suspension or expulsion. Zero (0) is the base of the point system and there is no banking of points. Once a student reaches eight (8) points, a report may be sent to the building CARE Team as part of the MTSS plan. After a student has accumulated eight (8) points, a parent contact will be made. Once a student reaches ten (10) points, they will be deemed a student "not in good standing"

which will result in a loss of privileges. Students, at their request, will be given the opportunity to earn back points upon the completion of the eight (8) point conference. Attendance and tardy points will not be factored in the determination of a long-term suspension hearing, but will be counted towards the "loss of privileges" and "not in good standing" status outlined in the handbook unless deemed necessary by administration. Any illegal activities may warrant SRO/police involvement. The administrator has the authority to set the level and consequences for any specific violation.

Informal Student Hearing

Each student is entitled to certain rights in any disciplinary action. Those rights include being provided with the rules and regulations in advance and affording the student an informal hearing.

Corporal Punishment and Physical Restraint

No teacher or administrator shall use corporal punishment, physical force or physical contact against a student as punishment for violating rules of conduct. However, nothing in this policy shall be construed to prohibit a teacher or administrator from using reasonable and necessary physical force to restrain a student in order to protect one's self, other persons, to prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

Disciplinary Probation Status - JDC

Any school imposed discipline (loss of privilege, suspension or expulsion), **may be deferred** by the principal and/or district hearing officer. The student involved may be placed on probation for a set period of time. The disciplinary action will remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian containing the terms and conditions of the probation.

The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent. See "Weapons"

The Separation of Disciplinary Actions and Academic Accomplishments

It is our goal to provide appropriate discipline without affecting academic accomplishments. Disciplinary actions will not involve the reduction of the student's grade which has been earned prior to the point of the infraction. Student discipline may result in the student not

earning participation points for the day's activity. It is also possible that a student's actions and the resulting disciplinary action will prevent the student from earning daily class credit during a period of suspension.

Internet Safety - IIBGA

In compliance with the Children's Internet Protection Act (CIPA), the school district has implemented filtering and blocking software to restrict access to Internet sites containing student pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any Network or Internet it deems inappropriate or harmful.

Acceptable Use of Technology - IIHB

Students and employees will access technology, computers, information networks, and the Internet to achieve the learning outcomes of the district's academic programs. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

It is the student's responsibility to access files that are consistent with the learning outcomes/objectives of the academic programs.

The school district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer Network or Internet.

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking", internal or external to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.

- Students shall not disable or attempt to disable Internet filtering software.
- Transfer copyrighted materials to or from any district Network without the express consent of the owner of the copyright.
- Use of the Network for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Use of the Network for commercial gain or profit is not allowed.

Acceptable Use Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer Network and Internet access, including, but not by way of limitation, e-mail transmissions and receptions. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding his/her use of the computer Network or the Internet.

Penalties for Improper Use

Use of USD 232 technology, computer resources and the Internet constitutes the student's agreement to these terms. Access to the Network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension, expulsion or dismissal from employment from the school district, or criminal prosecution by government authorities. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool.

Public Display of Affection (PDA)

Students must maintain high levels of conduct at all times while at school or school-sponsored activities. While positive relationships with other students are encouraged, displaying affection towards another student must follow specific guidelines. Examples of non-acceptable behavior include kissing, embracing, or any other behavior that may draw attention.

Sexual and/or Racial Harassment – JGEC & JGECA

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

is strictly prohibited. (See Appendix or board policy manual for copies of full policies.)

All complaints of harassment will be thoroughly investigated and resolved in a prompt and equitable manner. Violations of these policies will be treated as serious disciplinary infractions. All school complaints should be reported to a counselor or administrator. All complaints of harassment will be confidential, and only those persons necessary for the investigation and resolution of the complaint will be given information about it.

Gang-Related Violence

Students involved in gang-related violence which includes, but is not limited to threats, confrontations, intimidation, extortion, fighting, injury to persons or property damage, and/or possession or use of weapons, will be suspended and recommended for expulsion.

Personal Property, Electronics, Communication Devices NOT Appropriate for School

Items that have no relation to the school programs or class activities should not be brought to school. Such items will be confiscated by school staff and placed in the custody of a building administrator. Items considered unacceptable at school include, but are not limited to the following: laser pointers, recording or listening devices, shocking devices, large amounts of money, water balloons and/or any item that endangers the safety and welfare of others (or is disruptive to the educational environment).

Students **may** possess a cell phone or other electronic devices while on school property or while attending a school-sponsored activity, but are prohibited from using electronic devices during the school day as defined by building administration. Electronic devices that can be brought to school must remain in lockers and turned off. In addition, headphones and all personal entertainment devices are prohibited during school hours.

Violations of this policy will be dealt with as follows:

Grades 9-12

- First Violation – device will be confiscated, the student's name will be recorded and the device will be returned to the student at the end of the school day.
- Second Violation – device will be given to administration and returned following a parent contact.
- Additional violation - the device will be confiscated and dealt with by the administration.

Grades K-8

- First violation – device will be confiscated, the student's name will be recorded and the device must be picked up by a parent.

- Second violation and beyond – device will be confiscated, a parent must pick up the device and consequences may be assigned.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms or locker rooms. Violations of this policy will be dealt with by the administration and, possibly, the legal system. The district is not responsible for lost or stolen personal property.

Zero Tolerance Drug Free Schools Policy - JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to all disciplinary actions approved by the board.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.
- Suspension from all student activities for a period of not less than one week.
- An evaluation from an acceptable drug and alcohol program.

Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than two (2) calendar weeks.
- 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.

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 punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- 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 maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall 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.

All district employees shall report immediately to the school principal any observed use, sale, transfer or possession of any drug, medication, other chemical substance, or the paraphernalia associated with administering drugs. With the aid of the school nurse, the principal shall conduct an investigation of the facts surrounding these reported observations, including a review of the student's health record, and shall contact parents or legal guardians when necessary.

Any district employee who observes a student exhibiting an apparent health disturbance shall refer this student to the school nurse for further observation. If after this observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of a restricted substance, the nurse shall alert the school principal who will then immediately contact the student's parents or legal guardians and urge that a physician be consulted.

A list of available drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for each program is available in the appendix. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Parents or students should contact the directors of the programs to determine the cost and length of the program. (See Appendix for actions to be taken)

The administration may reduce suspension periods, if the student and parents provide proof of entry into approved intervention programs and subsequent successful completion of the full program course as outlined in the *Probationary Document*.

See "Suspension/Expulsion," p. 18.

Use of Alcohol and Cereal Malt Beverages

The use or possession of any alcoholic or cereal malt beverage on school property or at school activities, either within or without the school district, is expressly prohibited 7 days a week, 24 hours a day. Any student who violates this policy shall be suspended for not more than 10 school days by the school principal but may be referred to the school district's suspension and expulsion committee for further disciplinary action. Such student shall be prohibited from participating in school activities and will not be allowed daily credit during the period of suspension.

If an alcoholic or cereal malt beverage is discovered in an automobile on school property and individual possession cannot be determined, each occupant of such automobile shall be considered to be in possession of the beverage and in violation of this policy which is in effect 7 days a week, 24 hours a day. Any alcoholic or cereal malt beverage found in a student locker will be considered to be in the possession of all students who use the locker unless individual possession can be determined.

Students found to be in violation of this policy will be permitted to take semester and/or nine-week examinations unless, in the judgment of the school principal, the taking of such examinations would cause a material disruption of the educational process.

Seniors found to be in violation of this policy may be excluded from graduation exercises if it is determined by the school principal that such student's presence at graduation exercises would be a disruptive influence or a threat to the orderliness of the graduation ceremony. Seniors excluded from graduation exercises will receive their diplomas by mail at a later date, provided they have met graduation requirements.

Any licensed or classified employee of the district who observes a student exhibiting an apparent health disturbance shall refer such student to the school nurse for further observation. If, after this observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of alcoholic or cereal malt beverages, the nurse shall alert the school principal who will then immediately contact the student's parents or legal guardians and urge that a physician be consulted. (*See Appendix for Drug Free Schools and Communities Act*)

Tobacco Use by Students - JCDA

Students are prohibited from possessing and/or using tobacco products on school property. "School property" includes all buildings, athletic fields and facilities, and parking lots. Possession of tobacco products in purses or lockers is prohibited under this policy. Students who are

observed sitting in a car and using tobacco products after arriving or before leaving the campus or at any period of the school day shall be deemed to be in violation of this policy. Violators will be suspended for a period not to exceed 5 days.

Security and Safety - EBC

Reporting Crimes at School to Law Enforcement

In accordance with the **Kansas School Safety and Security Act**, any employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school sponsored activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons shall immediately report such knowledge and/or belief to local law enforcement officials.

In addition to the foregoing, the employee shall immediately notify the highest ranking on-site administrative official or his/her designee.

Reporting Certain Students to Administrators and Staff

Any employee who has information regarding the following shall report such information and the identity of the student to the superintendent or his/her designee:

- Any pupil who has been expelled for conduct which endangers the safety of others.
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

The superintendent shall investigate the matter and, upon determining that the identified student is a student to whom the above provisions apply, shall provide the reported information and identity of the student to all school employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the student. Neither the school employee nor the superintendent of schools shall be required to report information concerning a student specified in this policy if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days prior to the school employee's report to the superintendent of schools.

Destruction of School Property / Vandalism - EBCA

Respect of public property should be developed and promoted in schools. School pride is encouraged in students by having them share in the school's upkeep. Students who damage or destroy school property will be required to make restitution and may be reported to the police. Authority is delegated to school principals to assess reasonable damages subject to review by the board of education upon request. Reasonable damage will be assessed based on consideration of the nature and extent of the damage, the cost of repair, and the circumstances surrounding the incident in which it occurred. Information concerning the cost and value of the school property involved will be given to the student and his/her parents.

Weapons - JCDBB

Students and staff have the right to work and study in a safe environment free of fear from violence. Students will **not** knowingly possess, handle, transport, display, offer to sell, barter, or exchange, or threaten to use any object at school, on school property or at a school-sponsored event that can reasonably be considered a weapon by administration or staff. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated.

In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the appropriate law enforcement agency.

A student who brings a weapon of any kind to school may be suspended or expelled for extended periods (up to 186 days) in accordance with the board of education policies and laws of the state of Kansas.

District Use of Video / Surveillance Cameras

Schools are or may be equipped with video surveillance cameras that are located in specified interior and exterior areas of the building. These cameras are monitored for the purpose of providing a safe and secure school environment for students, staff, and patrons. The local police municipalities have access to the cameras in emergency situations.

Video cameras may also be used to record and monitor the conduct of students riding in district vehicles to help ensure orderly and safe operation.

Exclusions – Temporary Removal from Class

Exclusion of students is the responsibility of building principals. Exclusion may be used by the principal where an adjustment is needed which requires excluding the student from the classroom group.

Exclusion may involve a conference with parents, but its scope of time shall be at a minimum. A student may be excluded only for such short time as will permit the parental conference or adjustment which appears necessary in the case. Such adjustments shall be limited to those which the principal judges to be entirely within the control of the given school.

Detentions – JDB

Detentions may be assigned before or after school by the classroom teacher or the administrative team. If work or extracurricular activities interfere with detentions, it is the responsibility of the student to serve the detention and make arrangements with employers, coaches or sponsors. Failure to serve detentions will result in further disciplinary actions.

Friday Night School

Mill Valley and De Soto High School will conduct Friday Night school as one optional disciplinary consequence. Students must arrive by 2:55 P.M. with enough school related work to engage in until 5:55 P.M. Failure to successfully complete the assigned Friday Night school will result in further consequences.

Students are responsible for making their own transportation arrangements.

Suspension and Expulsion - JDD

If previous measures have not corrected behavior problems, suspension procedures in accordance with board policy and state statutes will apply. Students are reminded of the very serious nature of both in-school (ISS) and out-of-school (OSS) suspensions.

In-School Suspension

In some cases the principal may impose in-school suspension as a consequence for not attending class or as an alternative to out-of-school suspension or expulsion. When in-school suspension is imposed, the offending student continues to attend his or her school, but is closely supervised by specified school personnel members. The student does not attend his/her usual classes, but is expected to continue class work as assigned by the teachers and will receive credit for such work. A student who is assigned in-school suspension is not in good standing and is thereby prohibited from representing his or her school in any school activity during the period of suspension.

Short-Term OSS

In cases of short-term OSS (no more than five days) the student may make petition to the building principal for making up major exams or projects that substantially affect his/her grade.

Long-Term Suspensions and Expulsions

Long-term suspensions (exceeding five days, but not exceeding 90 school days) are of a most serious nature. These suspensions will necessitate a hearing. Recent

changes in legislation makes it possible for schools to long-term suspend/ expel students for more than the end of the current semester if violent or illegal acts necessitate the suspension. Districts may share that information with other districts and those students suspended may not be able to attend in another district during the term of the consequence. Students who have been given an OSS consequence may not attend any school sanctioned event, home or away, including neutral locations. An **expulsion** may be for a term not exceeding 186 school days.

Procedures for suspending or expelling students are specified in the Appendix of this handbook. These procedures include requirements for notification of students and their parents, hearing procedures, protection of students' due process rights, and appeal provision. Failure to comply with this statute will result in further disciplinary action and may include trespassing notification to local police authorities.

Trespassing - JGFB

Students are not allowed to visit other district campuses without permission from a staff member. If a student is behaving inappropriately on any campus in the district, consequences may be assigned and the incident reported to local law enforcement agencies.

Student Dress and Personal Appearance - JCDB

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, they will be sent to the office. An administrator or designee will ask the student to make the necessary changes or will be given a shirt to wear. In the event that the change does not take place in the time allowed, the administrator will prescribe the disciplinary action.

Additionally, a student's clothing or appearance which is vulgar, indecent, obscene or insulting, or which promotes or encourages behavior such as smoking, drinking, drug use, physical or sexual violence or the use of illegal substances, or which promotes illegal activities is prohibited.

Outdoor clothing, such as headgear, sunglasses, gloves, coats, etc. is to be removed upon entering the building and stored in the locker or other designated area provided by the school.

The following list is **representative of inappropriate** and distasteful attire that **will not** be permitted at school or school sponsored activities.

- Shirts that expose the midriff on either males or females.
- Clothing with excessive holes that end up being suggestive or distasteful in nature.

- Clothing which exposes undergarment (underwear) on either males or females.
- Short shorts or short skirts.
- Excessively baggy pants, trousers or shorts worn below the waistline.
- Attire of any sort that promotes, suggests or glamorizes gang affiliation.
- Spaghetti straps (less than one-inch width strap), halter-tops, low-cut tops or muscle shirts (shirts with long armholes).
- Roller skate tennis shoes are not allowed on school premises.

This list is not to be considered exhaustive. The administration reserves the right to make judgments on attire and will request students who violate this code to make necessary changes or leave the school premises.

Backpacks

Backpacks or satchels are not to be carried to class. These items are a security risk and a fire hazard. It is perfectly acceptable for students to use such items to transport school materials to and from school. However, these backpacks or satchels are to be left in the student's locker.

Students bringing a backpack or satchel to class will be given one warning. For any further violations, the student will be sent to their locker to put the backpack or satchel away and to the office for a tardy pass.

Student Initiations and Hazing

There will be no initiation ceremonies or hazing of students associated with the selection process and participation of any student organization, activity, or team. Violators will be subject to disciplinary action up to and including expulsion from school.

Peer Mediation

The goal for peer mediation is for students to create their own solutions to social challenges. With this system, trained Peer Mediators lead conflict resolution through a six-step process. Peer Mediators are elected by their peers and are trained in the mediation process.

Extra-Curricular Activities

Mission

The mission of the De Soto USD #232 Athletics and Activities is to deliver the best possible co-curricular experiences that help students to develop character, enhance citizenship, and learn critical life skills.

Purpose

USD #232 believes students act responsibly when given fair rules. These rules re-enforcing the fact that academic success is the primary goal. School activities and athletics are an important part of a student's success. However,

participation is a privilege that must be earned and maintained. The following behavioral expectations have been established to help each student understand the importance of attendance and proper behavior to ensure their academic success and so they represent the district with dignity and respect.

De Soto USD #232 complies with all Kansas State High School Activities Association (KSHSAA) rules.

The following rules are considered the minimum required. Coaches and/or sponsors maintain the right to impose additional requirements. These requirements will be discussed in the "pre-season" meeting for the activity.

Attendance Expectations for Participation in Extra-Curricular Activities

Good attendance is the key factor in academic success. Students participating in athletics and activities are required to attend at least a half-day of classes (defined as two full blocks not including seminar at high school) to participate in practices, competition and performances. If an emergency arises and a student must be absent for any part of the day, the coach and the administration must be contacted and give approval for participation. It is the responsibility of the student to see their teacher **before** they miss class due to an activity or event. All work shall be made up at the convenience of the teacher.

At the close of school on the day of an activity, the sponsor or coach shall verify that all those who will represent the school in an activity have met regular school day attendance requirements. This policy shall also apply to practice sessions.

Behavioral Expectations for Participation in Extra-Curricular Activities

Each student who participates in co-curricular activities is a representative and role model for the district, their parents and their community. Therefore, you should act as a positive role model at all times! Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and in a performance. Students that receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. It is important that the student takes responsibility for his/her actions and deals with the consequences in a mature manner. Also, students should know that these expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and violent acts off site that pose a threat to the safety of students or staff, or disrupt the learning environment.

The use of alcohol, tobacco or other controlled substances by students who participate in co-curricular activities will not be tolerated at any time, whether on school property, when attending a school sanctioned activity, or as a representative of the school in the community. Students who violate this policy will be temporarily suspended from the team, placed on continued suspension or dismissed from the team as outlined by the Tobacco, Alcohol and Drug Policy.

For additional information, please refer to the district drug policy by going to the district homepage at www.usd232.org and following the link to Mill Valley / De Soto High School. The document is titled Tobacco, Alcohol and Drug Policy.

Spectators - Behavioral Expectations for Extra-Curricular Activities

Students are encouraged to attend all after school events to show support for the school and peers. Attending after school events is a positive and effective ways for students to become involved in their school.

Students are expected to comply with the guidelines and procedures established at their building to ensure a safe and orderly environment. These include, but are not limited to:

- Where to report between the time school dismisses and the activity begins.
- Possession NO inappropriate items.
- Remaining in the designated locations during the entire course of the activity.
- Providing family arrangements for post-game transportation.

Academic Expectations for Participation in Extra-Curricular Activities

Starting with the incoming Freshman in August, 2009 and extending to all current 10th-12th graders in January, 2010, USD 232 requires that all students must pass six (6) core subjects (based upon a cumulative weekly basis) in the previous semester to be eligible for participation in activities and athletics.

In addition to these requirements, USD 232 requires students to have a "C" average in all current classes with no F's in order to compete or perform. Students' grades will be checked every two weeks by the athletic director. If a student does not meet academic guidelines, the athletic director will give the student a one (1) week warning of pending academic probation. If the student fails to improve grades to meet the academic standards within one (1) week of the warning, the student will be put on academic probation. During academic probation the student will not be allowed to compete, but will be required to attend practices/rehearsals.

At the end of the week the student's probationary status will be reviewed and the student will either be taken off probation or remain on probation for another week. If after two weeks the student shows no signs of improvement, the

coach/sponsor, student and administrator will decide the next step. A student may be released from a team, group or club if adequate effort is not seen in deficit academic areas.

Students' grades are posted in Skyward Family Access for students, parents and coaches to review. ***It is the collective responsibility of the student, parent and coach to make decisions regarding the student's participant.***

Athletics / Sports Offered

Fall: Football, Boys' Soccer, Cross-Country, Girls' Tennis, Volleyball, and Girls' Golf

Winter: Boys' Basketball, Girls' Basketball and Wrestling

Spring: Softball, Girls' Soccer, Track, Baseball, Boys' Tennis and Golf

Catastrophic Athletic Insurance

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc. [Click here to view their web site.](#) All students participating in Interscholastic (7th -12th) athletics, dance, cheer, and other KSHSAA activities are required to pay a fee for Catastrophic Insurance at enrollment or prior to the first day of practice. ***Please note that the Catastrophic Insurance has a substantial deductible that is the responsibility of the parent's private insurance. Please check your private insurance protection to ensure you have a adequate coverage.*** (See Accidents, Injuries and Insurance)

Physical Examination and Student / Parent Acknowledgement of Risk

As a member of KSHSAA, the district conforms to all rules of that organization.

In order to participate in a Kansas State High School Activities Association (KSHAA) activity, no student is eligible to represent his or her school in interscholastic athletics until a physical is on file with the principal. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. The student and parent must also sign and submit the ***Acknowledgement of Warning*** statement.

The physical examination, KSHSAA form and ***Acknowledgement of Warning*** form must be on file prior to the first practice.

District Middle Schools are members of the Kaw Valley League and conforms to all rules of that League. Seventh and eighth grade students are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, have a satisfactory grade average and meet the requirements of the Kansas State High School Activities Association.

Athletic Team Cut Rule

Factors that determine the need for an athletic team cut include, but are not limited to: maintaining a manageable number of student's for coaches/sponsors, maintaining safety (related to instruction, competition and supervision), limitation of actual "playing time", limitation of facility space and practice time, and limited resources.

When it is necessary to limit the number of students on a squad, coaches are charged with the responsibility of developing an objective system for evaluating skill and ability. Once the evaluation period has concluded, coaches assess the data they have collected and make cuts based on the issues mentioned above.

Ultimately the decision to cut, or not cut, is determined on an individual team basis.

High School Activity Passes

The student activity ticket (ID card) allows students to go to all home athletic events **except** seasonal playoff games.

Transportation to and from Activities

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Students may be permitted to ride home from an activity with parents if given prior approval from the sponsor.

Students cannot transport other students to or from school or school sponsored activities without prior written parental permission on file.

Contests for Students

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

Social Functions

All school-sponsored social functions must be held within the district unless permission is obtained from the superintendent to schedule the social event elsewhere. School dances must be scheduled with the approval of the school administration. All high school dances will conclude by 12:00 midnight unless special permission has been granted by the superintendent. If a student leaves a social event, he or she may not return. All students, including student guests, shall

be required to abide by the rules and regulations of the school.

Field Trips - IFCB

From time to time field trips will be planned to carry out curricular or extra-curricular activities.

Administrative procedures and guidelines require the following:

- Prior Administrative Approval
- Prior Parent Permission
- Prior Approved Transportation
- Students-in-good-standing

When students are on field or activity trips they are not considered absent from school, however, students are responsible for any missed work. Students who have excessive absences during a semester may not be allowed to go on field trips.

Once approved, sponsors should give advance notification to teachers, administration and the attendance secretary of all students attending any field trip.

Assemblies and Pep Rallies

Assemblies will be scheduled as when deemed appropriate by administration. Daily schedules will be altered depending upon the time needed for the assembly. Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

School Sponsored Clubs and Organizations

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs – JHC

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A staff member must attend the meetings as a supervisor, but will not participate in the group's activities.

Fraternities and Sororities

Membership in a fraternity or sorority is prohibited by law. Any student organization which is not sponsored by a recognized adult organization and whose activities are not subject to review by such adult organization is deemed to be a fraternity. Members of such organizations shall not be eligible to participate in any school activities.

Distribution of Student Newspapers and Other Publications - JHCA

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

Public expression is one way students develop better understanding and appreciation of the democratic process. Students may express opinions and ideas, take stands and support causes, publicly and privately, orally and in writing. However, the freedoms provided by the First and Fourteenth Amendments are not "absolute" and are subject to restrictions that protect social order and morality. It is the duty of the faculty and administration to guide the exercise of personal freedoms so that the education process is not disrupted, and the rights of other students and the community are protected. Policy JHCA states procedures to be followed by students and school faculty members.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

See "Distribution of Materials".

Student Leadership & Elections

Student council officers, class officers and class representatives are elected during the 4th quarter of the current school year for the next academic year. Incoming freshmen will be elected to the class leadership positions within the first two weeks of the school year. Elections are by secret ballot no sooner than one week after nomination. All candidates must prepare and present a speech to run for their desired position. Those who are elected to a leadership position are expected to attend student council meetings and plan and participate in the functions of the council as well as remain in good standing as a student at within the school.

Extra-Curricular Fundraising & Solicitations - JK

All organizations wishing to conduct projects for the purpose of raising funds must have approval from the Board of Education. Applications should be submitted by the organization sponsor, and approved by the principal no later than November 1st.

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

Commercial firms are not permitted to solicit students during school hours or on school property without prior approval of the administration.

All sales projects require prior administrative approval.

School Dances

School dances may be held from time to time. The following rules will apply to all school dances:

1. Only students of the building and their guests may attend.
2. Guests will only be admitted with a guest permit. Permits will be issued and approved by the administration. Guests must present photo identification for admittance.
3. Guests are subject to the same regulations as Mill Valley / De Soto High School students.
4. Recently graduated student under the age of 21 and students enrolled in a high school will be allowed to attend as guests.
5. Students in the 8th grade or below will not be admitted.
6. The sponsors will set the guidelines for admission after the scheduled starting time.
7. Students may leave the dance at any time, but they will not be readmitted.
8. Alcohol, tobacco, or drugs will not be tolerated. If it is the opinion of a sponsor that any student is under the influence of any substance, admittance will be denied and efforts will be made to notify their parents.
9. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave, and parents may be contacted.
10. School dances are a school sponsored activity and the same student expectations apply to student behavior. Any action that is unacceptable in regards to the PDA policy during the school day applies to dances as well. A student exhibiting crude or sexually inappropriate behavior at a dance, as observed by administration or chaperones will be asked to cease the activity or they will be asked to leave the dance.

Royalty Selection – High School

To be eligible for nomination as royalty, students must be deemed in good standing and meet applicable requirements.

Student-Not-in-Good-Standing - High School

A student is deemed not in good standing when they have accrued 10 discipline points or as determined by the principal or principal's designee. This will result in a "loss of privileges" for a period of time specified by the principal or principal's designee.

Once a student reaches 10 points in the Student Management Program, he/she will be subject to a reduction of school privileges including, but not limited to,

school dances, attendance at school activities, field trips, etc. It should be noted that a student may also lose privileges due to an accumulation of points rendered for attendance based referrals, as well as for failure to provide funds for unpaid fees from the previous school year(s).

Students who fail to make appropriate arrangements for fee payments may be placed on the loss of privileges list. Any student that reaches 10 points will be deemed "Not In Good Standing" and will be ineligible to participate and represent the district in extra-curricular activities. The terms and privileges will be addressed by the administration in the parent contact indicated in the Student Management System. The student will be responsible for contacting the administrator to re-evaluate his/her point management and good standing status.

Visitations to Institutions of Higher Education

It is often advantageous for seniors to visit institutes of higher learning in accordance with their post high school plans. Seniors may be excused for visiting institutions of higher learning providing the following four requirements are met:

1. The student must be in good academic standing.
2. The student must have a solid attendance record.
3. All work must be made up before going on a school visitation.
4. Parental permission is given for the visitation.

Once the above requirements have been met, the student **must** discuss his/her plans with one of the counselors. The counselor will tell the student whom he/she should contact to make arrangements for the visitation. The student is encouraged to make all of the necessary appointments. However, the counselor can make appointments for the student when appropriate. Parents are encouraged to contact the counselor to discuss their student's visitation.

Unauthorized School Activities

Students participating in any unauthorized and unscheduled school group activity shall be subject to suspension, expulsion, or such other disciplinary action as may be prescribed by the administration and the Board of Education. Students taking part in unauthorized group leave (skip day) may be required to attend additional day(s) after the end of the regular school term. "Senior Skip Day" is considered an unauthorized activity and participants are subject to disciplinary action.

Health and Safety

Accidents, Reporting of - JGFG

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical

treatment.

Illness or Injury During School

A student who is too ill to remain in class is to report to the health office. If necessary, school personnel will call the parents. School personnel, including the nurse, are not authorized to prescribe medicine, perform treatments or make a diagnosis. **Students who are ill or injured are not to be taken or sent home until parents or other designated responsible people have been contacted.**

First Aid - JGFG

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose are those employees who have successfully completed an approved Red Cross first aid program.

Medication Policy - (Policy JGFGB)

The supervision of medications shall be in strict compliance with board policies and guidelines. For any medication, prescription or over-the-counter, to be self-administered or administered by school personnel, the parent must give consent and must agree to release the school district and personnel from liability. The consent and release from liability must be in **writing** on the proper District Medication Form.

Students in **grades 6 through 12** may carry and take their own prescription medication unless the prescribing health professional specifically orders the medication to be administered through the health room. Medication is to be carried in prescription bottles with the name of the medication and directions attached. Controlled drugs, such as Ritalin and narcotic pain medications, must be kept in a locked area of the office or health room and administered by the nurse or the designee. Students with chronic conditions should have a record of medications on file in the health room.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

Common over-the-counter medication for minor discomforts (Tylenol, Midol, Advil) may be carried by the students in grades 6 through 12 with parental permission. The student should carry what is needed for

that day and it should be carried in the original container that is clearly marked. A limited amount of Acetaminophen and Ibuprofen is stocked in the health room for student use with parental written permission.

All medications to be given to students in **pre-K through 5 grade**, over-the-counter or non-prescription medications i.e., lotions, creams, pain medication, vitamins, medicated cough drops, etc., will be stored in the health room.

The building administrator may choose to discontinue the administration of medication provided s/he has first notified the parents or medical person in advance of the reasons for and date of the discontinuance.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Student Self-Administration of Medications for Treatment of Anaphylaxis or Asthma (Policy JGFGBA)

Eligible students in grades K-12 are allowed to self-administer medication for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine.

For further information about this policy, please contact your student's school health provider.

Health Services

In order to provide for your student's health needs, please inform the school if your student has any serious health problems. The school has the services of a nurse working under the supervision of a district nurse who is available by appointment for consultation with parents, students, and teachers.

The school's nurse or appropriate staff -under the supervision of the district nurse - are responsible for vision and hearing screenings, maintaining health records, providing first aid, assessing illnesses, notifying parents if students become ill at school , and administering medications as ordered by physicians. Students who exhibit symptoms of illness should not come to school. Johnson County Health Exclusion Recommendations are followed. Students with a temperature of 100 degrees should remain home until their temperature has been normal for 24 hours without the aid of medication. School personnel reserve the right to decide whether or not a student should remain in school. Parents or other designated responsible persons will be contacted at home or at work to pick up their student. Parents are required to have on file at school the telephone numbers of a relative or neighbor to call if the parent cannot be reached.

Accidents, Injuries and Insurance

Students are sometimes injured at school or at school sponsored activities. **The school does not maintain an insurance policy on students for such accidents.**

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc.

This insurance provides coverage for students while the insured is on school premises, during school hours, while the insured is traveling directly to and from school, or on any school sponsored activity.

Applications are available from the building office or district web site. Parents are provided this information at enrollment and are requested to purchase or waive the insurance. [Click here to view the SAS web site.](#)

Hot Weather Guidelines for Athletics & Recess

District coaches follow the recommendations of the Kansas State High School Activities Association in regards to hot weather practices. The following recommended practices and precautions will be followed:

1. Physical examination by a qualified doctor is required before participation;
2. Along with physical conditioning, acclimation to the heat is important and is developed over time. It is necessary to work in the heat to make that adjustment.
3. Practice schedules incorporate the KSHSAA recommended 2 or 3 water breaks per hour during which athletes are encouraged to drink plenty of water.

Coaches will adjust practice schedules and activities to compensate for the physical fitness level of the athletes and high temperatures and/or humidity. Coaches remain alert for signs of heat exhaustion or heat stroke throughout each practice.

In addition to following the guidelines of the KSHSAA, coaches will use alternate practice schedules; chalk talks in the classroom, cut back on drills used for conditioning alone, and spend extra time on strategies, and player positions.

Recess

Principals and staff are strongly encouraged to monitor all outdoor activities and to allow extra time at the end of recess students to drink plenty of water.

Crisis Plans, Drills, & Security

A building crisis plan has been established and will be practiced throughout the year. As a part of this plan, all visitors must enter through the main entrance and report to the office. Visitors who are new to the building may be

asked to show a photo ID. All visitors will be issued a visitor's badge, which must be worn at all times while on school property. The staff will immediately report any person in the building or on school grounds who is not wearing the appropriate visitor's badge provided by the office.

If a potentially dangerous situation should occur, an emergency plan designed to keep student safe will immediately be implemented and the police will be called. If evacuation from the premises is necessary, students will be escorted to the appropriate evacuation location and parents will be notified as soon as possible. Evacuation plans are in place for all students with disabilities. Parents are discouraged from removing their students from the school until the crisis is resolved.

The Kansas Legislature has established a school safety hotline. This hotline is a toll free number available 24 hours per day to give students, parents, and community members the opportunity to anonymously report potential violence.

School Safety/Violence Hotline
1-877-626-8203

Fire & Severe Weather Drills

Fire drills are required by law at regular intervals and are an important safety precaution. The first fire drill will be announced. After the first drill, no announcements will be made. When the fire alarm or other signal is given, it is imperative that everyone promptly vacates the building by the prescribed route which is posted in each room. A fire drill plan is posted in each room and students should be aware of the route to be taken for any given hour of the day. Students are to remain outside the building until a signal is given to return inside. Each teacher will be responsible for assisting any student with a disability in their charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any visitor with a disability to the nearest accessible exit or safe refuge area.

Three severe weather drills will be conducted during the school year. During a tornado drill or tornado warning, all students are taken to designated areas until an "all clear" is sounded. Students should know where there are assigned to go during a storm warning drill.

After the "all clear", students may only be released to their parents or to an authorized adult. If the severe weather warning extends beyond the school day, students will remain at school until the "all clear" sounds or are picked up by their parent(s)/ guardian(s) or authorized adult.

Guidance & Counseling

USD 232 maintains a guidance counseling program for the benefit of students. There are several reasons why students may wish to confer with the guidance counselor:

1. To have someone listen to and work with personal problems.

2. Gain information concerning vocations and careers.
3. To receive help with class scheduling.
4. To plan for future class enrollments.
5. To gather information concerning colleges, trade schools, military service, scholarships and other information about post high school training.
6. To receive interpretation of test results.

General Information

Telephone Calls

Telephone calls may be made to the school office between the hours identified under specific building information. The office is not open on Saturdays, Sundays or holidays.

Students may make necessary calls home from the office with permission. **Students are not to make or receive calls on personal cell phones during school hours.** (See electronic devices) Parents are requested to NOT call their students cell phone during school hours. If it is important, please call the office and ask that a message to be delivered. Tardies resulting from the use of the telephone between classes will be unexcused. **No passes will be given to the office for telephone use.**

Fees

A student material fee will be assessed each year. For students in grades 6 – 12, this fee includes the cost of one school planner. Additional fees are charged in classes where materials are used and retained by the student. The following list of additional costs is not all inclusive:

- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student; and
- activity trip fees.

Student Rights and Responsibilities

USD 232 students are citizens within their school community and, as such, have rights and responsibilities. The rights are referenced to the U.S. Constitution, statutes and regulations of Kansas, and to policies of the USD 232 School District. The responsibilities are those willingly assumed by good citizens in their efforts to create and maintain the greatest amount of individual

freedom of action and within the constraints of concern for the good of the total group.

Student Discrimination Complaints - JCE

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member.

*See your building administrator for information regarding the Grievance Procedure.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct back-ground checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

Student Records - JR

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Upon enrollment, parents of all middle school-age students must give written notice, via the district's Student Media & Directory Information Permission Form, to their school's principal to exclude the release of student information, schoolwork, activities, pictures and Directory Information.

Under the provisions of the Family Educational Rights and

Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions.

Disclosure of information from your educational records to other persons will occur only if:

- We have your prior written consent for disclosure;
- The information is considered directory information and you have not objected to the release of such information (see "Directory Information"); and
- Disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 232 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 232 policies for complying with FERPA. A copy may be obtained from the Office of the Superintendent, 35200 W. 91st, De Soto, KS 66018.

Directory Information

For purposes of FERPA, USD 232 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory information categories includes the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

Permission to Publish / Release Student Records

Student photographs, names, and/or student work may be used in the building/district publications, local media, and/or other publications deemed appropriate by the building/district. The information will be used for program descriptions and/or student participation.

You have a right to deny the release of / or designation of any / all of the above student work and directory information by completing the **Student Media and Directory Information Permission Form**. The form **must** be returned to your student's school by September 6th, 2010 or within two (2) weeks of enrollment. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection and any or all student information deemed public, schoolwork, activities, pictures and directory information listed above may be released to the media.

Web Page Guidelines

The district will provide a release form for parents (or students over 18) to sign regarding publishing their picture, name, work, or performance on the district/school web pages. Pre-school students will not have their names published. K-5 students will not have their last names published.

Parking Lot Regulations

The officer on duty is to enforce all city, state, and school regulations concerning operation of motor vehicles, such as:

- Speed Limit, 15 m.p.h.
- Reckless driving.
- Illegal mufflers, fireworks, and noisemakers.
- No Loitering.

Vehicles driven to school must be registered, marked with an official school vehicle registration permit, and parked in designated parking areas. Permits are obtained from the school office.

If a school official has reasonable suspicion that a vehicle located on school property contains contraband or items which violate state or federal law or school rules, the school official may search the vehicle. In the event of an emergency of imminent violence at the school, it may be necessary for the school to search all vehicles located on campus in order to protect the safety of the student population and school personnel.

Violation of parking or vehicle operating regulations may result in fines being levied, loss of the privilege of driving to school, the vehicle being towed at the owner's expense and/or the loss of the use of school parking facilities. Where necessary, schools may deny parking privileges to freshmen and sophomores to alleviate overcrowding, or to other students experiencing unexcused absence problems. Once students have arrived at school they are to proceed directly to classes. They are not to leave the grounds before the

normal dismissal time without written permission.

Parking

Parking on campus is a privilege extended to high school students. For the purposes of organization and security, the administration has developed a list of guidelines and consequences for violation of parking privileges on the campus.

All students must register any car they drive and park in the high school parking lot with the school SRO, **PRIOR** to parking the vehicle on school property. The parking lot is the property of USD 232 and as such, cars parked in it are subject to search and inspection by authorized personnel and / or school officials. Students may receive a school-issued parking ticket for failure to comply with parking lot regulations.

- 1st time parking violation - \$5 fee
- 2nd time parking violation - \$10 fee

Each subsequent parking infraction increases in \$5 increments.

Enforcement of parking infractions is the responsibility of the administration. Several key rules govern parking on campus. Among these are:

1. Do not park in teacher's parking area.
2. NO parking in designated handicap or visitor parking spaces
3. Park within the marked lines
4. Loitering in the parking lot is NOT allowed; once on campus, proceed into the building
5. Follow posted speed limits -15 MPH
6. Students are not allowed to go to their cars during the school day without permission from an administrator or the SRO.
7. No through traffic before and after school between high school and middle school parking lots.

Driving Violations

Students driving on campus will display prudent and cautious driving behavior at all times. Reckless driving and speeding will be dealt with severely. The administration and law enforcement will determine punishment for this type of driving. The administration may suspend parking and driving privileges.

Transportation

First Student provides transportation services under contract with USD 232. Parents with transportation questions may call the school bus information line at (913) 422-8501.

The school district provides bus transportation to and from school for students who reside in the attendance area and live outside of a 2.5 mile radius of the school. Students living closer than 2.5 miles may participate in

the "FareRide Program." This program allows students to ride the bus for a fee. Contact First Student at 913-422-8501 to make these arrangements.

Free transportation will be provided to K-5th graders qualifying for the Federal Free and Reduced Lunch Program, even if they reside within the 2.5-mile radius.

Riding the school bus is a privilege. The bus driver is in charge of students, has authority to issue misconduct notices, and will report any infractions to a school administrator for investigation of the incident and appropriate disciplinary action. Improper conflict may result in the transportation privilege being denied.

Students who pay to ride the bus and are removed from the bus for inappropriate conduct will not receive refunds.

School Bus Discipline

At the first indication of a persistent behavior problem on the part of a bus rider, the driver must arrange for a personal and private conference with the individual. A written record of the conference and any action taken shall be made and the building administrator shall receive a copy. The student must sign this conference slip or a notation must be made that the student refused to sign. The building administrator shall notify the parents of possible consequences. In the event the behavior problem is still not corrected, a green slip will be issued, the bus driver shall contact the parent personally and the student shall be suspended from bus service for three days. If the student continues to be disruptive, the school will have no choice but to protect the rights of other riders through long-term suspension of bus service. A second green slip is required plus notification to the parent.

Parents may request a hearing in the case of long-term suspension. The hearing committee shall consist of a representative of the board and an administrator.

If a green slip is given in the morning, the student's suspension will begin the following day. Activity or behavior by a student riding the bus, which threatens the safety of other bus riders or is in open defiance of a request by the driver, shall result in immediate suspension of bus service pending a parent conference.

Students riding the bus should immediately board the buses as soon as they are dismissed from school in the afternoon.

If your student normally rides the bus, you must write a note or call the school if you plan to pick him/her up after school. If the school office has not been contacted or the parent is not present, the students will be sent home on their regular bus. Bus policy states that students may not ride a bus other than their assigned bus.

***Students riding the bus home are to load the bus at the designated time and location. They are not allowed to walk between schools to board.**

Prior to Loading

- Students must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
- Bus riders must conduct themselves in a safe manner while waiting for the bus.
- Be careful in approaching buses. Remain a safe distance from bus until bus comes to a complete stop and the driver signals you to load.

While in the Vehicle

All students riding in school vehicles, owned or contracted, by the De Soto U.S.D. 232 school district are subject to all the same rules and regulations applicable to school/classroom behavior in addition to rules designed to help achieve safe transportation to and from school and school sponsored activities.

Rules of conduct specific to school transportation include, but are not limited to the following:

- Follow the driver's instructions at all times.
- Proper boarding/departing procedures - walk as you get on and off the bus. Don't push others.
- Stay seated at all times facing forward until the driver says it is safe to exit the bus.
- Keep the aisle way clear at all times.
- Keep all body parts inside the vehicle at all times (i.e. no hands, feet, heads, etc., extended from doors or windows).
- Do not distract the driver.
- Do not tamper with or deface any bus equipment.
- No unnecessary noise, loud talking, or yelling.
- No bullying or horseplay. Touching, hitting, and tripping are prohibited.
- No rude, discourteous and annoying conduct.
- No inappropriate language/gestures.
- No eating or drinking on the vehicle.
- No spitting or littering.
- Weapons or injurious articles of any type may not be brought onto the vehicle except by law enforcement officers in the performance of official duties.
- Articles of an objectionable nature are not to be brought onto the vehicle.
- No lighting matches or smoking in the vehicle.
- Do not throw objects in or out of the windows or doors.
- Do not destroy or vandalize the property of others.
- Any other behavior interfering with the safe operation of the vehicle or well-being and respect for others.

Violation of this policy may result in the following disciplinary action, up to and including, suspension from

school owned vehicles or contracted transportation service:

- Warning: No suspension
- 1st Offense: 3 day suspension (Parent's conference not required)
- 2nd Offense: 5 day suspension (Parent's conference not required)
- 3rd Offense: Indefinite suspension from bus or until personal conference between principal, transportation office, bus contractor, students and parents has been made.

After Leaving the Vehicle

- Following departure from the bus, students crossing the road are to walk to at least eight steps out and eight steps in front of the bus; bus driver will signal when it is safe to cross the road; and student will also look to make sure that no traffic is approaching from either direction.
- The driver will not discharge riders at other places than the regular designated bus stop at home, or at school, unless proper authorization is received from the parent or a school official.

Extra-Curricular Trips

- The above rules and regulations would apply to any trip under school sponsorship.
- The driver is in charge of the bus at all times however, pupils shall respect the wishes of a teacher or a chaperone appointed by the school.

Cafeteria Visitors

Parents, grandparents and/or other legal guardians are welcome to join their students for lunch. ***Due to various food allergies and restricted diets, visitors may only bring food in for their student which is not to be shared with other students. Students may not leave campus during their lunch period.*** In addition to specific building procedures, all visitors must respect the following guidelines established to maintain a safe and orderly cafeteria:

1. All visitors must check-in at the office and wear a visitor's badge
2. Once in the cafeteria, visitors must check-in with one of the lunch room supervisors
3. Staff cannot pre-arrange or guarantee specific students will be seated together. If students are in assigned seats, preferential seating will not be permitted
4. At the conclusion of lunch, visitors should check-out in the office.

Volunteering at School

To ensure a quality learning environment and for the protection of our students; children who are not enrolled in school may not accompany a parent who is working/volunteering at the school or chaperoning a field trip during the school day. This allows parents to give their full attention to the students.

School Day Disruptions

In an effort to guard student instructional time, parents should bring items needed to the office rather than deliver them to the classroom. Except in very rare instances, students will not be called from class. When you need to speak with a teacher, please call the office and request a return call during his/her planning time, or leave a voice mail message. Please understand that phone calls and conferences will be at times when the teacher is not with students.

Gifts - JL

The giving of gifts between students and staff members is discouraged.

Food, Candy, Gum & Pop

Gum will not be allowed in PE, Band, Music, or the Media Center. In all classes, the decision to allow gum will be left to school staff. It must be noted that gum chewing will be considered a privilege. If gum and/or wrappers are not disposed of properly, the privilege will be removed. During the regular school day pop, food, and candy will not be allowed in the halls, auditorium, or gym. Open food, candy, and pop containers are not allowed in the halls or lockers. At times staff members may allow students to have snack food or drink as an incentive or reward. These must be consumed in the classroom where given or left behind.

Reward/Incentive Parties

Food and beverage brought in for rewards/incentive parties must be consistent with the district's healthy food guidelines. Classroom teachers, program sponsors and/or building administrators must approve all food and beverage due to possible allergies. Parties should be limited to 1 healthy beverage and 2 - 3 healthy foods. *Ask your teacher for the "USD 232 Healthy Food Guidelines" for examples of both healthier alternatives and non-food items.*

Fundraising

The district encourages organizers of all school-sponsored fundraisers to choose healthy alternatives in consideration of supporting a healthier student body.

Distribution of Materials

Materials unrelated to the school's curriculum may not be distributed without prior administrative consent.

Staff-Student Relations

All communications between staff and students will be of a professional nature. Except for extenuating circumstances, staff members are to utilize district provided means of communication. All communication is to serve the purpose of creating and maintaining a professional – not personal - relationship with a student.

Students are not to leave school property with a staff member unless pre-approved by the Principal and the student's parent(s).

Staff members will not meet a student outside of school without prior approval from the Principal and the student's parents.

Under no circumstances will a staff member allow their personal vehicle or a vehicle for which they are responsible to be driven by a student.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Facilities Department.

School Pictures

Information will be sent home in advance of school pictures. No student or family is required to participate or purchase.

Student Nutrition - JGH

The De Soto School District provides a quality lunch program at a competitive price that is readily available to all students in each building or students may bring their lunch. Each student may establish an account to purchase a meal, extra milk with the meal, or milk for the lunch they bring from home. A medical authority's note is required for juice to be arranged for students with milk allergies. A written verification must be on file. School lunch prices are posted on the district web site.

All secondary schools offer a large selection of a la carte items which can be purchased separate from the student meal. It is important that you and your student discuss available options and set limits that meet your family goals and the nutritional needs of your student. Additional information is available at www.usd232.org.

- Monthly menus
- Free and Reduced meal application
- Cafeteria contacts
- Product listings of items containing peanut, dairy, pork or soy ingredients
- Complete nutritional information for all menued items
- Links to other Web sites that offer nutrition education resources

Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students. Students may not leave campus during their lunch period.

Please contact the school nurse if the student has a medical necessity for a restricted diet.

Student Nutrition Charging Policy (School Lunch)

Elementary students may charge up to 3 meals (3 at any one time). After 3 charges a student will be offered crackers, cheese and white milk at no charge. Reminder notices are sent home to parents of elementary students.

Secondary students may not charge. If a student has no money he/she will be offered crackers, cheese and white milk at no charge.

Parents may view the status of their child's account on Skyward Family Access.

Application for Free / Reduced Price Meals

School lunches operate under the National School Lunch program. Under this program, students are served 1/3 of their daily requirements. The application form is mailed annually (after July 1st) and is also available to families from their building administrator, the District Student Nutrition Office, or the District Web-site.

Additional / optional benefits are available to students who qualify, including transportation fees, textbook fees, and summer school fees. A new application must be completed each year.

Cafeteria/Commons

Each student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are:

- Observing good dining room standards at the table.
- Leaving the table and the surrounding area clean and orderly.
- Replacing chairs and putting trash in the proper containers.
- Not leaving the commons while eating or carrying food.
- Only seniors are allowed to eat lunch in the outdoor dining area.

All students will report to the cafeteria during their assigned lunch period unless the lunchroom supervisor or their classroom teacher grants them permission to be in other areas of the building. Violators are subject to penalties appropriate for skipping classes.

Elementary Section

Students Riding Bikes, Scooters, Roller Skates, & Skateboards

The district understands the excitement that students and parents have for riding bikes, scooters, roller skates, and skateboards. Student safety is the district's number one concern. Therefore, the district considers the age of students, the school's location, availability of crosswalks, crossing guards, stop lights, and sidewalks in determining which modes of transportation are allowed

at each building.

The following guidelines are as follows for each building:

Prairie Ridge and Riverview Elementary

- **Bicycles** - Students in grades 3-5 or who are 8 years old may ride their bicycles to school (with a signed permission slip). Younger students may ride if the parent waits for the child off of the property with the bicycle/skateboard.
- **Scooters, Roller Skates and Skateboards** are allowed for 4th grade and up. Younger students may ride if accompanied by a parent after completing the appropriate form. These items must be small enough to fit into the student's locker.

Horizon Elementary

Students in grades 3-5, or who are 8 years old may ride their bicycles or scooters to school. A parent's permission letter must be on file in the office

Riverview Elementary

Students who are at least 8 years old may ride their bicycles or skateboards to school. A parent signature must be on file in the school office giving permission for their child to ride a bicycle or skateboard to school. Although a safety course is not required, participation in a safety course is encouraged.

*Children younger than 8 years of age may ride their bike, if a parent accompanies them.

Clear Creek and Starside Elementary

Bicycles Only - Students in grades 3-5 or who are 8 years old may ride their bicycles to school. Younger students may ride if accompanied by a parent after completing the appropriate form.

Mize Elementary – None of the above are allowed.

If allowed, students riding any of the above must wear helmets and other protective gear and follow all safety rules. Students not wearing a helmet and/or following the safety rules will lose the privilege of riding to school. Once upon the school property, students must walk their bicycles to the bike rack and carry their Scooters, Roller Skates and Skateboards. **Exceptions to these guidelines will be made on an individual building and student basis with safety being the primary determinate.**

Commitment to Character

USD 232 is committed to the development of the whole student and providing them with skills that will enhance their life. Positive life skills and lifelong behavior guidelines are emphasized.

Teachers, parents, and volunteers will work in collaboration to help students develop strong character in order to fulfill the school district mission. The Character Pillars will be taught

and modeled throughout the school year.

Character Pillars

Citizenship

Caring

Fairness

Respect

Responsibility

Trustworthiness

Learn more at www.charactercounts.org

Recess/Playground Rules

Whenever possible, students will go out for recess. There will be times, however, when the weather prevents that from occurring.

It is understood that students may need to miss recess on occasion in order to complete classroom assignments when sufficient time was given but wasted by the student or as a consequence of student behavior.

Playground rules will be reviewed with students and revised when necessary by those who supervise the playground. The acceptable rules will be taught to the students at the beginning of the school year and as needed so that expectations are clear.

Birthday Recognition

If you wish to provide special recognition for your student's birthday, arrangements must be made in advance with the classroom teacher and they must approve all food and beverage due to possible allergies. Our district is committed to promoting student health and well-being, therefore, food and beverage brought in to recognize birthdays must be consistent with the district's healthy food guidelines. We encourage parents to consider supplying non-food items for the birthday student to share with his/her classmates. Ask your teacher for the "USD 232 Healthy Food Guidelines" sheet for examples of both healthier alternatives and non-food items.

Invitations

Students may not distribute party invitations at school unless they are inviting every student in the class.

Classroom Parties

Room parties (Fall, Winter and Valentine) are held for students under the supervision of the teachers and room parents. Room parties will be held at **3:00 p.m.** for grades 1-5 and afternoon kindergarten. Morning kindergarten parties begin at **11:00 a.m.**

Food and beverage brought in for classroom parties must be consistent with the district's healthy food guidelines. Classroom teachers must approve all food and beverage due to possible allergies. Parties should

be limited to one (1) healthy beverage and two (2) – three (3) healthy snacks. *Ask your teacher for the “USD 232 Healthy Food Guidelines” for examples of both healthier alternatives and non-food items.*

In order for parents to give their full attention to their school-age child, pre-school and middle/high school children are not to attend classroom parties.

Room Parents

Contact PTA for information.

APPENDIX

Intra-District Transfer Request

1. Procedure
 - a. Transfer request packets are available to parents in the principal's office at each school and at the Education Center.
 - b. Please review the Board of Education transfer policy.
 - c. Complete pages 5 and 6 of the application. Provide written comments describing the reason(s) for requesting a transfer.
 - d. Return the completed transfer application to the home-school principal (sending school) for comments.
 - e. The sending school principal will forward the application to the receiving school principal.
 - f. The transfer application will be reviewed and a decision made by both the sending school and receiving school principals.
 - g. Written notification of the disposition of the transfer request will be provided to parents by the sending school principal.

2. Student Assignment to Schools Within the School District

Best educational practice and school building capacities limit the number of students attending each school. While the Board of Education provides comparable educational programs and curriculum among all schools, it is understood that circumstances do exist necessitating a request for student transfer to a school out of their attendance area.

In order to protect the educational needs of each student and to give appropriate consideration to class size and building enrollment limits, the following transfer policy is provided. Designated attendance areas for all schools shall be established by the Board of Education. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Board of Education.

3. Transfers

Students shall attend the school designated for the attendance area in which the student resides. Under exceptional circumstances, however, a student may be permitted to transfer to a school outside of the student's attendance area. Reasons for Transfers Based Upon Exceptional Circumstances:

 - a. Family move: Students whose parents move during the regular school year into the attendance area of another school within the school district may remain enrolled until the end of the regular school year at the school in which the student was enrolled immediately prior to the move.
 - b. Request from a governmental entity or social service agency: Request from Juvenile Court, SRS- (social and rehabilitation services), a mental health center, etc., may be approved if the transfer will improve the student's educational welfare and the receiving building has the capacity to accommodate the student.
 - c. Family hardship: Transfers for hardships in the family such as dissolution of the family unit by divorce, placement of a student outside the home, or other special circumstances involving changes of family structure. Childcare needs (for elementary grade students only) may be considered when the transfer is in the best interest of the student and the school district. In cases involving childcare, the District may determine an appropriate amount of time for making other childcare arrangements.
 - d. Special Programs: Students may request a transfer in circumstances where special programs are available in limited/designated sites (schools), i.e. curricular offerings or extra-curricular programs (subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the Board).
 - e. Exceptional psychological or health reasons: A transfer may be requested on the basis of extraordinary psychological or health related circumstances. As supportive evidence, the District may require a report (which includes the reasons for and benefits of the transfer) prepared by a licensed mental or medical health professional with extensive knowledge of the student and the circumstances surrounding the request.

- f. Administrative placement: In special circumstances, the Superintendent of Schools or his/her designated representatives (transfer committee) may place a student in a school other than the school he or she would attend under Board of Education policies. Such placement may be made after consultation with the student's parents or guardians, sending and receiving principals, and other school personnel.
- g. Enrollment Balancing: A transfer may be requested on the basis of moving to a school with reduced numbers. In order for such a transfer to take place, the receiving school must be at or below 80% of enrollment capacity, and the transfer cannot create the need for an additional section, program or instructor, nor can it result in the loss of a section, program or instructor at the sending District school. Transfers requested for a move to a building of reduced enrollment can only take place at the beginning of the first semester of each school year, and determination of enrollment capacity will be made following the District enrollment period.

4. Transfer Procedures

- a. Application: Students and/or parents/guardians may request a transfer to a school outside their assigned attendance area by submitting an application for transfer based upon exceptional circumstances and for justifiable reasons. A request for transfer may be granted if it is deemed to be in the best interest of the student and the School District. The request for transfer must include written comments from the parent/guardian as well as comments and signatures from the sending school principal and the receiving school principal.

The initial period of time within which applications for transfer for the succeeding school year may be made shall be May 1-June 15. Application for transfer of enrollment at times other than within the designated period are discouraged. However, if a transfer request is initiated during the school year by a parent or building administrator, for reasons of discipline, student conduct, or detracting associations, such requests shall be made through building principals.

Although the School District will attempt to accommodate transfer requests involving members of the same family, the School District may not always be able to do so. Consequently, the granting of a transfer request for one student does not necessarily mean all students within that family will be granted transfers. The School District reserves the right to cancel, revoke, or rescind transfers at any time.

Applications for transfer of enrollment to another school shall be reviewed by sending and receiving school principals. The sending school principal shall notify the requesting party of the disposition of the request for transfer. A copy of each approved transfer will be provided to the receiving school.

Requests for transfer must be renewed annually. It should be noted that approval one year is not a guarantee for future approvals. Students moving up to the secondary level are expected to enroll in the secondary school designated for the attendance area in which the student resides.

- b. Criteria for Approval or Denial: Principals of each school in the School District shall review annually the number of additional students, if any, who will be permitted to enroll in that school during the next school year. Determination will include an analysis of space available for additional enrollment by grade levels and class, and will be based upon the School District pupil-teacher-ratio standards. Additional consideration shall include the number of students presently residing in the attendance area of the school who can be expected to attend that school in the next school year.

Application forms must be completed (with an explanation of the transfer request) and signed by the parent or guardian and the principals of the "home" and "receiving" schools.

- c. Activity Expectations: Secondary school students who have been approved for voluntary transfer of enrollment and entering high school for the first time shall be permitted to participate in interscholastic activities in accordance with regulations of the Kansas State High School Activities Association*. In general, a student is ineligible for 18 weeks from the first day of attendance at the new school, if a change in school is made without an accompanying move on the part of the student's parents. For exceptions and additional information, refer to the Kansas High School Activities Association (KSHSAA) regulations for eligibility.

[NOTE: In addition to the transfer rule, the student must meet all other rules and regulations such as age, scholarship, bonafide student in good standing, etc. to be eligible for KSHSAA activities. Ninth grade students will participate in activities at the high school level of their home attendance area only.]

- d. Transportation: As a condition for approval of any request for voluntary transfer, requesting party shall sign a transportation waiver form provided by the School District on which it is acknowledged that the requesting party waives any and all entitlement to School District-provided transportation that a student may otherwise have by reason of Board policy or state statute.

USD 232 De Soto Public Schools Observer Form

De Soto USD 232

913-667-6200

Dear observer,

During your observation, you will see or hear things about children which should be kept confidential. In other words, we ask you not to share school information with persons other than school staff and, then, only if there's a "need to know." If you can agree to this and the attached guidelines, please sign your name below and return the signed form to the school's office.

Thank you.

Please return the bottom portion of this signed form to the school's office.

As an observer, I have read and will follow the guidelines provided to me. I will not share student information with persons other than school staff and then, only if there's a "need to know."

Observer's Signature

Date

Student Name/Class _____/_____

Student Name/Class _____/_____

Student Name/Class _____/_____

Student Name/Class _____/_____

Please return the bottom portion of this signed form to the school office. Thank you.

Guideline for Observations of Individual Students or Programs by Parents or Representatives from Other Agencies

We believe education is a shared responsibility between parents/guardians and school personnel. At times parents/guardians may wish to visit or observe the classroom or ask that someone observe on their behalf. In compliance with board policy (*KM Visitors to the Schools*), all visitors are under the jurisdiction of the building principal who has the responsibility to minimize disruptions in the educational environment, ensure safety and security, and protect student privacy. To assure a successful school visit or observation, we ask for your cooperation in following these guidelines:

- Please arrange a mutually agreed upon date and time with the building principal for the requested visit or observation.
- For security reasons, visitors are required to check in at the school office before proceeding to contact any other person in the building or on the school grounds.
- All observation sessions will be planned so as not to create conflict with the teacher and student schedule. The principal and/or teacher reserves the right to refuse, cancel, change, or limit observation time, duration, or frequency if it is determined that such a visit would cause undue disruption in the educational process. No walk in observations should be allowed. *The general rule on frequency of observations is one time per quarter. Exceptions to this guidance can be made through an IEP team decision. The determination of the frequency should be based on factors such as the availability of staff, class activities, potential disruption to classroom routine, and the effect of observation on the student being observed.*
- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Out of respect for the teaching environment, parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
- An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit and/or observation. If requesting to observe in a special education classroom or an individual student with a formal 504 plan, the purpose of the observation should be clearly articulated by the individual requesting the observation. *USD 232 is not culpable for any costs incurred by the parents.*
- Observations are limited to individuals with a legitimate and educational need to observe.
- Observations will be limited to one hour unless there are extenuating circumstances that have been discussed and approved by the building principal in advance.
- Observers need to sit at least five feet away from student to decrease distractions in the student's learning environment.
- Observer should refrain from interacting with the teacher or students in the classroom during the observation. Any questions should be addressed to the staff member accompanying the visitor or with the teacher after the observation. Any suggestions should be submitted in writing after the observation.
- Note taking is permissible; however, copies of the notes must be given to a designated member of the school team.
- Observers agree to respect the confidentiality of other students, and refrain from talking about the students outside of the school setting, and only for the original intent of the observation.
- Pictures and video/audio recording devices are prohibited.
- The principal reserves the right to ask the visitor to leave at any time.
- During the observation, the principal or his/her designee may be present in the observed setting, in order to accommodate follow-up discussion or clarify questions that may arise. All individuals observing in a special education classroom will be accompanied by one of the following staff members for the purpose of clarification and interpretation of activities and instruction that is occurring:
 - Building Principal
 - Student Service Consultant
 - School Psychologist
 - Special Education Coordinator
 - Administrative Designee
- All aspects of individual student confidentiality must be preserved and respected.
- Tape recording devices are prohibited.
- Note taking is permissible only if approved in advance from the administrator and the administrator also takes notes. If the suggestions require a change to the IEP, an IEP meeting will be scheduled. It is most helpful to have the observer at the IEP meeting to explain the rationale and reasoning for suggestions. USD 232 will consider the suggestions and determine the appropriateness of the recommendations in light of student progress and the educational setting.

Progressive Disciplinary Actions Include, But Not Limited To:

- **Informal Talk by the Staff Member** attempts to reach an agreement with the student as to acceptable behavior, positive interactive relationships, and acceptance of responsibilities. Parents may be contacted in person or by phone, providing communication, seeking involvement, and support.
- **Formal Conference Between Student and Teacher occurs outside class.** A record is kept of the student's commitment to corrective behavior. Parental/guardian contact in person or by phone, providing information, seeking involvement and support usually occurs.
- **Teacher Assigned Detention Period.** Significant time expenditure and work completion is expected. A record is kept and parent contact in person or by phone will occur.
- **Formal Conference Between Student, Teacher, and Other School Personnel (counselor, special education teacher, etc.)** Prescriptive action will occur by some form of teacher action, i.e., student improvement contract, teacher detention. A record is kept of student's commitment to corrective behavior. Parental/guardian contact in person or by phone will occur.
- **Office Referral/Formal Conference Between Student and One or More School Administrators.**
- **Prescriptive action will occur,** i.e., student contract, detention, apology, restitution, etc. A record is kept of the student's commitment to corrective behavior. Parent communication occurs in writing, by telephone, or in person.
- **Administrative Detention.** A student is detained before school, during lunch period, or after school for a specific purpose. Parent contact in person or by phone occurs.
- **Appropriate Individualized Assignment and/or Loss of Privileges.** The school official devises an assignment to fit the offense and/or removes from the student one or more privileges usually associated with the offense. Parent contact in person or by phone occurs.
- **Friday Night School.** The student is assigned specific dates to attend class on Friday to complete specified learning activities frequently related to the absence from class. (Students missing the assigned Friday School will be assigned two days in-school suspension.) Parent contact in person or by phone occurs.
- **In-School Suspension.** The student is removed from class but must remain on campus isolated from other students under the supervision of a staff member. The student will be given appropriate assignments to complete for the class time being missed and will earn academic credit for work completed (one-five days). A missed in-school suspension will result in additional in-school days being added and in some cases, suspension from school. Parent contact in person or by phone occurs.
- **Formal Conference.** Parental involvement by personal conference with appropriate personnel (teacher, student, counselor, administrator, nurse, etc.) Prescriptive written action plan outlining student, school, and parent responsibilities will be created and maintained in the discipline file.
- **Temporary Removal from Class.** The student is not permitted to attend one or more classes for a brief period of time. During this period of removal, the student may be assigned appropriate on-campus duties. Parent contact in person or by phone occurs.
- **Exclusion for the Remainder of the Day.** The student is removed from classes usually following the offense to separate him/her from the school environment in a preventive manner. Credit may be given for makeup work completed unless the missed time becomes part of an out-of-school suspension. Parent contact in person or by phone occurs.
- **Short-Term Out-of-School Suspension.** The student is provided formal due process and is removed from school, campus, and activities and placed under the supervision/responsibility of the parent (1 to 10 days). Parent notification occurs by phone and in writing.
- **Long-Term Out-of-School Suspension.** The student is referred to the suspension and expulsion committee for a formal hearing to determine possible long term suspension not to exceed 90 days. Parent contact will be made as per state statute.
- **Expulsion.** The student is referred for suspension and/or expulsion for a formal hearing to determine possible expulsion not to exceed one calendar year. Parent contact will be made as per state statute.

Definition of Consequences

1. **IN-SCHOOL CONFERENCE WITH STUDENT:** A private conference between student, teacher and/or Principal attempting to resolve unacceptable behavior.
2. **DETENTION:** A period of temporary custody during regularly scheduled recess or beyond the length of the regular school day.
3. **EXTENDED SCHOOL TIME:** A period of temporary custody for a period of several hours, i.e., Friday evening or on Saturdays. Appropriate supervision, school assignments, and parental notification will be provided. Transportation is not provided.
4. **PARENT CONTACT:** Written notice, phone conference or meeting in person with school representative regarding student misbehavior.
5. **PARENT/TEACHER CONFERENCE:** A meeting between parent and teacher or other school representative.
6. **SUSPENSION OR FORFEITURE OF ACCESS TO COMPUTER PRIVILEGE:** As stated in the Acceptable Use Guidelines, any student found responsible for misuse or inappropriate network or technology practices may have access privileges suspended for a specific period or terminated. This includes district computer access, Internet, or any other technology applications.
7. **LOSS OF BUS PRIVILEGE:** Subject to the offense, students may lose bus transportation privilege for a specified amount of time according to guidelines developed by the district and transportation provider.
8. **REVOCAION OF PARKING PRIVILEGE:** The cancellation of student vehicle parking privilege in school parking lots for a specified amount of time.
9. **RESTRICTION OF ATTENDANCE AT SCHOOL SPONSORED ACTIVITIES:** Cancellation of student privilege to attend school sponsored activities as a spectator for a specified amount of time.
10. **INDIVIDUAL BEHAVIOR PLAN:** A behavioral agreement between parties outlining future actions, limitations, and/or consequences.
11. **LOSS OF ATHLETIC/ACTIVITY PRIVILEGE:** Cancellation of student privilege to participate in school sponsored athletics or activities for a specified amount of time.
12. **RESTITUTION:** An agreement between student and school that the student will attempt to restore or replace damaged property, equipment or supplies to their original condition.
13. **PROBATION:** Requires meeting standards in specific areas where adjustment must be shown and maintained for continued placement. Notification will be provided to parent before initiation.
14. **IN-SCHOOL SUSPENSION (ISS):** The interruption of classroom attendance and regular school participation, by official directive from the chief building administrator or the designated representative, for a period of time not to exceed five days. A designated, supervised, academically conducive but restrictive atmosphere will be substituted. Administrators will attempt to notify parents prior to placing a student in In-School Suspension.
15. **IN-SCHOOL SUSPENSION BEHAVIORAL CONTRACT:** An in-school suspension followed by a behavioral agreement between parties outlining future actions, limitations, and/or consequences.
16. **SHORT-TERM SUSPENSION:** The interruption of school attendance by official directive from the chief building administrator or the designated representative, for a period of time not to exceed 10 school days. Notification will be provided to parent before initiation. Students may not participate in extra-curricular activities during suspension.
17. **LONG-TERM SUSPENSION:** The exclusion from school for a period of up to 90 school days. A long-term suspension begins with a short-term suspension (see #16). Parental notification is given at the time of the short-term suspension. Students may not participate in extra-curricular activities during suspension.
18. **EXPULSION:** The exclusion from school for a period up to 186 days begins with a short-term suspension. (See #16). Parental notification is given at the time of short-term suspension. Students may not participate in extra-curricular activities during expulsion.

De Soto USD 232
Anti-Bullying Statement

De Soto USD 232 is a place where the business of education can be conducted in a welcoming environment free of intimidation, violence, and fear. This setting provides an educational climate that fosters a spirit of acceptance and care of every student. It is a place where behavioral expectations are clearly communicated, consistently enforced, and fairly applied.

Student Anti-Bullying Pledge

We, the students of De Soto USD 232, agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school’s policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision, such as bathrooms, corridors, and stairwells.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty, to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

Signed by: _____

Print name: _____

Date: _____

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Anti-Bullying Statement

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Parents Anti-Bullying Pledge

We, the parents of _____, agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the parents agree to:

1. Keep our students and ourselves informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our students, their feelings about school work, friendships, and relationships.
4. Inform faculty of changes in my student’s behavior or circumstances at home that may change my student’s behavior at school.
5. Alert faculty if any bullying has occurred.

Signed by: _____

Print name: _____

Date: _____

Board of Regents Qualified Admissions Precollege Curriculum

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the precollege curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.¹ **This law applies to students who graduate in the year 2001 or later.**

Take **NOTICE** that the precollege curriculum consists of:

1. Four units of English;
2. Three units of Mathematics;
3. Three units of Social Studies;
4. Three units of Natural Sciences; and
5. One unit in the field of Computer Technology.

Also, take **NOTICE** that a total of 25 units of credit are required by this district for graduation from high school. Consult with a school counselor to determine specific graduation requirements.

¹ The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.

**KANSAS STATUTES ANNOTATED CHAPTER 72-8901 THRU 72-8906
AS AMENDED BY THE LEGISLATURE
Article 89 – SUSPENSION AND EXPULSION OF PUPILS**

72-8901. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education.
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

72-8902. Duration of suspension or expulsion; notice; hearing, opportunity afforded, waiver, time, who may conduct.

- (a) A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
- (b) (1) Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing; (B) the right of the pupil to be informed of the charges; (C) the right of the pupil to be informed of the basis for the accusation; and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing. (2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil or the pupil's parent or guardian a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A written notice of any short-term suspension and the reason therefor shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practicable but in no event later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.
- (c) No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-8903, and amendments thereto.

- (d) Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.
- (e) A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.

72-8903. Procedural due process requirements; record of appeal, costs; report of findings and result of hearing; information regarding behavior improvement programs.

- (a) The formal hearing provided for in K.S.A. 72-8902, and amendments thereto, shall be conducted in accordance with regulations relating thereto adopted by the board of education. Such regulations shall afford procedural due process including, but not limited to, the following:
 - 1. The right of the pupil to have counsel of the pupil's own choice present and to receive the advice of such counsel or other person whom the pupil may select;
 - 2. The right of the parents or guardians of the pupil to be present at the hearing;
 - 3. The right of the pupil and the pupil's counsel or advisor to hear or read a full report of testimony of witnesses against the pupil;
 - 4. The right of the pupil and the pupil's counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena;
 - 5. The right of the pupil to present the pupil's own witnesses in person or their testimony by affidavit;
 - 6. The right of the pupil to testify in the pupil's own behalf and give reasons for the pupil's conduct;
 - 7. The right of the pupil to have an orderly hearing; and
 - 8. The right of the pupil to a fair and impartial decision based on substantial evidence.
- (b) In all extended-term suspension and expulsion from school cases, there shall be made a record of the hearing of an appeal of the suspension or expulsion, whichever is applicable, by mechanical or electronic recording or by an official court reporter, and the costs thereof shall be paid by the school district.
- (c) At the conclusion of a formal hearing which results in a suspension for an extended term or an expulsion, the person or committee conducting the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil who is suspended or expelled and, if the pupil is a juvenile, to the parents or guardians and counsel or other advisor of the pupil. If the pupil is an adult, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the pupil only upon written consent of the pupil. Whenever a formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to school by the pupil, pending appeal or during the period allowed for notice of appeal, is not reasonably anticipated to endanger the safety of others, to cause continuing repeated material disorder, disruption or interference with the operation of school, or to substantially or materially impinge upon or invade the rights of others, in which case the pupil may return to school until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified above, the report of the hearing shall provide that the suspension or expulsion of the pupil shall continue until appeal therefrom is determined or until the period of suspension or expulsion has expired, whichever occurs sooner. Any such pupil shall be provided with information concerning services or programs offered by public and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the conduct upon which the suspension or expulsion was based. If the pupil is a juvenile, the information shall also be provided to the parents or guardians of the pupil.

72-8904. Notice of hearing results; appeal to board of education; hearing officers; procedure.

- (a) Written notice of the results of any hearing imposing an extended-term suspension or an expulsion from school shall be given to the pupil suspended or expelled from school, and to the parents or guardians of the pupil within 24 hours after determination of such result.
- (b) Any pupil age 18 or older, who has been suspended for an extended term or expelled, or one of the pupil's parents or guardians of a pupil under age 18, may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than 10 calendar days after receiving the written notice. Any such appeal shall be heard by the board of education, or by a hearing officer appointed by such board, not later than 20 calendar days after such notice of appeal is filed. The pupil and the pupil's parents or guardians shall

be notified in writing of the time and place of the appeal hearing at least five days prior thereto. Such appeal shall be conducted under rules which are consonant with K.S.A. 72-8903, and amendments thereto. The decision on any such appeal shall be rendered not later than ten days after the conclusion of the appeal hearing.

- (c) For the purpose of hearing an appeal of an extended-term suspension or an expulsion, the board of education may appoint one or more hearing officers. Any such hearing officer shall be a member of the board of education, a certificated employee of the school district, or an attorney admitted to the practice of law in this state. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board of education in making the appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, the hearing officer shall prepare a written report thereon to the board of education. After receiving any such report, the board of education shall determine the matter with or without additional hearing. Any matter determined by the board of education in accordance with this subsection shall be valid to the same extent as if the matter were fully heard by the board of education without a hearing officer.

72-8905.Nonapplication of compulsory attendance law. The provisions of K.S.A. 721111, and amendments thereto, shall not apply to any pupil while subject to suspension or expulsion from school pursuant to the provisions of this act.

72-8906.Powers and duties of persons conducting hearings.

- (a) Any person, hearing officer or any member of a committee or the board of education conducting a hearing under this act may:
1. Administer oaths for the purpose of taking testimony;
 2. call and examine witnesses and receive documentary and other evidence; and
 3. take any other action necessary to make the hearing accord with procedural due process.
- (b) Any hearing officer, any member of a committee or the board of education holding a formal hearing or an appeal hearing under this act may and, upon the request of any pupil for whom any such hearing is held or upon the request of the pupil's parents or guardians or counsel, shall petition the administrative judge of the judicial district in which the school district is located requesting that the clerk of the district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and the production of books, records, reports, papers and documents relating to the proposed suspension or expulsion from school in the same manner as provided for the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245, and amendments thereto.

The Kansas School Safety and Security Act (Effective July 1, 1998)

Kansas School Safety and Security Act (as amended by the 1998 session of the Kansas Legislature) **72-89b01**. This act shall be known and may be cited as the Kansas School Safety and Security Act. **72-89b02**. As used in this act:

- (a) "Board of Education" means the board of education of a unified school district or the governing authority of an accredited nonpublic school.
- (b) "School" means a public school or an accredited nonpublic school.
- (c) "Public school" means a school operated by a unified school district organized under the laws of this state.
- (d) "Accredited nonpublic school" means a nonpublic school participating in the quality performance accreditation system.
- (e) "School employee" means any teacher or other professional or paraprofessional employee of a school who has exposure to a pupil specified in subsection (a)(l) through (5) of K.S.A. 72-89b03 and amendments thereto.
- (f) "Administrator" means any individual who is employed by a school in a supervisory or managerial capacity.

72-89b03.

- (a) School employees with knowledge that a pupil is a pupil specified in this subsection shall inform administrators and administrators with knowledge that a pupil is a pupil specified in this subsection shall inform all other school employees of the following:
- (1) the identity of any pupil who has been expelled as provided by subsection (c) of K.S.A. 72-8901 and amendments thereto for conduct which endangers the safety of others;

- (2) the identity of any pupil who has been expelled as provided by subsection (d) of K.S.A. 72-8901 and amendments there to;
 - (3) the identity of any pupil who has been expelled under a policy adopted pursuant to K.S.A. 72-89a02 and amendments there to;
 - (4) the identity of any pupil who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony under the laws of Kansas or the state where the offense was committed, except that this subsection shall not apply to an adjudication as a juvenile offender involving a felony theft offense involving no direct threat to human life; and
 - (5) the identity of any pupil who has been tried and convicted as an adult of any felony, except that this subsection shall not apply to any felony conviction of theft involving no direct threat to human life.
- (b) Each board of education shall adopt a policy that includes:
 - (1) A requirement that an immediate report be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons; and
 - (2) the procedures for making such a report.
 - (c) Administrators and other school employees shall not be subject to the provisions of subsection (b) of K.S.A. 1997 Supp. 72-89b04 and amendments thereto if:
 - (1) They follow the procedures from a policy adopted pursuant to the provisions of subsection (b); or
 - (2) their board of education fails to adopt such policy.
 - (d) Each board of education shall annually compile and report to the state board of education at least the following information relating to school safety and security: The types and frequency of criminal acts that are required to be reported pursuant to the provisions of subsection (b), disaggregated by occurrences at school, on school property and at school supervised activities. The report shall be incorporated into and become part of the current report required under the quality performance accreditation system.
 - (e) Each board of education shall make available to pupils and their parents, to school employees and, upon request, to others district policies and reports concerning school safety and security, including those required by this subsection, except that the provisions of this subsection shall not apply to the disclosures required pursuant to subsection (a).
 - (f) Nothing in this section shall be construed or operate in any manner so as to prevent any school employee from reporting criminal acts to school officials and to appropriate state and local law enforcement agencies.
 - (g)The state board of education shall extract the information relating to school safety and security from the quality performance accreditation report and transmit the information to the governor, the legislature, the attorney general, the secretary of health and environment, and the secretary of social and rehabilitation services.
 - (h) No board of education and no member of any such board shall be liable for damages in a civil action for the actions or omissions of any administrator pursuant to the requirements and provisions of the Kansas school safety and security act and to this end such board and members thereof shall have immunity from civil liability related thereto. No administrator or school employee shall be liable for damages in a civil action for the actions or omissions of such administrator or school employee pursuant to the requirements and provisions of the Kansas school safety and security act and to this end such administrator or school employee shall have immunity from civil liability related thereto.

72-89b04.

- (a) Willful and knowing failure of a school employee to make a report required by subsection (b) (1) of section 3, and amendments thereto, is a class B nonperson misdemeanor. Preventing or interfering with, with the intent to prevent, the making of a report required by subsection (b) (1) of section 3 and amendments thereto, is a class B nonperson misdemeanor.
- (b) Willful and knowing failure of any employee designated by a board of education to transmit reports made by school employees to the appropriate state or local law enforcement agency as required by subsection (b) (1) of section 3, and amendments thereto, is a class B nonperson misdemeanor. Preventing or interfering with, with the intent to prevent, the transmission of reports required by subsection (b) (1) of section 3, and amendments thereto, is a class B nonperson misdemeanor.
- (c) No board of education shall terminate the employment of, or prevent or impair the profession of, or impose any other sanction on any school employee because the employee made an oral or written report to, or cooperated with an investigation by, a law enforcement agency relating to any criminal act

that the employee knows has been committed or reasonably believes will be committed at school, on school property, or at a school supervised activity.

- (d) Any board of education, and any member or employee thereof, participating without malice in the making of an oral or written report to a law enforcement agency relating to any criminal act that is known to have been committed or reasonably is believed will be committed at school, on school property, or at a school supervised activity shall have immunity from any civil liability that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceedings resulting from the report.

Area Drug Assessment/Treatment Providers

Despite all your efforts to keep your kids drug free, one day, you may suspect or know that your student is using drugs. If so, take action NOW, because the longer you wait, the harder it will be to deal with your student's drug use. Check out www.theantidrug.com and/or these local resources as you begin to take action.

Area Drug Assessment/Treatment Providers – *Last Updated January 2010	Program Phone
Accredited Addiction Recovery Services	913-236-8445
Accu-Screen, Inc.	913-268-7226
Adolescent Center for Treatment	913-782-0283
Advanced Recovery Services	913-236-5900
Alcohol & Drug Services, Inc.	913-722-3866
Assessment Services	913-768-9777
Associates of Hope Harbor	913-710-5744
Avenues to Recovery	913-780-9600
Beacon Behavioral Healthcare	913-254-1993
CARE Special Programs, Inc.	913-780-3300
Challenges, Inc.	913-381-3585
Choices	913-390-0100
Clinical Associates	913-677-3553
Columbia Health Systems	913-451-1111
Confidential Mental Health Services	913-707-5532
Consolidated Medical Services	913-768-7756
Crossroads	816-941-4000
Cypress Recovery, Inc.	913-764-7555
Deaf Hope, Inc.	913-621-4673
Dreier & Associates, Inc.	913-362-8899
Eileen Nevers	913-206-3830
Johnson County Mental Health Ctr.	913-782-2100
Michael D. Hanson	913-323-6511
Nat. Council Alcohol & Drug Dependence	816-361-5900
Psychiatric Associates	913-338-1211
Shawnee Mission Medical Center	913-676-2071
The Family Conservancy	913-342-1110
The Farm, Inc.	913-287-5019
Two Rivers Psychiatric Hospital	816-356-5688
Valley Hope Treatment Center	913-432-4037

Board Policy on Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. 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.

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 or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working 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 an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file 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 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 also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint 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.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. 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 termination of employment.

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

Board Policy on Racial Harassment

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial 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 racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
4. is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file 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 racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial 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 racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

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.

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

USD 232 -- 2010-2011 School Calendar Narrative

August 2010

- 4..... ENROLLMENT -- New Students only in Grades 9-12 8 a.m. - 3 p.m.
5..... ENROLLMENT -- All Students Grades K-12..... 1 p.m. - 8 p.m.
6..... ENROLLMENT -- All Students Grades K-12..... 8 a.m. - noon
4-6..... New Teachers Report/New Teacher Academy
9..... NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
10..... NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
11..... NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
12..... NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
13..... First Day of School for Students in Grades 1-9 -- Start of First Quarter
16..... First Day of School for Students in Grades 10-12
TBD..... Kindergarten Open HouseTimes to be determined
17..... First Day of School for Kindergarten Students

September 2010

- 6..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- Holiday
7..... NO SCHOOL FOR **K-5 STUDENTS** -- Professional In-service Day for Elementary Teachers
Students in Grades 6-12 in session

October 2010

- 14..... End of First Quarter
15..... NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
18..... Start of Second Quarter
20..... NO SCHOOL FOR KINDERGARTEN STUDENTS -- Parent-Teacher Conferences 8:15 a.m. – 4:15 p.m.
Students in Grades 1-12 in session – Parent-Teacher Conferences **4:15 p.m. – 8:15 p.m.**
21..... NO SCHOOL FOR ALL STUDENTS --Parent-Teacher Conferences 10:00 a.m. – 8:00 p.m.
22..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed

November 2010

- 24-26.... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed

December 2010

- 17..... GRADES 1 – 12 IN SESSION ½ DAY ONLY / ½ Teacher Workday / NO SCHOOL FOR KINDERGARTEN
17..... End of Second Quarter
20-31.... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- WINTER BREAK

January 2011

- 3..... NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
4..... NO SCHOOL FOR ALL STUDENTS -- Teacher Workday
5..... Start of Third Quarter
17..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- Holiday

February 2011

- 16..... NO SCHOOL FOR KINDERGARTEN STUDENTS -- Parent-Teacher Conferences 8:15 a.m. – 4:15 p.m. /
Students in Grades 1-12 in session – Elementary Parent-Teacher Conferences **4:15 p.m. – 8:15 p.m. /**
Secondary Parent-Teacher Conferences 3:30 p.m. – 7:30 p.m.
17 NO SCHOOL FOR ALL STUDENTS -- **Elementary Parent-Teacher Conferences 8:15 a.m. – 8:15 p.m. /**
Secondary Staff Development Day 7:30 a.m. – 3:30 p.m. – Middle School Parent-Teacher Conferences
3:30 p.m. – 7:30 p.m. / High School Parent-Teacher Conferences 4:30 p.m. – 8:30 p.m.
18..... NO SCHOOL FOR ALL STUDENTS -- Buildings Closed
21..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- Holiday

March 2011

- 10..... End of Third Quarter
11..... NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
14-18.... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- SPRING BREAK
21..... Start of Fourth Quarter

April 2011

- 22..... NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
25..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed

May 2011

- 25..... LAST DAY OF SCHOOL FOR KINDERGARTEN -- Grades 1 – 12 in session
26 LAST DAY OF SCHOOL FOR GRADES 1 – 12 -- STUDENTS IN SESSION HALF-DAY ONLY / Half-Day
Teacher Workday
26..... End of Fourth Quarter
30..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- Holiday



Unified School District 232

De Soto - Shawnee - Lenexa - Olathe
www.usd232.org

Change Order Request Form

Date: [March 29, 2010](#)

To: Ron Wimmer & Ken Larsen

RE: [Change Order #5 - DeSoto Elementary School #7](#)

From: Adam Reed, Construction Consultant

Project:
[DeSoto Elementary School #7 Construction Project](#)

Vendor/Contractor/Other Payment To: [See attached Potential Change Items \(PCI\) description](#)

Change Order Description:
[Change Order #5 includes PCI's #40,41,42,43,44R](#)

Location:
[See attached PCI description document](#)

Amount: [Total Change Order amount \\$17,974; Total Contractor Amount \\$21,215; Total Construction Manager Fee \(2.6%\) \\$597; Total C.M. General Liability Insurance \(0.85%\) -\\$3,838; Increase to construction hard cost per C.O. #5 = 0.13%](#)

Funding Source: [Bond Funding](#)

Approval/Denial

[Ken Larsen, Director of Budget & Finance:](#) Approve Deny

Reason for Denial:

Signature:  Ken Larsen Digitally signed by Ken Larsen
DN: cn=Ken Larsen, o=USD 232,
ou=Budget and Finance,
email=klarsen@usd232.org, c=US
Date: 2010.03.29 15:18:26 -0500' Date: [Monday, March 29, 2010](#)

[Ron Wimmer, Superintendent of Schools:](#) Approve Deny

Reason for Denial:

Signature:  Ron Wimmer Digitally signed by Ron Wimmer
DN: cn=Ron Wimmer, o=USD232,
ou=Superintendent,
email=RWimmer@usd232.org, c=US
Date: 2010.03.29 15:22:19 -0500' Date: [Monday, March 29, 2010](#)

Turner Special Projects

March 12, 2010

Ron Wimmer, Ed.D.
Superintendent
Unified School District #232
35200 West 91st Street
De Soto, KS 66018

Turner Construction Company
2345 Grand Boulevard
Suite 1000
Kansas City, MO 64108
phone: 816.283.0555
fax: 816.283.0348

Dear Dr. Wimmer:

The attached Change Order #05 in the amount of \$17,974 (Seventeen Thousand, Nine Hundred Seventy Four dollars) for Desoto Elementary School #7 has been reviewed and approved by Turner Special Projects. A detailed list of each item with our input can be seen in the following spreadsheet.

It is our recommendation that Change Order #05 be approved as shown. Please don't hesitate to call with any questions, comments or concerns.

Regards,



Adam Reed
Construction Consultant

CHANGE ORDER SUMMARY

Distribution to
OWNER
ARCHITECT
CONSTRUCTION MANAGER

PROJECT:	DeSoto Elementary No. 7 DeSoto, KS	CHANGE ORDER NO.:	5
		DATE:	3/24/2010
		ARCHITECT'S PROJECT NO.:	
CONSTRUCTION MANAGER:	J.E. Dunn Construction Co. 1001 Locust Kansas City, MO 64106	CONSTRUCTION MANAGER'S PROJECT NO.:	10367

This Change Order authorizes work as described in Attachment No. 1. Attachment No. 2 is a summary of the new Contract Sums for all Prime Contracts up to and including this Change Order.

The total of all original Contract Sums was	\$13,714,029.00
Net change by previously authorized Change Order Summaries	\$175,014.00
The total of all Contract Sums prior to this Change Order was	\$13,889,043.00
The Contract Sum will be increased by this Change Order in the amount of	\$17,974.00
The total of all Contract Sums, including this Change Order	\$13,907,017.00
The Contract Time will be increased-decreased unchanged by Zero (0) days.	
The date of Substantial Completion as of the date of this Change Order therefore is 7/31/2010.	

RECOMMENDED:

J.E. Dunn Construction Company
Construction Manager
1001 Locust, Kansas City, MO 64106

APPROVED:

HTK Architects
Architect
9300 West 110th Street, Suite 150, Overland Park, KS 66210

BY _____ DATE _____

BY _____ DATE _____

AUTHORIZED:

DeSoto Unified School District #232
Owner
8355 Peoria Street, DeSoto, KS 66018-0449

BY _____ DATE _____

ATTACHMENT 1

DeSoto Elementary No. 7
JE Dunn Project No. 10367
Change Order Summary No. 5
March 24, 2010

PCI	DESCRIPTION	AMOUNT
40	Add flowable fill in the trench for the electrical conduit that crosses below Belmont as required by the City of Shawnee per PR1/ASI 1.	\$1,523
41	Add 5/8 CDX in lieu of Densglass at the roofline to facilitate future repairs/replacement of the roofing.	\$2,211
42	Surveying expense incurred due to revised site plans issued with ASI 1/PR 1.	\$4,032
43	Revise the parapet blocking per ASI 24	-\$5,596
44R	Install tapered insulation at alternate classroom roof per PR 15	\$19,045
CM	General Requirements	-\$3,838
CM	Fee	\$597
	Change Order Total	\$17,974

Attachment 2

DeSoto Elementary No. 7
 Contact Summary
 Change Order No. 5
 March 24, 2010
 Job No. 10367

Contractor	Bid Package	Scope of Work	Contract Sum				
			Original Contract Sum	Previous Change Order	Prior To This Change	Current Change Order Amount	Current Contract Sum
J.E. Dunn	01000	General Requirements	986,361	46,493	1,032,854	(3,838)	1,029,016
Max Rieke & Brothers Inc	02330	Site Clearing & Earthwork	428,900	33,376	462,276	4,032	466,308
Seal-O-Matic Paving Company	02740	Asphalt Paving	420,546	23,365	443,911	-	443,911
Shawnee Mission dba Arbor Master	02900	Irrigations, Lawns & Grasses	330,000	-	330,000	-	330,000
McPherson Contractors	03330	Concrete	1,361,170	150	1,361,320	-	1,361,320
McPherson Contractors	03410	Precast Concrete	130,788	3,826	134,614	-	134,614
McPherson Contractors	04210	Masonry	972,659	6,307	978,966	-	978,966
McPherson Contractors	05099	Structural Steel	733,383	-	733,383	-	733,383
Altmar Inc	06100	Carpentry	393,300	3,775	397,075	(5,596)	391,479
Western Waterproofing Company	07199	Insulation Air Barrier	198,860	4,180	203,040	-	203,040
Delta Innovative Services	07500	Roofing	890,999	-	890,999	19,045	910,044
Shawhan Sheet Metal LLC	07600	Arch Sheet Metal	462,777	-	462,777	-	462,777
Firetek Inc.	07840	Fire Sealants	24,900	-	24,900	-	24,900
Jabral Inc.	07900	Joint Sealants	94,600	1,347	95,947	-	95,947
DH Pace	08110	Doors & Hardware	290,200	8,167	298,367	-	298,367
Jim Plunkett Inc	08400	Glass & Glazing	215,855	1,469	217,324	-	217,324
Enterprise Interiors Inc.	09250	Drywall	424,980	4,134	429,114	2,211	431,325
Enterprise Interiors Inc.	09510	Acoustical Ceiling	195,700	-	195,700	-	195,700
Desco Coatings Inc.	09620	Resinous Flooring	133,793	-	133,793	-	133,793
Artistic Floorcovering Inc	09680	Flooring	269,490	-	269,490	-	269,490
Advanced Protective Coating	09900	Painting	107,437	-	107,437	-	107,437
ABC School Equip dba Platinum	10100	Visual Display Board	13,825	-	13,825	-	13,825
KC Bin & Equipment	10500	Lockers	57,670	-	57,670	-	57,670
Abbey-Simons Co	10650	Operable Partitions	17,988	-	17,988	-	17,988
Sysco Foods of KC Inc.	11400	Food Service Equipment	229,285	-	229,285	-	229,285
Athco LLC	11490	Athletic Equipment	30,570	2,225	32,795	-	32,795
Creative Associates	12300	Casework	85,577	-	85,577	-	85,577
Mid States School Equipment	12760	Telescoping Stands	14,286	-	14,286	-	14,286
Jayhawk Fire Sprinkler	15300	Fire Protection	121,460	-	121,460	-	121,460
Western Enterprise Inc.	15400	Plumbing	524,515	7,022	531,537	-	531,537
Rand Construction Company	15500	HVAC	1,891,304	-	1,891,304	-	1,891,304
BRW Construction LLC	02500	Site Utilities	259,522	20,258	279,780	-	279,780
Westhues Electric Inc	16000	Electrical	1,032,000	2,699	1,034,699	1,523	1,036,222
Sosaya and Sons Constructino	16520	Public Street Lighting	21,800	1,611	23,411	-	23,411
Fee	50000	N/A	347,529	4,610	352,139	597	352,736
		Total:	\$ 13,714,029	\$ 175,014	\$ 13,889,043	\$ 17,974	\$ 13,907,017



Unified School District 232

De Soto - Shawnee - Lenexa - Olathe

www.usd232.org

Change Order Request Form

Date: 3/31/2010

To: Ron Wimmer & Ken Larsen

RE: [Change Order #7 - Mill Valley High School Additions and Renovations](#)

From: Adam Reed, Construction Consultant

Project:

[Mill Valley High School Additions and Renovations](#)

Vendor/Contractor/Other Payment To: [See attached Potential Change Items \(PCI\) description](#)

Change Order Description:

[Change Order #7 includes: PCI #62 through PCI #66](#)

Location:

[See attached PCI description document](#)

Amount: Total Change Order amount \$4,850; Total Contractor Amount \$4,352; Total Construction Manager Fee (2.6%) \$375; Total C.M. General Liability Insurance (0.85%) \$123; Increase to construction hard cost per C.O. #7 = .03%

Funding Source: [Bond Funding - Contingency](#)

Approval/Denial

[Ken Larsen, Director of Budget & Finance:](#) Approve Deny

Reason for Denial:

Signature:  Ken Larsen
Digitally signed by Ken Larsen
DN: cn=Ken Larsen, o=USD 232,
ou=Budget and Finance,
email=klarsen@usd232.org, c=US
Date: 2010.04.06 07:21:08 -0500

Date: Tuesday, April 6, 2010

[Ron Wimmer, Superintendent of Schools:](#) Approve Deny

Reason for Denial:

Signature:  Ron Wimmer
Digitally signed by Ron Wimmer
DN: cn=Ron Wimmer, o=USD232,
ou=Superintendent,
email=RWimmer@usd232.org, c=US
Date: 2010.04.06 09:29:59 -0500

Date: Tuesday, April 6, 2010

Turner Special Projects

March 24, 2010

Ron Wimmer, Ed.D.
Superintendent
Unified school District #232
35200 West 91st Street
De Soto, KS 66018

Turner Construction Company
2345 Grand Boulevard
Suite 1000
Kansas City, MO 64108
phone: 816.283.0555
fax: 816.283.0348

Dear Dr. Wimmer:

The attached Change Order #07 in the amount of \$4,850 (Four Thousand, Eight Hundred Fifty dollars) for Mill Valley High School has been reviewed and approved by Turner Special Projects. A detailed list of each item with our input can be seen in the following spreadsheet.

Please note that a portion of one of the changes included in CO#07 is an error by the design team and will be paid for by the design team. The cost of work to the district for Change Order #07 will be \$1,271 (One Thousand, Two Hundred Seventy One dollars).

It is our recommendation that Change Order #07 be approved as shown. Please don't hesitate to call with any questions, comments or concerns.

Regards,



Adam Reed
Construction Consultant

CHANGE ORDER SUMMARY

Distribution to
OWNER
ARCHITECT
CONSTRUCTION MANAGER

PROJECT:	Mill Valley High School Shawnee, KS	CHANGE ORDER NO.:	7
		DATE:	3/29/2010
		ARCHITECT'S PROJECT NO.:	
CONSTRUCTION MANAGER:	J.E. Dunn Construction Co. 1001 Locust Kansas City, MO 64106	CONSTRUCTION MANAGER'S PROJECT NO.:	10370

This Change Order authorizes work as described in Attachment No. 1. Attachment No. 2 is a summary of the new Contract Sums for all Prime Contracts up to and including this Change Order.

The total of all original Contract Sums was	\$15,343,486.00
Net change by previously authorized Change Order Summaries	\$171,009.00
The total of all Contract Sums prior to this Change Order was	\$15,514,495.00
The Contract Sum will be increased by this Change Order in the amount of	\$4,850.00
The total of all Contract Sums, including this Change Order	\$15,519,345.00
The Contract Time will be increased-decreased unchanged by Zero (0) days.	
The date of Substantial Completion as of the date of this Change Order therefore is 7/31/2010.	

RECOMMENDED:

J.E. Dunn Construction Company
Construction Manager
1001 Locust, Kansas City, MO 64106

APPROVED:

Hollis & Miller
Architect
8205 W. 108th Terr., Suite 100, Overland Park, KS 66210

BY _____ DATE _____

BY _____ DATE _____

AUTHORIZED:

DeSoto Unified School District #232
Owner
8355 Peoria Street, DeSoto, KS 66018-0449

BY _____ DATE _____

ATTACHMENT 1

Mill Valley High School
JE Dunn Project No. 10370
Change Order Summary No. 7
March 29, 2010

PCI	DESCRIPTION	AMOUNT
62	Installing a 3-way control valve at heating coil for AHU 16 in lieu of 2-way as indicated in ASI 34	\$1,041
63	Wood blocking and parapet changes & Window jamb blocking clarification as indicated in ASI 53 & 54.	(\$5,853)
64	Changes made to E121 and E125 as indicated in ASI 73	(\$4,239)
65	Add 14 Fire extinguishers and cabinets per fire marshall direction as indicated in ASI 77R.	\$4,078
66	Piping elevation conflicts due to ceiling height of 8'-8" and the existing OST shown on P104 having an invert elevation of 8'-7" the plumbing and exhaust duct had to be rerouted as indicated in RFI 69	\$9,325
CM	General Liability	\$123
CM	Fee	\$375
	Change Order Total	\$4,850

Mill Valley High School
 Contact Summary
 Change Order No. 7
 March 29, 2010
 Job No. 10370

Contractor	Bid Package	Scope of Work	Original	Previous	Contract Sum	Current Change	Current
			Contract Sum	Change Order	Prior To This Change	Order Amount	Contract Sum
J.E. Dunn	01000	General Requirements	1,107,460	40,765	1,148,225	\$123	1,148,348
A T Abatement Services	02120	Demolition	195,320	(539)	194,781	\$0	194,781
Blue Moon Hauling	02330	Earthwork	170,000	13,567	183,567	\$0	183,567
Foundation Service	02465	Aggregate Piers	103,450	-	103,450	\$0	103,450
O'Donnell Way Construction	02740	Asphalt	149,216	16,110	165,326	\$0	165,326
Hermes Landscaping	02900	Landscape	70,785	-	70,785	\$0	70,785
Leavcon II Inc.	03330	Concrete	115,075	2,793	117,868	\$0	117,868
Leavcon II Inc.	031010	Concrete (2nd Phase)	794,500	10,990	805,490	\$0	805,490
Stress Cast	03410	Precast Concrete	49,525	(3,000)	46,525	\$0	46,525
Summit Masonry	04210	Masonry	148,715	-	148,715	\$0	148,715
Summit Masonry	042100	Masonry (2nd Phase)	1,881,300	917	1,882,217	\$1,210	1,883,427
Builders Steel Company	05100	Structural Steel	104,724	4,465	109,189	\$0	109,189
Doherty Steel	051000	Structural Steel	1,066,426	2,153	1,068,579	\$0	1,068,579
Zimmerman	06199	Carpentry	367,100	2,400	369,500	(\$2,802)	366,698
DH Restoration	07210	Fluid Applied Air Barrier	84,748	-	84,748	\$0	84,748
Delta	07410	Sheet Metal & Roofing	906,600	7,119	913,719	\$0	913,719
S & W Waterproofing Inc.	07900	Joint Sealants	6,687	-	6,687	\$0	6,687
DH Restoration	079000	Joint Sealants	62,028	-	62,028	\$0	62,028
Skyline Construction	08101	Doors & Hardware	318,904	3,380	322,284	\$0	322,284
Midwest Glass & Glazing	08400	Glass & Glazing	182,709	8,374	191,083	\$0	191,083
Enterprise Interiors Inc.	09250	Metal Studs, Drywall, Carpentry	95,800	(7,309)	88,491	\$0	88,491
E&K of Kansas City	092500	Metal Studs & Drywall	524,267	3,116	527,383	\$2,038	529,421
E&K of Kansas City	09510	Acoustical Ceiling & Wall Panels	185,618	1,633	187,251	\$0	187,251
Acme Floor Company Inc.	09640	Wood Flooring	37,320	-	37,320	\$0	37,320
Acme Floor Company Inc.	096400	Wood Flooring (2nd Phase)	63,414	-	63,414	\$0	63,414
Desco Coatings	09670	Resinous Flooring	384,796	-	384,796	\$0	384,796
Artistic Floorcovering	09680	Flooring	204,788	-	204,788	\$0	204,788
Switzer & Associates Inc.	09900	Painting	18,500	(1,428)	17,072	\$0	17,072
Switzer & Associates Inc.	099000	Painting (2nd Phase)	183,462	1,500	184,962	\$0	184,962
Abbey Simons	10100	Visual Display Board	20,649	469	21,118	\$0	21,118
Abbey Simons	10650	Operable Partitions	6,116	-	6,116	\$0	6,116
Fellers Fixtures	11400	Food Service Equipment	116,195	-	116,195	\$0	116,195
Athco LLC	11490	Athletic Equipment	57,720	-	57,720	\$0	57,720
Carroll Seating	114900	Athletic Equipment	69,750	-	69,750	\$0	69,750
Carroll Seating	12300	Casework	253,027	-	253,027	\$0	253,027
Heartland Seating Inc.	12760	Telescoping Bleachers	248,000	-	248,000	\$0	248,000
Carroll Seating	127600	Telescoping Bleachers	40,980	(3,520)	37,460	\$0	37,460
Alliance Fire Protection	15300	Fire Protection	240,590	-	240,590	\$0	240,590
Allstar Plumbing	15400	Plumbing	727,268	4,544	731,812	(\$274)	731,538
Edwards McDowell	15500	HVAC	2,464,400	(4,006)	2,460,394	\$3,253	2,463,647
Kincaid Construction Inc.	02500	Site Utilities	193,451	14,470	207,921	\$0	207,921
MC Electric Inc.	16000	Electrical	62,950	2,069	65,019	\$0	65,019
Pro Circuit	160000	Electrical	870,332	44,753	915,085	\$927	916,012
Fee	50000	N/A	388,821	5,224	394,045	\$375	394,420
		Total:	\$ 15,343,486	\$ 171,009	\$ 15,514,495	\$ 4,850	\$ 15,519,345



Unified School District 232

De Soto - Shawnee - Lenexa - Olathe
www.usd232.org

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6200
FAX: 913/667-6202
email: emartin@usd232.org

Date: 4/7/2010
To: USD #232 Board of Education
From: Learning Services Department
Earl Martin
Re: LTMS Media Center Materials

Funding: not applicable

The attached spreadsheet lists media center materials that are no longer usable. We would like to have these materials considered surplus as we have no further use of them. We will discard the materials after your approval.

Thank You,

Earl Martin
Director of Teaching and Learning

REQUEST FOR BOARD APPROVAL OF EXTENDED DAY TRIP

Building: Lexington Trails Middle School

Grade(s): 8th

Class/Group: Students that qualify

Destination: Worlds of Fun

Does this trip involve more than one day? YES NO

First Day of Trip: Tuesday First Date of Trip: 05 - 25 - 2010

Last Day of Trip: Tuesday Last Date of Trip: 05 - 25 - 2010

Departing Time: 9:00 am pm on (date) 05 - 25 - 2010

Returning Time: 6:15 am pm on (date) 05/25/10

Will there be an overnight stay? YES NO

If yes, where will students be staying? _____

Purpose of Trip: **As their 4th Quarter reward party**

Other Pertinent Information: **Students will not qualify if they have:**
- missing assignments
- any D/Fs
- ISS/OSS
- more than 2 after school detentions
- have not met 75% of their AR goal

Students that do not qualify will attend study hall during the school day.

District Sponsors on the Trip: **Adrienne Young, Julie Woerdehoff, Brian Dinkel, Kim Welsh, Bill Shaw, and Jamie Talbott**

Submitted By: Jamie Talbott

Date Submitted: 3/22/10

DATE OF BOE CONSIDERATION: _____
 APPROVED DENIED



Dear 8th Grade Parents,

It is that time of year again when we start planning for our World's of Fun trip. This 8th grade tradition is something the kids look forward to all year. However, there are specific expectations that students must follow to earn the privilege to go on this trip. We are notifying you of these expectations, as well as basic information about the trip.

The trip has been scheduled for Tuesday, May 25th. We will be leaving the school at 9:00am and will arrive back around 6:15pm. If you would like to make separate travel arrangements please contact one of the teachers so we can be prepared for that.

The cost of the trip will be approximately \$25. (The actual price might change slightly). This is a discount rate and also includes a full lunch that Worlds of Fun will cater for us. Park season passes can not be used for admission.

The trip to World's of Fun is our 4th quarter reward party. To qualify to go, the students must meet these requirements:

- No D/Fs
- No missing assignments
- No more than 2 afterschool detentions
- No ISS/OSS
- AR Goal- must have 75% of their goal met **by Monday, May 17th**

Parents can expect qualified students to bring home permission slips a week before the trip. Teachers would like to ask parents to please support our efforts to motivate students to succeed in their last quarter of school.

Sincerely,

The 8th Grade Team

**** These plans are still pending Board approval.**

**I have read this letter and understand the expectations for my student to qualify for the trip.

Student Name

Parent signature

Turner Special Projects

Turner Construction Company

2345 Grand Boulevard
Suite 1000
Kansas City, MO 64108
phone: 816.283.0555
fax: 816.283.0348

April 6, 2010

Board of Education
Unified school District #232
35200 West 91st Street
De Soto, KS 66018

RE: Loose Furniture and Equipment –Belmont Elementary School

Dear Board Members:

Bids for the Belmont Elementary School furnishings were received on March 25, 2010. The bid consisted of 96 different items with 14 different vendors bidding portions of the package. The bids were reviewed by members of Hollis and Miller, Turner Special Projects, and staff from USD 232's facility department. Each item was reviewed regarding price and quality by all parties and the recommended bidder was selected. The total recommended amount for the Loose Furniture and Equipment package for Belmont Elementary School is Four Hundred Thirty Nine Thousand, Four Hundred Ninety Dollars and Seventy Cents (\$439,490.70). The total budget for Loose Furniture and Equipment for Belmont Elementary was \$450,000. Please find attached the break down prices from the recommended vendors, the recommendation letter from Hollis & Miller Architects, and the bid tabulation sheet.

I recommend accepting the recommended vendors as listed on the Vendor Recap Sheet for Belmont Elementary School totaling \$439,490.70.

Regards,



Adam Reed
Construction Consultant

April 2, 2010,

Denis Johnson
De Soto USD 232
35200 W.91st Street
De Soto, KS 66018

Re: Loose Furniture and Equipment
Mill Valley High and Belmont Elementary

Attached to this cover letter are total vendor tally recommendations for loose furniture and equipment for Belmont Elementary and Mill Valley High School.

Bids were submitted on March 25, 2010 from a total of 18 different vendors. A comprehensive evaluation of all bids was methodically reviewed by District's Owner's representatives which included Debbie Atwell, Adam Reed and yourself.

The District received very competitive bids and also options on alternate products to consider. Decisions on the recommendations were made based on several factors:

If the District has standardized on types of furniture and is currently using certain manufacturer's product in other buildings and/or at Mill Valley High School.

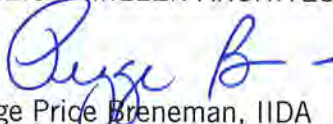
If an alternate product is a lower cost and meets, or exceeds, the specified product.

In some instances, the vendor "packaged" several items together, for an "all or none" bid. The "packaged" items are recommended if they were the low bid with acceptable product(s).

In some instances, a vendor is recommended for items that match with coordinating or adjacent products, for continuity of function and design.

De Soto, USD 232, is fortunate to be the recipient of a very favorable bidding climate. The recommended vendor list will allow your District opportunity to fully furnish both schools and be ready for the fall term.

HOLLIS + MILLER ARCHITECTS


Pegge Price Breneman, IIDA
Interiors Manager

Loose Furniture and Equipment Bids
 Belmont Elementary
 Shawnee, KS
 Job No.: 0940

TOTAL VENDOR RECAP

SECTION	TOTAL COST
Alexander & Ray's	\$4,650.00
Athco	\$2,640.00
Business Interiors/Staples	\$180,096.01
Commercial Concepts	\$14,033.85
Data Essentials	\$3,198.00
GE	\$1,820.00
Hicks-Ashby	\$38,859.00
John A Marshall	\$5,740.90
Mid-States School	\$30,074.90
Scott Rice	\$13,525.50
Siggins	\$1,432.00
United	\$126,943.00
Virco	\$11,241.54
Wenger	\$5,236.00
Total	\$439,490.70

BID TABULATION - BELMONT ELEMENTARY
LOOSE FURNITURE & EQUIPMENT
Bid Date: 03.25.10
JOB NO. 0940

Item No.	Item	Qty.	Business Interiors by Staples			Commercial Concepts			Mid-States		Scott Rice		United		Virco		
			Specified	Alternate	HON ALT	Specified	Alternate	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	
101	Systems Furnishings, Clerical Station Allsteel	1	\$3,788.00 \$3,788.00														
102	Principal's Desk Components Hon	1	\$1,790.17 \$1,790.17		\$1,795.22 \$1,795.22	\$1,959.21 \$1,959.21											
102A	Principal's Desk Components (Alt) Groupe Lacasse	1					\$1,487.69 \$1,487.69						\$1,429.00 \$1,429.00				
103	Vice Principal's Desk Components Hon	1	\$1,790.17 \$1,790.17		\$1,795.22 \$1,795.22	\$1,959.21 \$1,959.21											
103A	Vice Principal's Desk Components Alternate - Groupe Lacasse	2					\$1,487.69 \$2,975.38						\$1,429.00 \$2,858.00				
104	Counselor's Workstation Components Hon	1	\$1,697.04 \$1,697.04		\$1,651.61 \$1,651.61	\$1,931.13	\$1,884.02 \$1,884.02							\$1,674.00 \$1,674.00			
105	36" Sq. Adjustable Ht Crank Table Berco	1	\$908.22 \$908.22								\$648.73 \$648.73						
106	Teacher's Workstation Components Hon	28	\$1,458.85 \$40,847.80		\$1,443.68 \$40,423.04	\$1,646.14 \$46,091.92	\$1,526.93 \$42,754.04							\$1,458.00 \$40,824.00			
106A	Teacher's L-Shaped Workstation w/Hutch Alternate - Groupe Lacasse	28					\$1,281.19 \$35,873.32						\$1,384.00 \$38,752.00				
107	30" x 60" L-Shaped Desk Components Hon	1	\$1,284.57 \$1,284.57		\$1,245.11 \$1,245.11	\$1,458.23 \$1,458.23	\$1,288.18 \$1,288.18							\$1,255.00 \$1,255.00			
108	30" X 60" Desk Components Hon	2	\$1,159.71 \$2,319.42		\$1,107.25 \$2,214.50	\$1,317.19 \$2,634.38	\$1,222.35 \$2,444.70							\$1,137.00 \$2,274.00			
109	Coaches Workstation Components Hon	1	\$1,458.85 \$1,458.85		\$1,409.26 \$1,409.26	\$1,646.14 \$1,646.14	\$1,518.55 \$1,518.55							\$1,466.00 \$1,466.00			
110	Tech Office Desk Hon	1	\$1,158.60 \$1,158.60		\$1,164.30 \$1,164.30	\$1,316.02 \$1,316.02	\$1,215.17 \$1,215.17							\$1,177.00 \$1,177.00			
111	30" x 72" Receiving Desk Hon	1	\$672.19 \$672.19		\$682.15 \$682.15	\$795.51 \$795.51	\$698.98 \$698.98							\$655.00 \$655.00			
112	Group Office L-Shaped Workstation Components - Hon	4	\$1,208.39 \$4,833.56		\$1,233.20 \$4,932.80	\$1,378.03 \$5,112.12	\$1,233.39 \$4,933.56							\$1,159.00 \$4,636.00			
113	24" x 60" Workstation Components Hon	4	\$464.11 \$1,856.44		\$442.73 \$1,770.92	\$546.86 \$2,187.44	\$492.47 \$1,969.88							\$451.00 \$1,804.00			
114	24" x 48" Workstation Components Hon	4	\$389.05 \$1,556.20		\$394.45 \$1,577.80	\$468.08 \$1,872.32	\$444.56 \$1,778.24							\$405.00 \$1,620.00			
115	Kitchen 30" x 48" Workstation w/ Overhead - Hon	2	\$884.37 \$1,768.74		\$874.45 \$1,748.90	\$1,013.20 \$2,026.40	\$941.15 \$1,882.30							\$868.00 \$1,736.00			
116	Kitchen 30" x 48" Work Desk Hon	1	\$229.64 \$229.64		\$235.30 \$235.30	\$271.02 \$271.02	\$238.42 \$238.42							\$230.00 \$230.00			
117	24" x 48" Adj Height Crank Table Berco	2	\$754.89 \$1,509.78								\$810.92 \$1,621.84			\$372.00 \$744.00			
119	Student Desk 30"H Kl	260	\$90.79 \$23,605.40										\$97.75 \$25,415.00				
119A	Student Desk 27"H Kl	260	\$90.79 \$23,605.40										\$97.75 \$25,415.00				
119B	Adj Student Desk Kl	104	\$102.46 \$10,655.84										\$110.00 \$11,440.00				
120	96"L Conference Table Berco	2	\$737.11 \$1,474.22	\$619.78 \$1,239.56			\$689.47 \$1,378.94				\$820.15 \$1,640.30		\$434.00 \$868.00				
121	36" x 72" Table Berco	3	\$410.00 \$1,230.00	\$362.44 \$1,087.32			\$383.20 \$1,149.60				\$411.61 \$1,234.83		\$385.00 \$1,155.00				
122	36" x 72" Adj Height Crank Table Berco	6	\$869.56 \$5,217.36								\$811.43 \$4,868.58		\$522.00 \$3,132.00				
124	36" x 60" Conference Table Berco	6	\$347.33 \$2,083.98	\$312.22 \$1,873.32			\$349.51 \$2,097.06				\$385.45 \$2,312.70		\$361.00 \$2,166.00				
125	Crescent Reading Table Kl	60	\$652.21 \$39,132.60										\$678.75 \$40,725.00	\$403.00 \$24,180.00			
127	18" x 60" Flip Table Mayline	16	\$255.41 \$4,086.56			\$203.91 \$3,262.56				\$556.50 \$8,904.00	\$489.13 \$7,826.08	\$205.00 \$3,280.00					
129	Lunch Table w/Bench Sico	50				\$464.49 \$23,224.50	\$528.88 \$26,444.00	\$474.45 \$23,722.50									
130	60" Dia Folding Multi-Use Table Sico	12				\$594.67 \$7,136.04		\$461.85 \$5,542.20									
133	Folding Condiment Table Sico	2						\$405.10 \$810.20									
134	36" X 72" Kindergarten Table Virco	16												\$225.18 \$3,602.88			
135	36" x 72" Art Table Smith System	6	\$264.89 \$1,589.34			\$333.24 \$1,999.44							\$287.00 \$1,722.00				
136	Laminate End Table Custom Cube	2					\$448.36 \$896.72				\$492.71 \$985.42						

BID TABULATION - BELMONT ELEMENTARY
LOOSE FURNITURE & EQUIPMENT
Bid Date: 03.25.10
JOB NO. 0940

Item No.	Item	Qty.	Business Interiors/Staples			Commercial Concepts				Data Essentials		John Marshall		United		Virco	
			Specified	Alternate	HON ALT	Specified	Alternate	Alternate	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate		
201	Principal's Chair Hon	2	\$175.57 \$351.14		\$168.95 \$337.90			\$297.63 \$595.26			\$145.00 \$290.00						
202	Task Chair Hon	4	\$225.30 \$901.20		\$218.60 \$874.40		\$259.61 \$1,038.44				\$104.00 \$416.00						
204	Principal's Conference Chair Gunlocke	22	\$263.11 \$5,788.42					\$283.43 \$6,235.46			\$157.00 \$3,454.00	\$260.95 \$5,740.90					
205	Teacher's Classroom Chair No Arms Hon	58	\$78.42 \$4,548.36		\$78.78 \$4,569.24		\$87.31 \$5,063.98										
205A	Teacher's Classroom Chair No Arms Hon (Bays)	62	\$145.57 \$9,025.34		\$137.35 \$8,515.70		\$158.73 \$9,841.26	\$134.83 \$8,359.46	\$138.56 \$8,590.72	\$142.59 \$8,840.58	\$112.00 \$6,944.00	\$188.25 \$11,671.50					
206	Nest/Fold Workroom Conference Chair Smith Systems	50	\$190.89 \$9,544.50				\$199.55 \$9,977.50	\$156.72 \$7,836.00			\$141.00 \$7,050.00			\$212.00 \$10,600.00	\$188.00 \$9,400.00		
206A	Nest/Fold Workroom Conference Chair Alternate - Mayline	50	\$171.19 \$8,559.50				\$276.86 \$13,843.00	\$239.69 \$11,984.50						\$157.00 \$7,850.00			
207	Guest/Conference Chair Chromcraft	8	\$200.40 \$1,603.20				\$208.60 \$1,668.80	\$198.59 \$1,588.72			\$150.00 \$1,200.00						
209	Library Chair Source International	38	\$193.24 \$7,343.12				\$188.43 \$7,160.34					\$200.05 \$7,601.90					
212	Reception Lounge Chair Corlander Wood Design	6	\$405.49 \$2,432.94				\$452.27 \$2,713.62	\$409.94 \$2,459.64			\$333.00 \$1,998.00						
214	Student Desk Chair 14"H Kl	100	\$54.80 \$5,480.00											\$57.00 \$5,700.00			
215	Student Desk Chair 16"H Kl	312	\$55.29 \$17,250.48											\$57.50 \$17,940.00			
216	Student Desk Chair 18"H Kl	312	\$56.75 \$17,706.00											\$59.00 \$18,408.00			
217	Student Stack Chair 14"H Virco	48															\$25.88 \$1,242.24
218	Student Stack Chair 16"H Virco	96															\$28.97 \$2,781.12
219	Student Stack Chair 18"H Virco	117															\$30.90 \$3,615.30
220	Art Stool Kl	24	\$30.64 \$735.36					\$38.63 \$927.12						\$32.00 \$768.00			

Item No.	Item	Qty.	Business Interiors by Staples			United Office		
			Specified	Alternate	HON GSA	Specified	Alternate	
301	Principal's Two-Drawer Lateral File Laminate - Hon	3	\$331.19 \$993.57		\$320.61 \$961.83			
302	Principal's Lateral File Alternate Groupe Lacasse	3				\$278.00 \$834.00		
303	Principal's Tall Bookcase Hon	2	\$282.68 \$565.36		\$280.52 \$561.04	\$0.00		
304	Principal's Tall Bookcase Alternate Groupe Lacasse	2				\$243.00 \$486.00		
305	Conference Room Low Bookcase Hon	1	\$170.22 \$170.22		\$170.59 \$170.59	\$0.00		
306	Conference Room Low Bookcase Alternate - Groupe Lacasse	1				\$201.00 \$201.00		
307	Small Credenza Hon	2	\$257.05 \$514.10		\$252.76 \$505.52			
308	Small Credenza - Alternate Groupe Lacasse	2				\$238.00 \$476.00		
309	Rolling Storage Cabinet w/Doors Groupe Lacasse	8				\$415.00 \$3,320.00	\$405.00 \$3,240.00	
311	Mobile Folding Book Cabinet Groupe Lacasse	8				\$491.00 \$3,928.00	\$450.00 \$3,600.00	
312	71"H Steel Bookcase Hon	72	\$135.03 \$9,722.16		\$109.58 \$7,889.76			
313	Metal Storage Cabinet Allsteel	1	\$450.57 \$450.57	\$394.61 \$394.61				
314	36"W 3-Dwr Metal Lateral File Allsteel	4	\$467.30 \$1,869.20	\$381.61 \$1,526.44		\$371.00 \$1,484.00		
315	36"W 2-Dwr Metal Lateral File Allsteel	2	\$344.04 \$688.08	\$285.74 \$571.48		\$304.00 \$608.00		
317	4-Drawer Vertical Letter File Hon	67	\$267.31 \$17,909.77		\$202.04 \$13,536.68			
318	Under Casework Storage Components Allsteel	2	\$503.56 \$1,007.12			\$576.00 \$1,152.00		
319	Teacher's Wardrobe/Shelving 84"H Groupe Lacasse	26				\$522.00 \$13,572.00	\$484.00 \$12,064.00	
320	Teacher's Tall Storage Cabinet 84"H Groupe Lacasse	52				\$543.00 \$28,236.00	\$481.00 \$25,012.00	
321	Teacher's 48"W Storage Cabinet Groupe Lacasse	26				\$297.00 \$7,722.00	\$296.00 \$7,696.00	
322	Lost & Found Unit Groupe Lacasse	1				\$1,075.00 \$1,075.00	\$1,017.00 \$1,017.00	
			Delivery		\$6,798.00			

Item No.	Item	Qty.	Automated Business		Hicks-Ashby		KSM Marketing	
			Specified	Alternate	Specified	Alternate	Specified	Alternate
401	66"H Single Faced Unit Estey	9		\$861.60 \$7,754.40			\$473.00 \$4,257.00	
402	42"H Double Faced Unit Estey	33		\$781.47 \$25,788.51			\$378.00 \$12,474.00	
403	66"H Single Faced Periodical Unit Estey	2		\$886.88 \$1,773.76			\$422.00 \$844.00	
			Total	\$35,316.67	\$20,295.00		\$17,575.00	
401A	66"H Single Faced Unit Estey	9		\$672.08 \$6,048.72			\$440.00 \$3,960.00	
402A	42"H Double Faced Unit Estey	33		\$673.41 \$22,222.53			\$338.00 \$11,154.00	
403A	66"H Single Faced Periodical Unit Estey	2		\$687.58 \$1,375.16			\$380.00 \$760.00	
			Total	\$29,646.41	\$20,160.00		\$15,874.00	

BID TABULATION - BELMONT ELEMENTARY
LOOSE FURNITURE & EQUIPMENT
Bid Date: 03.25.10
JOB NO. 0940

Item No.	Item	Qty.	Scott Rice	
			Specified	Alternate
501	42" Square Reading Table Worden	8	\$518.11	\$4,144.88
502	On-Line Sitting 2 Person Comp Station Broadart	3	\$1,287.77	\$3,863.31

Item No.	Item	Qty.	Bus Int/Staples		Commercial Concepts		Hicks-Ashby		Siggins		United Office		Wenger	
			Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate
601	First Aid Couch Royal	3	\$467.56 \$1,402.68		\$499.79 \$1,499.37	\$438.89 \$1,316.67								
602	Sliping Shelf Truck Smith Systems	1	\$252.78 \$252.78		\$289.87 \$289.87						\$273.00 \$273.00			
603	Flat Shelf Truck Smith Systems	1	\$219.78 \$219.78		\$249.19 \$249.19						\$236.00 \$236.00			
604	Depressible Book Truck Case Systems	1					\$774.00 \$774.00	\$769.00 \$769.00						
607	Teacher's Lectern Groupe Lacasse	2				\$443.19 \$886.38					\$193.00 \$386.00			
608	Single Faced Coat Rack Magnusson Group	2	\$392.78 \$785.56		\$397.39 \$794.78					\$537.00 \$1,074.00				
609	Portable Art Drying Rack Tensor	2			\$698.78 \$1,397.56									
610	Music Stand Wenger	45											\$66.00 \$2,970.00	
611	Music Stand Cart Wenger	3											\$386.00 \$1,158.00	
613	Stereo Cabinet Wenger	1											\$1,108.00 \$1,108.00	
613	Diaper Changing Station Koala	5								\$286.40 \$1,432.00				

Item No.	Item	Qty.	Athco	
			Specified	Alternate
701	Volleyball Standards Aalco	1	\$2,640.00	\$2,640.00

Item No.	Item	Qty.	Automated Bus Systems		Commercal Concepts		Concepts for Business		Hicks-Ashby		KSM Marketing	
			Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate
801	12"D x 36"W x 88 1/4"H Starter Unit Tennsco	3	\$273.29 \$819.87	\$204.93 \$614.79			\$204.16 \$612.48	\$194.00 \$582.00			\$274.00 \$822.00	
802	12"D x 36"W x 88 1/4"H Adder Unit Tennsco	3	\$261.38 \$784.14	\$183.63 \$550.89			\$180.10 \$540.30	\$177.00 \$531.00			\$240.00 \$720.00	
803	15"D x 36"W x 88 1/4" Metal Shelving Starter Unit - Tennsco	6	\$316.48 \$1,898.88	\$219.39 \$1,316.34			\$220.74 \$1,324.44	\$210.00 \$1,260.00			\$285.50 \$1,713.00	
804	15"D x 36"W x 88 1/4" Metal Shelving Adder Unit - Tennsco	2	\$282.95 \$565.90	\$196.71 \$393.42			\$192.47 \$384.94	\$175.00 \$350.00			\$252.00 \$504.00	
805	18"D x 36"W x 88 1/4" Starter Unit Tennsco	25	\$330.09 \$8,252.25	\$231.12 \$5,778.00			\$235.86 \$5,896.50	\$221.00 \$5,525.00			\$297.00 \$7,425.00	
806	18"D x 36"W x 88 1/4" Adder Unit Tennsco	36	\$293.23 \$10,556.28	\$208.34 \$7,500.24			\$202.80 \$7,300.80	\$203.00 \$7,308.00			\$262.00 \$9,432.00	
807	24"D x 36"W x 88 1/4" Starter Unit Tennsco	2	\$395.72 \$791.44	\$287.83 \$575.66			\$279.14 \$558.28	\$252.00 \$504.00			\$338.00 \$676.00	
808	24"D x 36"W x 88 1/4" Adder Unit Tennsco	8	\$352.85 \$2,822.80	\$255.81 \$2,046.48			\$233.25 \$1,866.00	\$233.00 \$1,864.00			\$301.00 \$2,408.00	
TOTALS			\$26,491.56	\$18,775.82			\$18,483.74	\$17,925.00			\$23,700.00	

Item No.	Item	Qty.	Alexander & Ray's		Dolsberry		GE	
			Specified	Alternate	Specified	Alternate	Specified	Alternate
901	Full Height Refrigerator w/ice Make General Electric	3	\$695.00 \$2,085.00	\$630.00 \$1,890.00	\$800.00 \$2,400.00	\$700.00 \$2,100.00		
902	Undercounter Refrigerator General Electric	2	\$285.00 \$570.00		\$350.00 \$700.00	\$289.00 \$578.00		
903	Compact Undercounter Refrigerator Avanti	1	\$220.00 \$220.00	\$815.00 \$815.00	\$300.00 \$300.00			
904	Free Standing Conventional Oven General Electric	2	\$565.00 \$1,130.00	\$560.00 \$1,120.00	\$750.00 \$1,500.00	\$750.00 \$1,500.00	\$577.00 \$1,154.00	
905	Countertop Microwave General Electric	4	\$140.00 \$560.00		\$200.00 \$800.00		\$154.00 \$616.00	
906	Electric Stack Washer/Dryer General Electric	2	\$1,050.00 \$2,100.00	\$1,000.00 \$2,000.00	\$1,200.00 \$2,400.00		\$910.00 \$1,820.00	
907	Full Ht Refrig w/ice Maker	1	\$510.00 \$510.00				\$545.00 \$545.00	

Turner Special Projects

Turner Construction Company

2345 Grand Boulevard
Suite 1000

Kansas City, MO 64108

phone: 816.283.0555

fax: 816.283.0348

April 6, 2010

Board of Education
Unified school District #232
35200 West 91st Street
De Soto, KS 66018

RE: Loose Furniture and Equipment – Mill Valley High School

Dear Board Members:

Bids for the Mill Valley High School furnishings were received on March 25, 2010. The bid consisted of 98 different items with 18 different vendors bidding portions of the package. The bids were reviewed by members of Hollis and Miller, Turner Special Projects, and staff from USD 232's facility department. Each item was reviewed regarding price and quality by all parties and the recommended bidder was selected. The total recommended amount for the Loose Furniture and Equipment package for Mill Valley High School is Five Hundred Seventy Six Thousand, Four Hundred Twelve Dollars and No Cents (\$576,412.00). The total budget for Loose Furniture and Equipment for Mill Valley was \$695,000. Please find attached the break down prices from the recommended vendors, the recommendation letter from Hollis & Miller Architects, and the bid tabulation sheet.

I recommend accepting the recommended vendors as listed on the Vendor Recap Sheet for Mill Valley High School totaling \$576,412.00.

Regards,



Adam Reed
Construction Consultant

April 2, 2010,

Denis Johnson
De Soto USD 232
35200 W.91st Street
De Soto, KS 66018

Re: Loose Furniture and Equipment
Mill Valley High and Belmont Elementary

Attached to this cover letter are total vendor tally recommendations for loose furniture and equipment for Belmont Elementary and Mill Valley High School.

Bids were submitted on March 25, 2010 from a total of 18 different vendors. A comprehensive evaluation of all bids was methodically reviewed by District's Owner's representatives which included Debbie Atwell, Adam Reed and yourself.

The District received very competitive bids and also options on alternate products to consider. Decisions on the recommendations were made based on several factors:

If the District has standardized on types of furniture and is currently using certain manufacturer's product in other buildings and/or at Mill Valley High School.

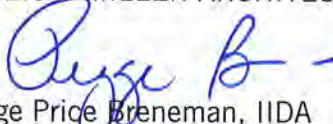
If an alternate product is a lower cost and meets, or exceeds, the specified product.

In some instances, the vendor "packaged" several items together, for an "all or none" bid. The "packaged" items are recommended if they were the low bid with acceptable product(s).

In some instances, a vendor is recommended for items that match with coordinating or adjacent products, for continuity of function and design.

De Soto, USD 232, is fortunate to be the recipient of a very favorable bidding climate. The recommended vendor list will allow your District opportunity to fully furnish both schools and be ready for the fall term.

HOLLIS + MILLER ARCHITECTS


Pegge Price Breneman, IIDA
Interiors Manager

Loose Furniture and Equipment Bids
Mill Valley High School
De Soto USD #232
Job No.: 0878.1

TOTAL VENDOR RECAP

SECTION	TOTAL COST
Alexander & Ray's	\$10,166.00
Business Interiors/Staples	\$269,087.54
Carroll Seating	\$5,568.00
Commercial Concepts	\$86,121.25
Dolsberry	\$3,600.00
Hicks-Ashby	\$19,932.00
John A Marshall	\$5,526.80
KSM Marketing	\$1,373.00
Mid-States School	\$5,871.60
Scott Rice	\$2,558.22
United	\$95,102.00
Virco	\$47,856.59
Wenger	\$23,649.00
Total	\$576,412.00

BID TABULATION - MILL VALLEY HIGH SCHOOL
LOOSE FURNITURE & EQUIPMENT
Bid Date: 03.25.10
JOB NO. 878.1

Item No.	Item	Qty.	BA Designs		Bus Int/Staples			Commercial Concepts				Data Essentials		John A. Marshall		Scott Rice		United		Virco		Wenger	
			Specified	Alternate	Specified	Alternate	HON GSA	Specified	Alternate	Alternate	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate
200	Admin Desk Chair Hon	2			\$264.00 \$528.00			\$242.43 \$484.86					\$164.00 \$328.00									\$347.39 \$694.78	
200A	Admin Desk Chair Alternate Hon	2	\$344.50 \$689.00		\$277.95 \$555.90		\$271.54 \$543.08	\$316.72 \$633.44														\$328.69 \$657.38	
201	Teacher's Classroom Chair Hon (Basyx)	88	\$172.34 \$15,165.92		\$145.17 \$12,774.96		\$137.35 \$12,086.80	\$158.73 \$13,968.24	\$134.83 \$11,865.04	\$138.56 \$12,193.28	\$142.59 \$12,547.92	\$142.00 \$12,496.00		\$188.25 \$16,566.00								\$215.00 \$18,920.00	
202	Task Chair Hon	12	\$370.58 \$4,446.96		\$309.46 \$3,713.52		\$293.20 \$3,518.40	\$339.51 \$4,074.12					\$213.00 \$2,556.00									\$172.27 \$2,067.24	
202A	Task Chair Alternate RFM	12						\$356.44 \$4,277.28	\$336.67 \$4,040.04									\$320.00 \$3,840.00					
203	Wood Guest Chair Corlander Wood Designs	25		\$484.08 \$12,102.00	\$470.11 \$11,752.75	\$418.74 \$10,468.50		\$444.60 \$11,115.00	\$397.77 \$9,944.25													\$357.02 \$8,925.50	
204	Guest Chair Allseating	4	\$340.50 \$1,362.00		\$349.56 \$1,398.24			\$319.25 \$1,277.00	\$254.80 \$1,019.20	\$248.90 \$995.60				\$221.45 \$885.80								\$367.22 \$1,468.88	
205	Nesting Conf Chair w/o Arms Smith Systems	28			\$126.56 \$3,543.68			\$167.59 \$4,692.52										\$144.00 \$4,032.00	\$172.00 \$4,816.00				
205A	Nesting Conf Chair w/o Arms - Alt Chromcraft	28	\$306.75 \$8,589.00		\$242.10 \$6,778.80	\$227.58 \$6,372.24		\$257.91 \$7,221.48															
205B	Nesting Conference Chair KI	28			\$193.71 \$5,423.88			\$98.77 \$2,765.56										\$200.00 \$5,600.00					
206	Conference Chair KI	20			\$242.36 \$4,847.20			\$189.44 \$3,788.80										\$250.50 \$5,010.00				\$215.00 \$4,300.00	
206A	Conference Chair - Alt A Source	20	\$389.00 \$7,780.00		\$369.02 \$7,380.40			\$358.84 \$7,176.80															
206B	Conference Chair - Alt B National	20	\$413.90 \$8,278.00		\$395.74 \$7,914.80			\$239.62 \$4,792.40					\$394.35 \$7,887.00									\$243.43 \$4,868.60	
207	Student Desk Chair 18" KI	850			\$53.11 \$45,143.50			\$69.64 \$59,194.00	\$95.77 \$81,404.50						\$64.71 \$55,003.50	\$55.25 \$46,962.50						\$47.96 \$40,766.00	
207A	Student Desk Chair 18" - Alt KI	850			\$61.76 \$52,496.00											\$64.25 \$54,612.50						\$66.65 \$56,652.50	
208	Computer Chair on Casters KI	190		\$127.20 \$24,168.00	\$88.30 \$16,777.00			\$139.83 \$26,567.70	\$128.98 \$24,506.20			\$110.00 \$20,900.00			\$98.82 \$18,775.80	\$92.00 \$17,480.00						\$95.00 \$18,050.00	
208A	Computer Chair on Casters - Alt A Smith Systems	190			\$133.89 \$25,439.10			\$176.29 \$33,495.10	\$149.89 \$28,479.10							\$151.00 \$28,690.00						\$129.77 \$24,656.30	
208B	Computer Chair on Casters - Alt B KI	190			\$88.30 \$16,777.00			\$148.94 \$28,298.60								\$92.00 \$17,480.00						\$106.27 \$20,191.30	
208C	Computer Chair on Glides - Alt C Smith Systems	190			\$130.39 \$24,774.10			\$172.24 \$32,725.60								\$147.00 \$27,930.00						\$141.04 \$26,797.60	
209	Task Stool on Glides KI	28		\$157.00 \$4,396.00	\$105.15 \$2,944.20			\$149.86 \$4,196.08	\$184.29 \$5,160.12			\$187.00 \$5,236.00			\$108.21 \$3,029.88	\$109.50 \$3,066.00						\$116.27 \$3,255.56	
209A	Adjustable Stool on Glides - Alt Smith Systems	28			\$155.28 \$4,347.84			\$206.68 \$5,787.04								\$175.00 \$4,900.00						\$150.70 \$4,219.60	
210	Counter Stool ERG Contract	5	\$201.40 \$1,007.00			\$113.84 \$569.20		\$178.40 \$892.00	\$272.75 \$1,363.75							\$197.99 \$989.95	\$89.09 \$445.45		\$119.00 \$595.00				
211	Café Stool ERG Contract	60	\$325.40 \$19,524.00			\$113.84 \$6,830.40		\$173.67 \$10,420.20				\$98.00 \$5,880.00			\$275.14 \$16,508.40	\$89.09 \$5,345.40		\$119.00 \$7,140.00					
211.1	Café Stool Dolly ERG Contract	6	\$2,105.00					\$261.66 \$1,569.96				\$110.00 \$660.00			\$222.57 \$1,335.42								
211A	Café Stool - Alternate KI	60			\$114.71 \$6,882.60			\$243.43 \$14,605.80								\$119.50 \$7,170.00							
212	Commons Chair American Seating	109			\$80.17 \$8,738.53			\$67.54 \$7,361.86															
212.1	Commons Chair Dolly American Seating	6			\$148.72 \$892.32			\$129.47 \$776.82															
214	Stack Chair Virco	30						\$74.68 \$2,240.40	\$65.85 \$1,975.50						\$78.80 \$2,364.00						\$56.21 \$1,686.30		
215	Stack Chair Dolly Virco	3						\$299.68 \$899.04	\$335.34					\$373.68 \$1,121.04							\$221.54 \$664.62		
216	Music Posture Chair 17 1/2"H Wenger	50						\$49.77 \$2,488.50														\$71.00 \$3,550.00	
216.1	Music Chair Cart Wenger	3						\$163.97 \$491.91														\$277.00 \$831.00	
218	Library Chair Brodart	16																					
219	3 Seat Bench - No Back Davis	4						\$1,268.69 \$5,074.76	\$493.31 \$1,973.24														
220	2 Seat Bench w/Back Davis	4						\$1,159.33 \$4,637.32															
221	Physician's Stool ERG	2	\$186.00 \$372.00			\$82.39 \$164.78	\$80.55 \$161.10		\$192.47 \$384.94			\$154.00 \$308.00										\$215.74 \$431.48	
222	Stool KI	50			\$48.39 \$2,419.50			\$39.67 \$1,983.50										\$50.50 \$2,525.00				\$53.77 \$2,688.50	\$0.00

BID TABULATION - MILL VALLEY HIGH SCHOOL
LOOSE FURNITURE & EQUIPMENT
Bid Date: 03.25.10
JOB NO. 878.1

Item No.	Item	Qty.	BA Designs		Bus Int/Staples			Commercial Concepts		John Marshall		KC Stationary		Mid-States School		Scott Rice		United Office		Virco	
			Specified	Alternate	Specified	Alternate	HON GSA	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate
300	30" x 72" Nesting Conference Tables Chromcraft Contract	18	\$587.00 \$10,566.00		\$474.13 \$8,534.34			\$481.94 \$8,674.92								\$323.59 \$5,824.62		\$299.00 \$5,382.00		\$395.09 \$7,111.62	
300A	Nesting Conference Tables - Alt KI	18			\$480.65 \$8,651.70			\$332.84 \$5,991.12			\$990.00 \$17,820.00						\$500.00 \$9,000.00	\$299.00 \$5,382.00			
301	30" x 60" Adj Height Crank Table KI	12			\$696.16 \$8,353.92											\$502.05 \$6,024.60	\$724.50 \$8,694.00	\$413.00 \$4,956.00			
302	60" Dia Cafeteria Folding Table Sico	12						\$594.67 \$7,136.04					\$489.30 \$5,871.60			\$631.28 \$7,575.36				\$490.00 \$5,880.00	
303	30" x 72" Table Berco	28	\$369.36 \$10,342.08		\$324.22 \$9,078.16			\$272.54 \$7,631.12			\$437.97 \$12,263.16					\$249.04 \$6,973.12		\$217.00 \$6,076.00		\$180.00 \$5,040.00	
304	36" x 66" Conference Table Berco	8	\$394.75 \$3,158.00		\$278.44 \$2,227.52			\$259.19 \$2,073.52			\$435.00 \$3,480.00					\$230.15 \$1,841.20		\$361.00 \$2,888.00		\$185.00 \$1,480.00	
305	42" Dia Table Hon	2			\$214.41 \$428.82	\$221.87 \$443.74		\$198.52 \$397.04								\$362.50 \$725.00		\$386.98 \$773.96		\$116.56 \$233.12	
305A	42" Dia Table - Alternate Groupe Lacasse	2						\$247.61 \$495.22		\$317.42 \$634.84						\$362.50 \$725.00		\$311.00 \$622.00			
306	24" x 48" Table Berco	7	\$286.29 \$2,004.03		\$232.22 \$1,625.54			\$187.71 \$1,313.97								\$200.59 \$1,404.13		\$197.00 \$1,379.00		\$153.92 \$1,077.44	
306A	24" X 48" Table - Alternate Smith Systems	7			\$198.89 \$1,392.23			\$279.79 \$1,958.53										\$217.00 \$1,519.00		\$160.36 \$1,122.52	
308	Non-Powered Comp Table 30 x 72 Abco	69						\$362.17 \$24,989.73								\$622.00 \$42,918.00		\$383.89 \$26,488.41	\$366.00 \$25,254.00	\$415.00 \$28,635.00	
309	Mobile Steel Frame Science Tables Pepco	56						\$248.93 \$13,940.08								\$405.75 \$22,722.00		\$410.34 \$22,979.04		\$337.78 \$18,915.68	
309A	24" x 54" Adj Height Crank Table Berco	56	\$836.00 \$46,816.00		\$808.22 \$45,260.32															\$376.00 \$21,056.00	
309B	24" x 54" Adj Height Crank Table KI	56			\$650.92 \$36,451.52													\$677.00 \$37,912.00		\$376.00 \$21,056.00	
310	30 X 72 Adj Height Crank Table KI	12			\$705.41 \$8,464.92											\$533.77 \$6,405.24	\$734.00 \$8,808.00	\$454.00 \$5,448.00		\$170.00 \$2,040.00	
310.1	30 x 60 Adj Height Crank Table KI	2			\$673.30 \$1,346.60											\$485.71 \$971.42	\$700.00 \$1,400.00	\$403.00 \$806.00		\$160.00 \$320.00	
311	48" Square Table Berco	5	\$403.20 \$2,016.00		\$297.11 \$1,485.55			\$258.12 \$1,290.60					\$405.82 \$2,029.10			\$289.51 \$1,447.55		\$336.00 \$1,680.00		\$171.30 \$856.50	
312	Art Drafting Table Dick Blick	14						\$1,259.33 \$17,630.62													
313	42" Square Reading Table Brodart	3						\$423.91 \$1,271.73					\$337.14 \$1,011.42			\$463.99 \$1,391.97					
314	42" Handicapped Accessible Reading Table - Brodart, Modified	1						\$448.91 \$448.91													
315	60" Round Table Smith Systems	2			\$264.22 \$528.44			\$397.49 \$794.98								\$315.42 \$630.84	\$291.00 \$582.00				
316	Tall 36" Diameter Table Vanerum Stelter	3				\$279.78 \$839.34		\$213.84 \$641.52								\$377.92 \$1,133.76					
317	36" x 48" x 30"H Table Vanerum Stelter	4						\$321.43 \$1,285.72								\$753.17 \$3,012.68					
318	Non-Powered Comp Table 24 x 66 Abco	28						\$259.51 \$7,266.28				\$543.39 \$15,214.92				\$280.30 \$7,848.40	\$286.00 \$8,008.00			\$365.00 \$10,220.00	
319	48 X 48 x 36"H Table Furniture Lab	2						\$1,221.56 \$2,443.12								\$358.51 \$717.02					
319A	Student Table - Alternate KI	2			\$466.05 \$932.10													\$485.00 \$970.00			
320	Mobile Table Groupe Lacasse	1						\$387.93 \$387.93		\$359.40 \$359.40								\$222.00 \$222.00			

BID TABULATION - MILL VALLEY HIGH SCHOOL
LOOSE FURNITURE & EQUIPMENT
Bid Date: 03.25.10
JOB NO. 878.1

Item No.	Item	Qty.	BA Designs		Bus Int/Staples			Commercial Concepts		Hicks-Ashby		John Marshall		Scott Rice		United Office		Virco		Wenger	
			Specified	Alternate	Specified	Alternate	HON GSA	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate
400	Classroom Open Metal Bookcase A1steel	68			\$256.85 \$17,465.80	\$174.56 \$11,870.08	\$150.44 \$10,229.92		\$213.23 \$14,499.64	\$192.13 \$13,064.84	\$333.20 \$22,657.60	\$295.65 \$20,104.20							\$218.55 \$14,861.40		
400A	Classroom Open Lam Bookcase Alternate - Groupe Lacasse	68							\$289.84 \$19,709.12		\$288.90 \$19,645.20	\$393.58 \$26,763.44	\$267.00 \$18,156.00	\$241.00 \$16,388.00							
401	Admin Lateral File w/Hutch Hon	2	\$653.50 \$1,307.00		\$495.69 \$991.38		\$501.91 \$1,003.82	\$570.26 \$1,140.52					\$786.01 \$1,572.02								
402	Open Wood Bookcase 71"H Hon	6	\$395.34 \$2,372.04		\$274.60 \$1,647.60		\$280.02 \$1,680.12	\$313.21 \$1,879.26					\$352.78 \$2,116.68							\$339.07 \$2,034.42	
402A	Open Laminate Bookcase 73"H Alt Groupe Lacasse	6							\$263.29 \$1,579.74		\$225.80 \$1,354.80		\$243.00 \$1,458.00	\$241.00 \$1,446.00							
403	Teacher's Credenza 36"W x 34"H Groupe Lacasse	24							\$259.77 \$6,234.48		\$267.40 \$6,417.60	\$463.75 \$11,130.00	\$250.00 \$6,000.00	\$247.00 \$5,928.00							
404	Teacher's Credenza 30"W x 34"H Groupe Lacasse	24							\$244.93 \$5,878.32		\$257.00 \$6,168.00	\$407.74 \$9,785.76	\$234.00 \$5,616.00	\$218.00 \$5,232.00							
405	Teacher's Tall Storage Cabinet 36"W Groupe Lacasse	40							\$389.64 \$15,585.60		\$494.70 \$19,788.00	\$590.55 \$23,622.00	\$513.00 \$20,520.00	\$451.00 \$18,040.00							
406	Teacher's Wardrobe Groupe Lacasse	30							\$397.87 \$11,936.10		\$419.25 \$12,577.50	\$835.94 \$25,078.20	\$529.00 \$15,870.00	\$475.00 \$14,250.00							
407	Teacher's Tall Storage Cabinet 30"W Groupe Lacasse	2							\$364.29 \$728.58		\$448.50 \$897.00	\$474.87 \$949.74	\$534.00 \$1,068.00	\$511.00 \$1,022.00							
408	3 Drawer Lateral File A1steel	45			\$414.09 \$18,634.05	\$317.11 \$14,269.95	\$268.57 \$12,085.65		\$598.94 \$26,952.30		\$391.65 \$17,624.25	\$411.78 \$18,530.10	\$389.00 \$17,505.00						\$648.00 \$29,160.00		
409	36"W 4-Dwr Metal Lateral File A1steel	27			\$646.53 \$17,456.31	\$499.68 \$13,491.36	\$417.77 \$11,279.79		\$849.43 \$22,934.61		\$471.80 \$12,738.60	\$557.66 \$15,056.82	\$531.00 \$14,337.00	\$825.00 \$22,275.00							
410	30"W 4-Dwr Metal Lateral File A1steel	3			\$579.22 \$1,737.66	\$445.35 \$1,336.05	\$373.60 \$1,120.80		\$796.28 \$2,388.84		\$419.30 \$1,257.90	\$527.97 \$1,583.91	\$489.00 \$1,467.00	\$825.00 \$2,475.00							
411	4 Drawer Vertical Letter File Hon	17			\$249.22 \$4,236.74		\$206.44 \$3,509.48	\$285.19 \$4,848.23					\$321.67 \$5,468.39							\$195.00 \$3,315.00	
412	4 Drawer Fire Rated Legal File Fire King	24			\$1,021.67 \$24,520.08		\$1,296.28 \$31,110.72	\$1,149.84 \$27,596.16					\$899.00 \$21,576.00								
413	2 Drawer Lateral File A1steel	2			\$306.48 \$612.96	\$241.72 \$483.44	\$223.82 \$447.64		\$391.14 \$782.28		\$257.95 \$515.90	\$343.28 \$686.56		\$226.00 \$452.00					\$460.00 \$920.00		
414	Rolling Storage Cabinet w/Doors 65"H Groupe Lacasse	4							\$377.48 \$1,509.92		\$520.30 \$2,081.20	\$1,799.86 \$7,199.44	\$408.00 \$1,632.00	\$393.00 \$1,572.00							
414A	Rolling Storage Cabinet w/Doors 41"H Alternate - Groupe Lacasse	4							\$319.31 \$1,277.24		\$436.40 \$1,745.60		\$297.00 \$1,188.00	\$291.00 \$1,164.00							
414B	Mobile Folding Book Cabinet - Alt B Groupe Lacasse	4							\$623.89 \$2,495.56		\$657.20 \$2,628.80		\$491.00 \$1,964.00	\$470.00 \$1,880.00							
415	Beverage Utility Cabinet Groupe Lacasse	3							\$487.66 \$1,462.98		\$688.15 \$2,064.45		\$397.00 \$1,191.00								
416	Two Drawer Laminate Lateral File Hon	5	\$449.00 \$2,245.00		\$320.68 \$1,603.40			\$361.57 \$1,807.85				\$590.36 \$2,951.80									
416A	Two Drawer Laminate Lateral File Alternate - Groupe Lacasse	5					\$321.91 \$1,609.55	\$329.96 \$1,649.80			\$301.60 \$1,508.00	\$583.30 \$2,916.50	\$330.00 \$1,650.00								
417	Double Sided Rolling Storage Cabinet w/Doors - Groupe Lacasse	5							\$417.78 \$2,088.90		\$592.90 \$2,964.50	\$810.65 \$4,053.25	\$324.00 \$1,620.00	\$316.00 \$1,580.00							
418	Open Laminate Cubbies Groupe Lacasse	3							\$436.43 \$1,309.29		\$734.20 \$2,202.60	\$1,071.15 \$3,213.45	\$304.00 \$912.00								
419	Music Instrument Storage Comp Wenger	8							\$759.00 \$6,072.00											\$1,657.00 \$13,256.00	
420	75 Slot Music Folio Cabinet Wenger	2							\$654.00 \$1,308.00											\$1,155.00 \$2,310.00	
421	Teacher's Tall Storage Cabinet 24"W Groupe Lacasse	3							\$347.69 \$1,043.07		\$417.70 \$1,253.10	\$496.96 \$1,490.88	\$380.00 \$1,140.00	\$368.00 \$1,104.00							
422	Teacher's Wardrobe 24"W Groupe Lacasse	4							\$359.33 \$1,437.32		\$405.40 \$1,621.60	\$620.34 \$2,481.36	\$380.00 \$1,520.00	\$368.00 \$1,472.00							

Installation \$10,164.00

Item No.	Item	Qty.	Auto Bus Systems		Commercial Concepts		Concepts for Bus		Hicks-Ashby		KSM Marketing		Scott Rice	
			Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate
500S	18 X 36 X 88 1/4" Starter Unit Tennsco	12		\$330.09 \$3,961.08	\$231.12 \$2,773.44			\$257.80 \$3,093.60			\$313.00 \$3,756.00		\$362.02 \$4,344.24	
500A	18 X 36 x 88 1/4"H Adder Unit Tennsco	7		\$293.23 \$2,052.61	\$208.34 \$1,458.38			\$221.00 \$1,547.00			\$281.00 \$1,967.00		\$306.49 \$2,145.43	
501S	24 x 36 x 88 1/4"H Starter Unit Tennsco	5		\$395.72 \$1,978.60	\$287.83 \$1,439.15			\$305.95 \$1,529.75			\$344.00 \$1,720.00		\$372.51 \$1,862.55	
501A	24 x 36 x 88 1/4"H Adder Unit Tennsco	10		\$352.85 \$3,528.50	\$255.81 \$2,558.10			\$254.89 \$2,548.90			\$310.00 \$3,100.00		\$316.05 \$3,160.50	
TOTAL				\$11,520.79	\$8,229.07			\$8,719.25	\$7,656.00				\$11,512.72	

BID TABULATION - MILL VALLEY HIGH SCHOOL
 LOOSE FURNITURE & EQUIPMENT
 Bid Date: 03.25.10
 JOB NO. 878.1

Item No.	Item	Qty.	Automated Bus Sys		Business Interiors		Commercial Concepts		Hicks-Ashby		John A Marshall		KSM Marketing		United		Virco		Wenger	
			Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate	Specified	Alternate
600	Mail Slot Module Hamilton Sorter	1	\$1,768.27										\$1,373.00							
601	Lecturn Virco	2					\$1,294.21											\$985.96		
602	Lecturn Mayline	1					\$232.03										\$221.00			
603	Mobile Partition Groupe Lacasse	8					\$445.98				\$405.40				\$510.00					
604	Presentation Board Groupe Lacasse	3					\$443.19				\$415.00				\$396.00					
605	Art Drying Rack Tensor	2					\$698.78				\$1,245.00							\$812.08		
606	Science Demo Station Campbell Rhea	4					\$1,329.57			\$3,069.00										
607	Brochure Rack Peter Pepper	7			\$450.20		\$373.58				\$349.45									
609	Health Couch w/Storage Clinton Industries	1			\$3,151.40		\$2,615.06				\$2,446.15									
609A	Infirmiry Cot - Alternate Royal	1			\$467.56		\$529.80	\$463.89												
610	Flip Forms Wenger	2																	\$720.00	
611	Music Stand Wenger	25																	\$66.00	
611.1	Music Stand Cart Wenger	1																	\$1,650.00	
612	Sousaphone & Tuba Wall Bracket Wenger	1																	\$226.00	

Item No.	Item	Qty.	Alex & Rays		Dolsberry		GE Appliances	
			Specified	Alternate	Specified	Alternate	Specified	Alternate
700	ADA Compliant Dishwasher GE	2	\$500.00	\$485.00	\$550.00		\$564.00	
			\$1,000.00	\$970.00	\$1,100.00		\$1,128.00	
701	Front Load Clothes Washer GE	1	\$615.00		\$700.00		\$675.00	
			\$615.00		\$700.00		\$675.00	
702	Front Load Clothes Dryer GE	1	\$615.00		\$700.00		\$689.00	
			\$615.00		\$700.00		\$689.00	
703	Freestanding Convection Oven (Coil) GE	2	\$550.00		\$650.00		\$488.00	
			\$1,100.00		\$1,300.00		\$976.00	
704	Gas/Convection Range GE	5	\$2,018.00	\$1,750.00	\$2,200.00		\$2,020.00	
			\$10,090.00	\$8,750.00	\$11,000.00		\$10,100.00	
704A	Freestanding Convection Oven (Alt) GE	5	\$565.00	\$560.00	\$3,100.00		\$577.00	
			\$2,825.00	\$2,800.00	\$15,500.00		\$2,885.00	
705	Countertop Microwave GE	16	\$140.00		\$200.00		\$154.00	
			\$2,240.00		\$3,200.00		\$2,464.00	
706	Under Counter Refrigerator U-Line	3	\$1,300.00		\$1,200.00		\$1,300.00	
			\$3,900.00		\$3,600.00		\$3,900.00	
707	Full Ht. Refrigerator w/Ice Maker GE	2	\$550.00	\$498.00	\$650.00		\$545.00	
			\$1,100.00	\$996.00	\$1,300.00		\$1,090.00	



Unified School District 232

35200 W. 91st Street
De Soto, Kansas 66018
Voice: 913-667-6220
Fax: 913-667-6221
E-mail: igreer@usd232.org



De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

Irvin Greer
Grounds Supervisor

Date: March 29, 2010
To: Board of Education, USD 232
From: Irvin Greer, Grounds Supervisor
RE: Skid-Steer Bid
Funding Source: Capital Outlay

Under the direction of Denis Johnson, Director of Facilities, I received bids on March 11, 2010, for a Skid-Steer. The Board of Education approved the budget of \$40,000.00 for such a purchase with funding from the long range capital outlay plan at the January 2010 meeting. Eight companies received bid specifications with six responding.

The bids were as follows:

Company	Skid-Steer Loader Dual Lever Hydraulic Lift & Tilt Control	Skid-Steer Loader Dual Pedal Hydraulic Lift & Tilt Control	Alternate 72" Snowblade	Alternate 8" Snow Pusher	Alternate Stump Grinder
Coleman	\$33,550.00		\$2950.00	\$2950.00	\$4985.00
Coleman Alt. Bid	\$37,995.00		\$2950.00	\$2950.00	\$4985.00
Dean Machinery	\$41,000.00		\$2700.00	\$2400.00	\$6900.00
KC Bobcat	\$34,500.00		\$2300.00	\$3300.00	\$8300.00
Murphy Tractor	No Bid				
Olathe Tractor	\$36,319.00	\$35,919.00	\$2079.00	\$2745.00	\$7080.00
Road Builders	\$36,305.00		\$2868.00	\$2995.00	\$7171.45
Van Wall Equip.	\$32,320.00	\$31,861.00	\$2463.00	\$2359.00	\$6700.00
Vermeer	No Bid				

I recommend accepting the low bid from Van Wall Equipment in the amount of \$31,861.00, with alternate of the 72" Snowblade for \$2463.00 for a combined bid total of **\$34,324.00**.

Irvin Greer,
Grounds Supervisor, USD 232



Unified School District 232

35200 W. 91st Street
De Soto, Kansas 66018
Voice: 913-667-6220
Fax: 913-667-6221
E-mail: denisj@usd232.org



De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

Denis Johnson
Director of Facilities

Date: April 1, 2010
To: Board of Education, USD 232
From: Dennis Donovan, Custodial Supervisor
Re: Custodial Supply Bid for 2010-2011
Funding Budget: Custodial Supplies

Under the direction of Denis Johnson, Director of Facilities, I have requested bids from nine vendors, for custodial supplies, for the 2010 - 2011 school year. Bids were received from four vendors on March 31, 2010. Vendors were requested to submit samples on substitute items. You will note on the bid summary sheet that the low line item was not always accepted. This would be due to the vendor not submitting a sample product or the sample product submitted did not meet or exceed the performance of the specified product. Attached you will find the 36 line items that each vendors bid on. Listed below is a summary of the recommended line item bid totals awarded to each vendor:

<u>Vendor</u>	<u>Total Bid Awarded</u>
Pur O Zone	\$ 63,589.26
Unipack	\$ 3,360.00
Clayton	\$ 2,032.08
Meyer–Century Labs	\$ <u>111.00</u>
Total	\$69,092.34

I recommend accepting the low line item bid totals as listed above totaling **\$69,092.34.**

Dennis Donovan
Supervisor, Custodial Services

Custodial Bid Order 2010-2011

Item #	Description of Item	Unit Size	Quantity	Meyer-Century	Meyer Century Total	Pur-Zone	Pur-Zone Total	Clayton Paper	Clayton Paper Total	Unipak	Unipak Total
CU001001	Stainless Steel Cleaner ProLink KA006-CN Or Preapproved Equal	12/18 oz.	3 cs	\$28.71A	\$86.13	\$41.21	\$123.63	\$27.44	\$82.32		
CU001005	Disinfectant SprayProLink RA008 Or Preapproved Equal	12/16 oz.	13 cs	\$36.42A	\$473.46	\$44.93	\$584.09	\$29.72	\$386.36		
CU001010	Defoamer	4/ 1 gal.	0	\$31.90A							
CU001012	Carpet Spotter	12/ 1 qt.	4 cs	\$37.00A	\$111.00	\$55.44	\$221.76	\$55.90	\$223.60		
CU001015	Floor Wax Hillyard North Star Or Pur-O-Zone Success Floor Finish (No Subs)	55 gal drum	2	No Bid	No Bid	\$979.94	\$1,959.88	No Bid	No Bid		
						\$708.58	\$1,417.16				
CU001018	Arsenal Jr. Spray Clean 820(or pre approved equal)	6/5 gal.	9 cs	\$177.61A	\$1,598.49	\$123.33	\$1,109.97	No Bid	No Bid		
CU001019	Arsenal Jr. Windo-Clean 802(or pre approved equal)	6/5 gal.	0	\$124.00A							
CU001020	Arsenal Jr. Top Clean 810 (or pre approved equal) **	6/5 gal.	24 cs	\$78.00A		\$105.50	\$2,532.00	No Bid	No Bid		
CU001022	Floor Stripper Magnum	55 gal. drum	2	No Bid	No Bid	\$363.00	\$726.00	No Bid	No Bid		
CU001025	Hand Soap ProLink RH101 (No Sub)	4/1 gal	159 cs	No Bid	No Bid	\$20.29	\$3,226.11	No Bid	No Bid		
CU001026	Hand Soap ProLink RH112 800+ System (No Sub)	12/case	0								
CU001032	Ziz-O, Multi Purpose Cleaner	16 oz.	0	\$82.50A							

Item #	Description of Item	Unit Size	Quantity	Meyer-Century		Pur-Zone	Pur-Zone Total	Clayton Paper	Clayton Paper Total	Unipak	Unipak Total
CU001036	Restroom Cleaner Concentrate Essential ProLink (No Sub)	6/1 qt.	25 cs	No Bid	No Bid	\$43.04	\$1,076.00	\$35.16	\$879.00		
CU001038	Sic-Em Pur-O-Zone (No Sub)	12/1 case	0	No Bid	No Bid						
CU001050	Arsenal Jr. Disinfectant RE-JUV-NAL 816 HBQUAT (or pre approved equal) **	6/.5 gal.	0	\$129.92A							
CU002025	Scouring Pads 3M 96 Green (No Sub)	20/Box	15 Boxes	\$15.00/Box	\$225.00	\$8.38	\$125.70	\$8.89	\$133.35		
CU002040	Mop Handles 60" Screw Type Fiberglass		0	No Bid	No Bid						
CU002078	Trigger Sprayer for Quart Plastic Bottles	Each	0	No Bid	No Bid						
CU002079	Quart Plastic Bottles Empty		0								
CU003001	Doodlebug Pads 5/case	5/case	10 boxes	\$12.47 \$9.15/5 Ea A	\$124.70 \$91.25	\$6.86	\$68.60	No Bid	No Bid		
CU003005	Floor Pads Red 14" 5/case 3M (No Sub)	5/case	0	\$16.70							
CU003007	Floor Pads Black 3M 20 " (No Sub)	5/case	0	\$18.39							
CU003008	Floor Pads White 20" 5/case 3M (No Sub)	5/case	0	\$18.39							
CU003009	Floor Pads Red 3M 13" (No Sub)	5/case	23 cs	\$15.78	\$362.94	\$12.17	\$279.91	\$12.20	\$280.60		
CU003011	Floor Pads White 3M 24 x 1/4 (No Sub)	5/case	0	\$29.75							
CU003013	Floor Pads White Super Polish 3M 27" (No Sub)	5/case	12 cs	\$37.00	\$629.00	\$54.67	\$656.04	\$54.32	\$651.84		
CU005000	Paper Towel, Roll Pro Link RH813 (No Sub)**	6/case	950 cs	No Bid	No Bid	\$30.76	\$29,222.00	No Bid	No Bid		
CU005001	Toilet Paper, ProLink RR216 (No Sub) **	48/case	600 cs	No Bid	No Bid	\$36.18	\$21,708.00	No Bid	No Bid		

Item #	Description of Item	Unit Size	Quantity	Meyer-Century	Meyer-Century Total	Pur-Zone	Pur-Zone Total	Clayton Paper	Clayton Paper Total	Unipak	Unipak Total
CU005002	Multi-Fold White ProLink RH505 (No Sub)	20/case	15 cs	No Bid		\$20.65	\$309.75	No Bid	No Bid		
CU005004	Sanitary Napkin Bags Rubbermaid 6141	250/case	0	\$50.70A							
		500/case									
CU006000	Trash Bags 38 x 58 Black	150/case	100 cs	\$22.45	\$2,245.00	\$25.37	\$2,537.00	\$22.19	\$2,219.00	\$18.60	\$1,860.00
	High Density 22 Micron	er combined order 198 cs									
CU006001	Trash Bags 30 x 37 Black	500/case	100 cs	\$17.24	\$1,724.00	\$19.48	\$4,285.60	\$16.28	\$1,628.00	\$15.00	\$1,500.00
	High Density 10 Micron	er combined order 198 cs									
CU007000	Vacuum Pig Bags 10-886-1	3/pkg	38 pkg	\$25.35	\$963.30	\$6.53	\$248.14	No Bid	No Bid		
	Johny Mop/Bowl Swabs	100/Box	1 Box	No Bid	No Bid	\$76.67	\$76.67	0.45	\$45.00		
	Dry Air Deodorizer		6 cs	\$44.54A	\$267.24	\$46.96	\$281.76	\$39.40	\$236.40		
			12/cs	\$42.51A	\$255.06						
	Mop Head-24 oz Blend	12/cs	10 cs	\$52.92A	\$529.92	\$83.73	\$837.30	\$40.30	\$403.00		
VENDOR TOTALS					\$111.00		\$63,589.26		\$2,032.08		\$3,360.00
											\$69,092.34



Unified School District 232

35200 W. 91st Street
De Soto, Kansas 66018
Voice: 913-667-6220
Fax: 913-667-6221
E-mail: denisj@usd232.org



De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

Denis Johnson
Director of Facilities

Date: March 25, 2010
To: Board of Education, USD 232
From: Denis D. Johnson
Director of Facilities, USD 232
RE: District Curb and Sidewalk Replacement Bids.
Funding Source: Capital Outlay

Bids were received for District Curb and Sidewalk Replacement on March 11, 2010. The project includes removal and replacement of deteriorated concrete sidewalks and curbs at locations throughout the district. The attached document provides photos and locations of the repairs that are included in the bid proposal. The repairs will take place over the summer break. Proposals were sent to twelve contractors with eight contractors placing bids. The bids received were as follows:

<u>Vendor</u>	<u>Base Bid</u>
Cohorst Enterprises	\$84,994.00
Freedom Concrete	\$84,780.00
Freeman Concrete	\$99,077.45
Heartland Contractors	\$67,922.00
Intec Construction	\$68,900.00
Kansas Heavy Construction	\$77,540.00
Midwest Asphalt	\$93,875.00
Shane Roach Concrete	\$72,948.00

A budget for the project was submitted and approved at the January 2010, Board of Education Meeting in the amount of \$110,000.00.

I recommend accepting the low bid from Heartland Contractors the amount of **\$67,922.00**.

Denis J. Johnson
Director of Facilities, USD 232

District Concrete Repairs

Company	Bid Specifications Sent To	Attended Pre-Bid Meeting	Total Cost of Parking Lot Project Bid
All Seasons Concrete	X	X	No Bid
Cohorst Enterprises	X	X	\$84,994.00
DF Freeman Construction	X	X	\$84,780.00
Freedom Concrete	X	X	\$99,077.45
Heartland Contractor	X	X	\$67,922.00
Intec Construction	X	X	\$68,900.00
Kansas City Heavy Construction	X	X	\$77,540.00
Leavacon	X		No Bid
McAnany Concrete	X	X	No Bid
Mega Industries	X	X	No Bid
Midwest Asphalt	x	X	\$93,875.00
Miles Excavating	X		No Bid
RD Johnson Excavating	X		No Bid
Shane Roach Concrete	X	X	\$72,948.00
Terry Snelling Construction	x	X	No Bid



1 - Starside Receiving Area



2 - Starside Receiving Area



3 - Starside Receiving Area



4 - Starside Front Entrance Sidewalk
West Side



5 – Starside Curb on East Side
Front Entrance



6 – Starside East Side Front
Entrance Sidewalk



7 – Starside Crosswalk East Side
Front Entrance



8 – Starside Crosswalk



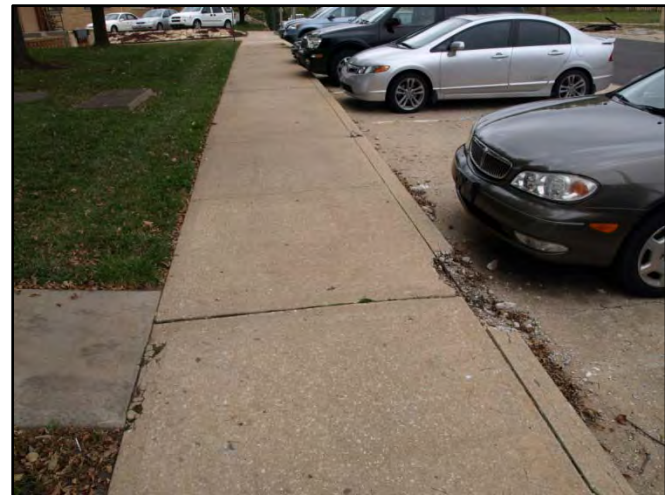
9 – Starside West Wing
North Entrance



10 – Starside Curb by Drain in
Bus Loop



11 – Technology Center
Receiving Curb



12 – Technology Center
Front Parking Walk



13 – Technology Center
Front Walk



14 – Monticello Trails
Should be East
West Curb



15 – Monticello Trails
Front Entrance Flat Curb



16 – Monticello Trails
South Entrance Sidewalk
Should be southeast



17 – Monticello Trails
South Entrance Walk



18 – Monticello Trails
Sidewalk/Curb South Entrance



19 – De Soto High School
North Entrance Curb



20 – De Soto High School
West Drive Sidewalk



21 – De Soto High School
Northeast Walk to East Door



22 – East Curb Service Road Between
DHS & LTMS



23 – Lexington Trails
East Entrance Flat Curb



24 – Lexington Trails
Curb at North Exit



25 – Clear Creek
Front Entrance Sidewalk



Unified School District 232

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Denis Johnson
Director of Facilities

Date: March 30, 2010
To: Board of Education, USD 232
From: Denis D. Johnson
Director of Facilities, USD 232
RE: District Parking Lot Repairs
Funding Source: Capital Outlay

At the March 8, 2010, Board of Education meeting bids were presented for District Asphalt Repairs Project. The Board of Education tabled action on the bid in order to have time to review the project and asked that photos of the deteriorated areas be provided. On the attached documents are both photos and site maps which reflect the location of the area of proposed repairs, along with the original bid recommendation that was provide at the March 8, 2010, meeting. The bids are based on estimated square footage of asphalt milling, replacement, resealing and liner footage of crack repairs. Project cost will be determined by the work actually performed. This is done knowing that the work will not be preformed until mid or late July and that conditions will continue to change up to that time.

Denis J. Johnson
Director of Facilities, USD 232



Unified School District 232

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www.usd232.org

Denis Johnson
Director of Facilities

Date: February 25, 2010
To: Board of Education, USD 232
From: Denis D. Johnson
Director of Facilities, USD 232
RE: District Parking Lot Repairs
Funding Source: Capital Outlay

Bids were received for district parking lot paving repairs, sealing and striping. This work is part of the Capital Outlay projects, approved to go to bid, by the Board of Education at their January 11, 2010 meeting. The projected budget for the asphalt repair project was \$260,000.00.

The primary scope of this work includes repairs to the parking lots and drives at Mill Valley, Monticello Trails, and De Soto High School. Contractors provided a base bid, based on quantities shown in the bid document detailing current pavement conditions. Unit pricing was also provided for additional work knowing that pavement surfaces are continuing to deteriorate with the weather conditions we are experiencing.

The following is a summary of:

- Contractors that received bid packets
- Contractors that submitted bids
- Contractors Base Bid

Company	Contractors That Received Bid Packets	Attended Pre-Bid Meeting	Base Bids
American Marking & Paving	X	X	NO BID
Blacktop Paving	X	X	\$ 183,831.80
Holiday Contracting	X		NO BID
McAnany Paving	X	X	\$ 150,500.00
McConnell & Associates	X	X	\$ 147,173.00
Miles Excavating	X	X	NO BID
O'Donnell-Way Construction	X	X	\$ 130,128.00
Paradise Asphalt	X	X	NO BID
Pavement Systems Inc.	X	X	\$ 209,447.51
Seal-O-Matic	X	X	\$ 148,491.56
SPS Pavement	X	X	NO BID
Tandem Paving Company	X	X	\$ 128,890.00

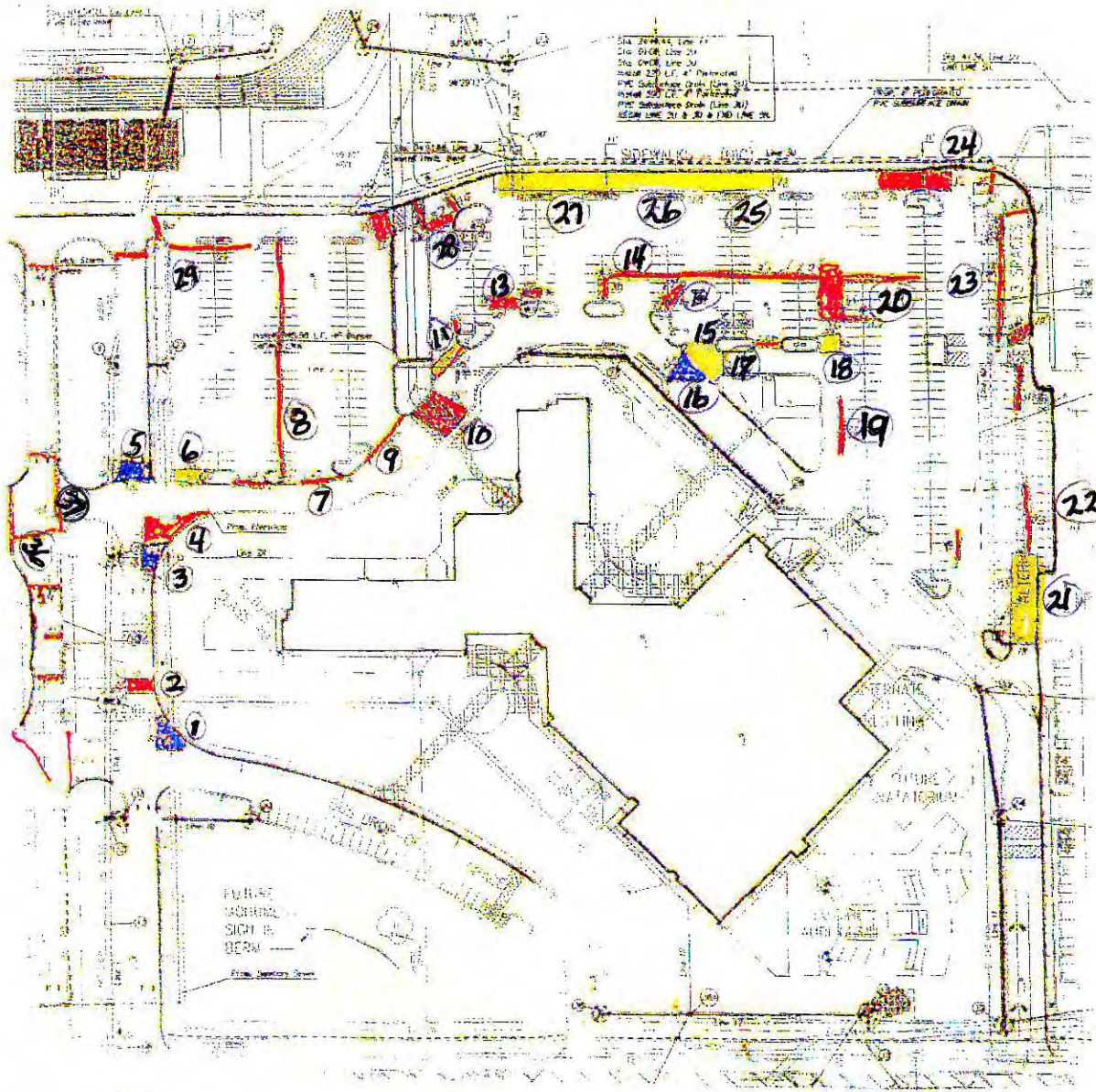
Bid packets were provided to twelve contractors, eleven attended the pre bid meeting and seven submitted bids.

I recommend accepting the low bid from Tandem Paving Company in the amount of **\$128,890.00**.

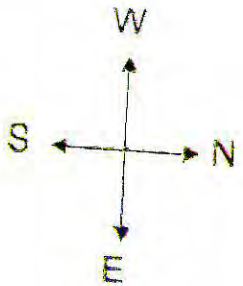
Denis J. Johnson
Director of Facilities, USD 232

The mission of Unified School District 232, a dynamic learning community, is to inspire the creative genius in each person by: Leading in educational innovation and academic excellence; Building visionary, world-class educational opportunities; Fulfilling the evolving needs of citizens as lifelong learners; Integrating the heritage and promise of our diverse, rapidly growing community; Respecting the importance of the individual while promoting the common good.

Mill Valley High School
 5900 Monticello Road
 Shawnee, KS 66226



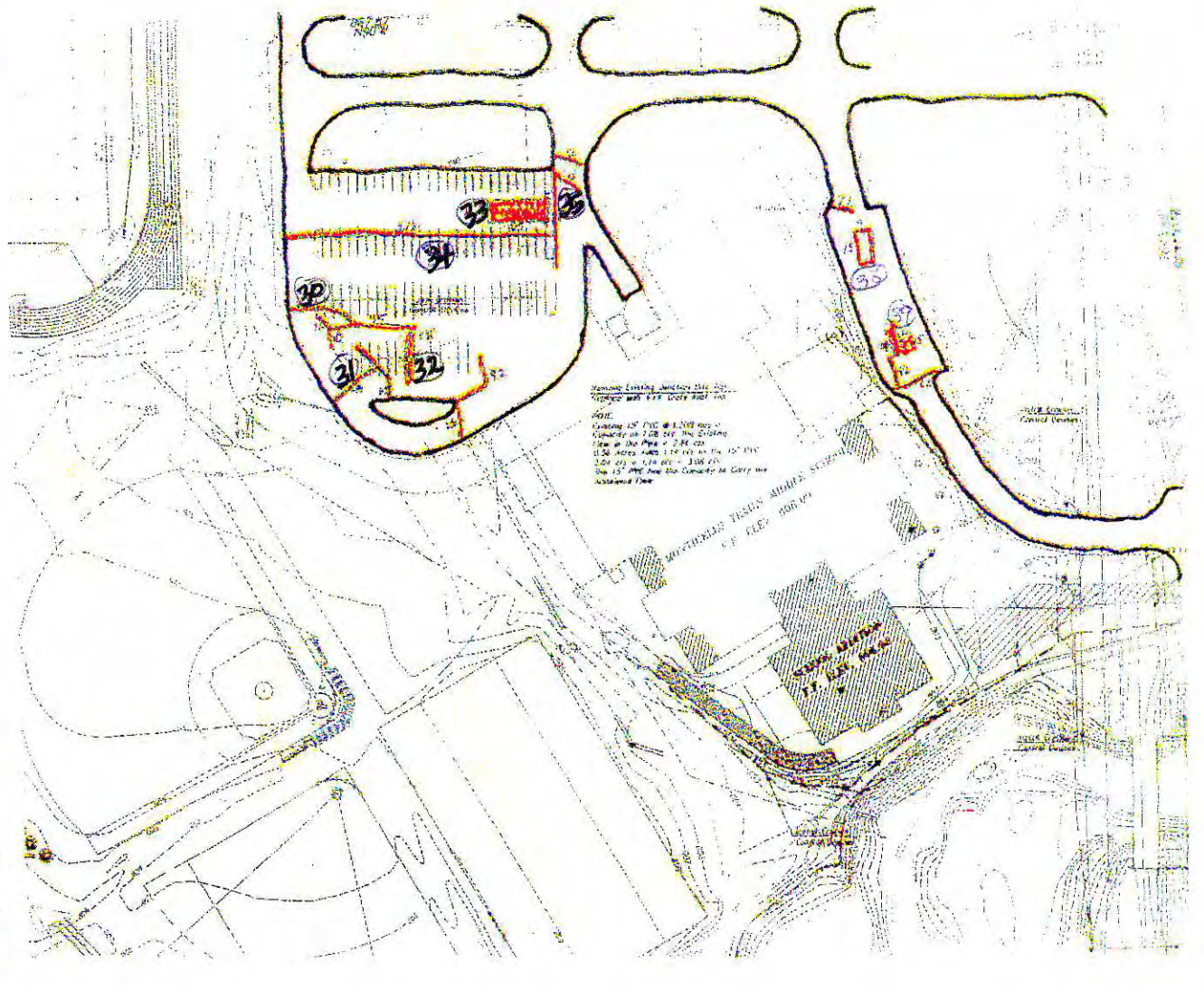
- 2" Milling
- 6" Full Depth Milling
- 8" Full Depth Milling



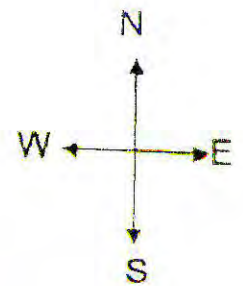
Monticello Trails Middle School
 6100 Monticello Road
 Shawnee, KS 66226



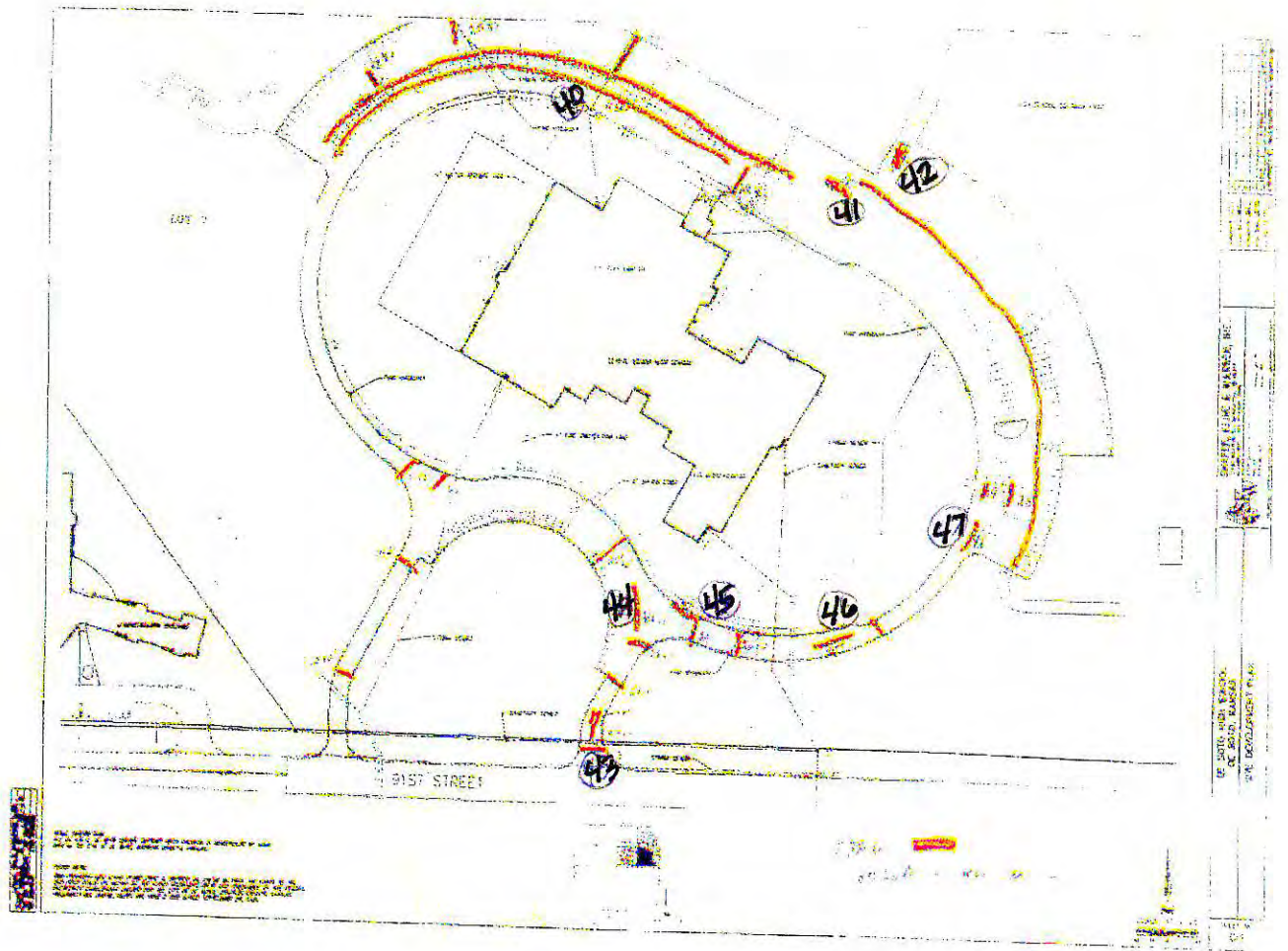
1688 10' 2" 1/2
 1693 10' 2" 1/2



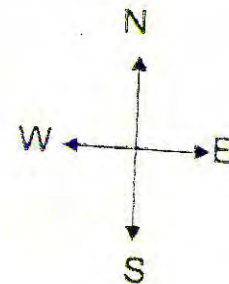
- 2" Milling
- 6" Full Depth Milling
- 8" Full Depth Milling



De Soto High School
35000 91st Street
De Soto, KS 66018



- 2" Milling
- 6" Full Depth Milling
- 8" Full Depth Milling





1 - MVHS



2 - MVHS



3 - MVHS



4 - MVHS



5 - MVHS



6 - MVHS



7 - MVHS



8- MVHS



9 - MVHS



10 - MVHS



11 - MVHS



13 - MVHS



14- MVHS



15 - MVHS



16- MVHS



17- MVHS



18 - MVHS



19 - MVHS



20 - MVHS



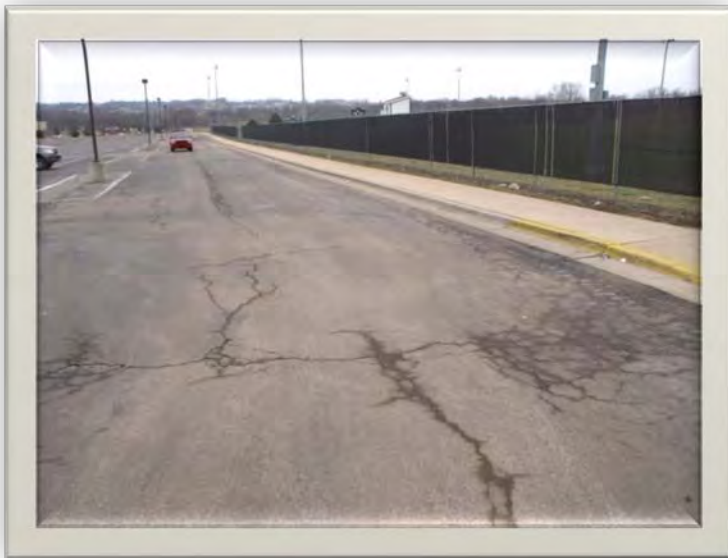
21 - MVHS



22- MVHS



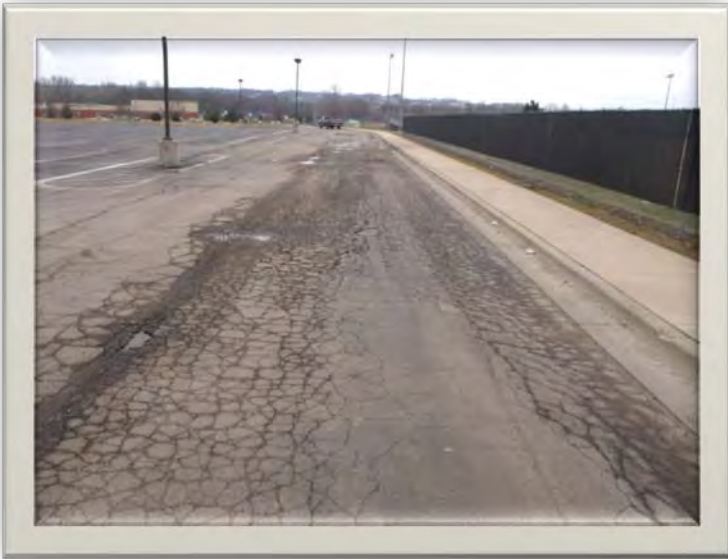
23 - MVHS



24 - MVHS



25 - MVHS



26 - MVHS



27 - MVHS



28 - MVHS



29 - MVHS



30 - MTMS



31 - MTMS



32 - MTMS



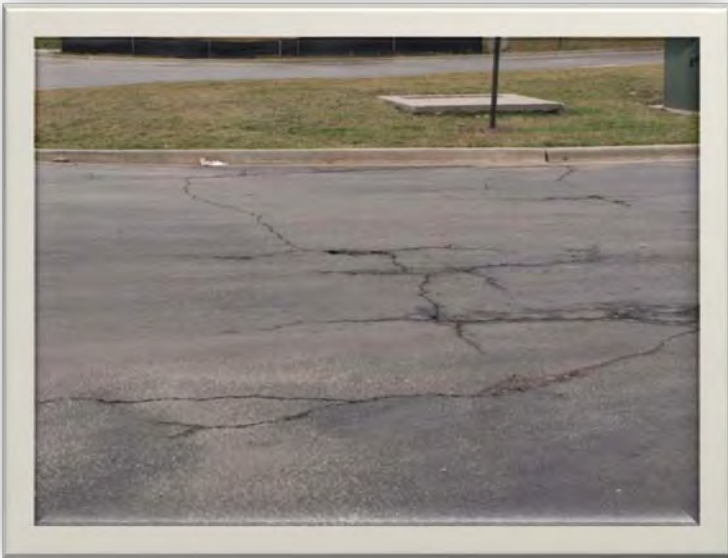
33 - MTMS



34 - MTMS



35 - MTMS



36 - MTMS



37 - MTMS



38 - MTMS



39 - MTMS



40 - DHS



41 - DHS



42 - DHS



43 - DHS



44 - DHS



45 - DHS



46 - DHS



47 - DHS



Unified School District 232

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6200
FAX: 913/667-6201

De Soto – Shawnee – Lenexa – Olathe
w w w . u s d 2 3 2 . o r g

Date: April 06, 2010
To: Board of Education, USD 232
From: Jeff Mildner
Re: Request Approval of RFP for Installation of Network Cabling Services
(District Premise Communications Cabling Service RFP)
Funding Source: Scope of each project will determine spending source

The technology department has completed an RFP process for installation of network cabling services. It is our recommendation the board approve the proposal from Savage Communications, Inc. Once approved Savage Communications would immediately begin work on Belmont Elementary and the De Soto High School addition. Please see attached RFP documentation for District Premise Communications Cabling Service for the entire scope of the RFP process.



April 5, 2010

Mr. Jeff Mildner, Director of Technology
 Unified School District #232
 35200 West 91st Street
 De Soto, KS 66018

RE: District Premise Communications Cabling Service Recommendation
 HEI No. 1050000263

Dear Mr. Mildner:

At the request of the District, we recently prepared a Request for Proposal (RFP) for the District to receive proposals from local contractors interested in providing communications cabling service for the District for a contract period of two years; with three optional one-year renewals.

Within the RFP, we included some mandatory criteria, such as: attending the pre-proposal meeting and being a Siemon Company Certified installer. We ranked firms on three objective criteria: business location (in the District or not), bonding capacity, and pricing. Additionally, we also evaluated the response for two subjective criteria: personnel experience and company experience.

Please find (below) the scoring matrix and scale used in evaluating responses:

Scoring Matrix:

Attribute	Points Possible	Points Awarded
Siemon Certified Installer	Required	Yes / No
2-hour response	Required	Yes / No
Attended Pre-Proposal	Required	Yes / No
Located within District	10	Yes / No
Bonding Capacity	10	
Firm Experience	25	
Personnel Experience	30	
Rate Table	25	

Scoring Scale:

Firms will be ranked as follows:

- Best Response 100% of possible points for that criteria
- Second Best Response 90% of possible points for that criteria
- Third Best Response 70% of possible points for that criteria
- Fourth Best Response 50% of possible points for that criteria
- All Other Responses 30% of possible points for that criteria
- Exception: all points for business location will be awarded for Firms which meet that criteria

We contacted the local Siemon Company sales person to get the list of Siemon Certified Installers in the greater metropolitan area. There are currently eight firms that are certified installers. We contacted representatives from all of these firms prior to the pre-proposal meeting. Of the eight firms contacted, seven firms sent representatives to the meeting. Of the seven firms that attended the meeting, six submitted responses.

After evaluating the RFP responses in accordance with the Scoring Matrix, the responding installer ranking is as follows:

<u>Company</u>	<u>Rank</u>
Savage Communication	#1
Computer Cable Connection	#2
Wachter	#3
Core Communications	#4
P1 Group	#5
RF Fisher	#6

We believe this competitive RFP process has provided the District with a very qualified pool of respondents. In addition to having the overall highest rank, Savage provided the lowest average cost per hour at \$34/hour. They also provided for 0% markup for afterhours work, and a modest annual increase of 3% per year for the optional years, if exercised.

In reviewing and ranking the proposals, we feel that Savage Communication has provided the best proposal, and recommend that the District accept their proposal.

Please contact me if you have any questions.

Sincerely,
HENDERSON ENGINEERS, INC.



Doug Weis, RCDD, ESS
Vice President / Director of Collective Tech



REQUEST FOR PROPOSAL

- **DISTRICT PREMISE TELECOMMUNICATION CABLING SERVICE**

MARCH 2010

FOR :

UNIFIED SCHOOL DISTRICT #232

BY :

*HENDERSON ENGINEERS, INC.
LENEXA, KANSAS*

Executive Summary:

Unified School District #232 is seeking a long-term service provider for premise telecommunication cabling. The District desires to enter into a contract with a company to provide premise telecommunication cabling service for a period of two (2) years, with an option for up to three (3) one-year extensions.

The District will utilize the Contractor in two primary capacities. In the first capacity, the Contractor shall provide labor for “move/add/change” (or MAC) work within the District. In this capacity, the Contractor will receive a Purchase Order to provide labor small premise telecommunication cabling projects within the District.

The second capacity will involve larger scale projects such as new construction and/or significant remodel work within the District. For these larger projects, the District will require the Contractor to provide a Bill of Materials for the planned work using Construction Documents as prepared by the District or the District’s consultant. After the contractor has prepared the Bill of Material, the District will separately procure, take delivery, and store the material. Once the District has procured the material, the Contractor shall provide all material handling and labor to install the material in the manner described within the Construction Documents.

The Contract period is scheduled to begin on April 13, 2010. If the contract between the District and the Contractor has not been agreed to and signed by that date, the contract period will begin upon the approval and signature of the Contract by both parties.

District Facilities:

The Proposal Respondent shall be prepared to work in all current, planned future, and unplanned future District Facilities. The current facilities are:

Belmont Elementary	Mize Elementary
Clear Creek Elementary	Monticello Trails Middle School
Countryside Learning Center	Prairie Ridge Elementary
De Soto High School	Riverview Elementary
Horizon Elementary	Starside Elementary
Lexington Trails Middle School	District Administration Building
Mill Creek Middle School	District Facilities Building
Mill Valley High School	District Technology Center

Instructions for Proposals:

Proposing Contractors must provide the following documentation and/or information. *If the answer(s) are “no”, “not applicable”, or “does not apply”, respondents must indicate that on the response. Blank responses shall be cause to remove a proposal from consideration.*

Proposal Response Evaluation Criteria

A firm will be selected through a qualifications-based selection process as evaluated with respect to the following criteria.

A. Please indicate whether your company is a Siemon Company Certified Installer.

B. Will commit to have labor and tools on-site within 2 hours of a call from the District.

C. Please indicate whether your company's business address is within the boundaries of USD 232.

D. Bonding Capacity of Firm

Please provide a letter from your Bonding Agency which states the aggregate Bonding Capacity of your Firm; and the Maximum Bonding Capacity of your Firm for a single project, and the current level of spare bonding capacity available for your firm.

E. Insurance coverage and limits

Please provide a Certificate of Insurance from your insurer with coverage dates extending to at least conclusion of the first term of this RFP.

F. Experience of the Firm

Discuss the experience of the firm in providing these services for similar projects. A minimum of four (4) project references are required. For each project noted, please provide:

- a. Description of the Project
- b. Project's original contracted cost and final cost
- c. Construction Dates
- d. Project Owner
- e. Reference Information
 - i. Name
 - ii. Title
 - iii. Contact information; current telephone number and/or email address.

G. Experience of Key Personnel

Discuss the experience and qualifications of the specific project team expected to be assigned to this contract. Please note whether experience claimed is with the proposing firm, or with prior firms. Personnel's experience gained while employed with the proposing firm shall be scored higher than similar experience with prior firms.

H. Job Title and Rate Table

Please insert your company's job title(s) and other required information under the applicable generic heading in the following table.

Title	Billed Hourly Rate	% of Involvement (for every hour of laborer time, how much involvement by this title)	Markup % for after hours work (percent increase over standard hourly rate)	Markup % for holiday work (percent increase over standard hourly rate)
<i>Example Project Manager</i>	\$10	20.00%	10%	10%
Company Owner/Principal				
Department Leader				
Supervisor				
Laborer				
Admin				
Draftsperson				
Other				

I. Percent of Price Increase for (optional) one-year extensions

- a. Extension Year 1 (Year 3) _____
- b. Extension Year 2 (Year 4) _____
- c. Extension Year 3 (Year 5) _____

Scoring Matrix:

Attribute	Points Possible	Points Awarded
Siemon Certified Installer	Required	Yes / No
2-hour response	Required	Yes / No
Attended Pre-Proposal	Required	Yes / No
Located within District	10	Yes / No
Bonding Capacity	10	
Firm Experience	25	
Personnel Experience	30	
Rate Table	25	

Scoring Scale:

Firms will be ranked as follows:

- Best Response 100% of possible points for that criteria
- Second Best Response 90% of possible points for that criteria
- Third Best Response 70% of possible points for that criteria
- Fourth Best Response 50% of possible points for that criteria
- All Other Responses 30% of possible points for that criteria
- Exception: all points for business location will be awarded for Firms which meet that criteria

Pre-proposal Conference:

There will be a **mandatory** pre-proposal conference at 2:00 pm on Monday, March 22nd 2010. This pre-proposal conference will be held at:

District Technology Center

Unified School District #232
8305 Peoria St
De Soto, KS 66018

Public Proposal Opening:

The Proposals shall be publically opened at 2:00pm on Thursday, April 1st 2010. The opening shall be at the District Technology Center (address noted above)

For questions regarding this Request for Proposal should be directed to:

Mr. Doug Weis, RCDD, ESS
Henderson Engineers, Inc.
8325 Lenexa Drive
Lenexa, KS 66214
Telephone: 913-742-5516
Email: doug.weis@hei-eng.com

Additional Proposal Instructions:

1. The Proposals should be hand-delivered to the District Technology Center, or delivered via delivery service such as FEDEX, UPS, etc. The envelope must have “Cabling Service RFP Response” noted on the outside. They must be received prior to 2:00pm on April 1st.

District Technology Center
USD #232
8305 Peoria Street
De Soto, KS 66018

2. **If and only if**, you wish to have your proposal delivered by US Postal Service, use the following address. In order for your proposal to be considered, it must be delivered no later than 24 hours prior to the Public Proposal Opening. The envelope should have “Cabling Service RFP Response” noted on the outside.

USD #232
Technology Department
35200 West 91st Street
De Soto, KS 66018

3. Provide one (1) sealed original and two (2) sealed copies of all proposals.
4. Proposals submitted electronically, or via facsimile machine, will not be accepted.
5. Proposals received after the designated time will not be opened.



Unified School District 232

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6230
FAX: 913/667-6231
e-mail: jmildner@usd232.org

De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

Jeff Mildner
Director of Technology

Date: April 06, 2010
To: Board of Education, USD 232
From: Jeff Mildner
Re: Request Approval of Projector Purchase for MVHS Addition, Belmont Elementary and DHS Addition
Funding Source: MVHS, Belmont and DHS Bond

The technology department has reviewed multiple projectors with specifications that meet the instructional needs of the district. Pricing, warranty and extra bulb options were received from several vendors with regard to Hitachi, Mitsubishi, Panasonic, NEC, Epson Sharp and BenQ. It is the recommendation of the technology department the board of education approve the purchase of 80 NEC NP310 projectors from KCAV for the additions at Mill Valley High School and De Soto High School and for Belmont Elementary. The NEC NP310 was chosen for the following reasons:

1. Lowest price per unit of \$549.00
2. With Promo of Buy 7 get 1 free the purchase of 70 will get 80 as needed
3. 4 year warranty
4. 4 year overnight replacement
5. 1 year lamp warranty

Projector pricing was as follows:

Vendor	Projector	Price	
AVI	Hitachi CP-X2010	\$589.00	
AVI	Hitachi CP-X2510	\$613.00	
CCS	Mitsubishi XD221 U	\$578.00	
Florida Micro	Mitsubishi XD221 U	\$615.48	
KCAV	NEC NP310	\$549.00	Buy 7 Get 1 Free
KCAV	Epson PowerLite 83+	\$557.00	Buy 10 Get 1 Free
KCAV	Sharp PGD2500X	\$559.00	
KCAV	Mitsubishi XD221 U	\$612.00	
Lowen	Mitsubishi XD221 U	\$659.92	
Office Max	Mitsubishi XD221 U	\$616.00	
PCMall	Mitsubishi XD221 U	\$615.85	
Senna	BenQ MP626	\$586.32	
SHI	Mitsubishi XD221 U	\$659.00	



Unified School District 232

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/583-667-6200
FAX: 913/667-6202
e-mail: cfouraker@usd232.org

De Soto – Shawnee – Lenexa – Olathe
w w w . u s d 2 3 2 . o r g

Cindy Fouraker

Date: April 12, 2010
To: Board Of Education USD #232
Dr. Ron Wimmer, Superintendent USD #232
From: Cindy Fouraker, Coordinator of Grants & Programs and Earl Martin, Director of Teaching & Learning
Re: Equipment purchases for Residential Carpentry Lab for MVHS from bond dollars

The purpose of this report is to begin the process for ordering the equipment that will be needed to fully equip the Residential Carpentry lab at Mill Valley High School.

Pricing was obtained from Paxton/Patterson for this lab. They are the sole provider of the materials that meet all of the course competencies required by the State of Kansas; therefore a bid process was not possible. They are also the same company that installed the Residential Carpentry lab at De Soto High School.

The lab will be outfitted with 13 CTE units that meet the course requirements. Units and the lab layout are attached. In addition the lab will need to be outfitted with a TV/Monitor and DVD player for each unit.

The pricing for the lab material and equipment Vendor Paxton/Patterson:

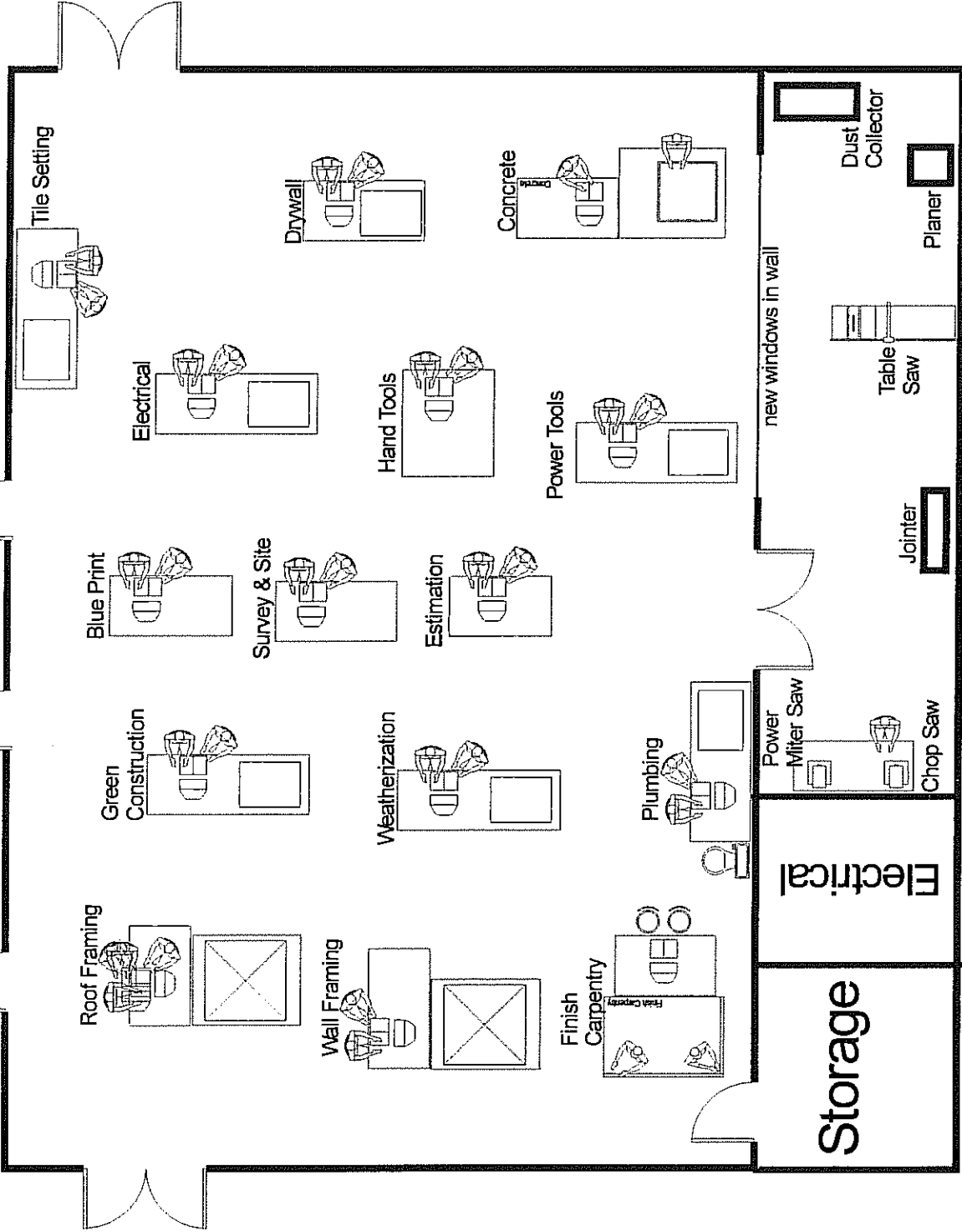
Building Skills Curriculum	\$46,300.00
Furniture and Seating	\$22,290.00
Dust Collection System	\$954.40
Total for Paxton/Patterson	\$69,544.40

The pricing for TV/Monitor and DVD players:

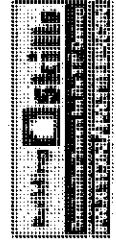
Pricing for TV/Monitors 19 inch: Quantity 15		
Office Max	Sylvania	\$203.54 each *recommended
Florida Micro	Sansui	\$228.94 each
PCMall Gov.	Sylvania	\$211.50 each
Pricing for DVD players: Quantity 15		
Office Max		\$33.35 each *recommended

Action request: approval of purchase of equipment from Paxton/Patterson for lab and Office Max for TV/Monitors and DVD players.

Teacher's Office



www.paxtonpatterson.com
 5719 West 65th. Street
 Chicago, IL 60638
 800.323.8484



Scale: 1/8" = 1'

AGREEMENT FOR CONSULTING SERVICES

This agreement is entered into by and between Barney Carroll, hereafter "Consultant" and the USD232/Desoto School District hereafter "Businesses".

FOR AND IN CONSIDERATION OF the receipt and sufficiency of which is hereby acknowledged, the undersigned do hereby covenant, contract and agree as follows:

- 1. **Scope of Services:** Consultant is hereby engaged to perform consulting services for the Businesses regarding the following: Video/Safety Surveillance Assessment and Implementation and any other services requested by the Business.
- 2. **Consulting fee:** Businesses agree to pay Consultant \$72.00 per hour, ~~payable every two weeks~~ RW 4-7-10
- 3. **Limited Services/Confidential Information:** Consultant will assist Business in accordance with the scope of services. Services not included in Scope of Services may be performed by Consultant at the request of Business for the hourly fee of 72 dollars.

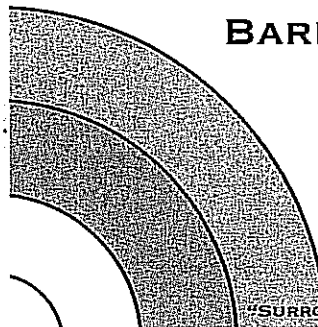
Consultant expressly agrees not to divulge, publish or communicate any information regarding the Businesses or their financial conditions to any person without the express written consent of the Businesses. All information obtained by Consultant during this engagement and all suggestions and recommendations received by Businesses shall remain the property of Businesses and Consultant shall keep all such matters confidential.

- 4. **Term:** The term of this engagement shall begin on the date hereof and shall terminate when determined by Businesses.
- 5. ~~In the event that it becomes necessary to enforce any of the terms of this agreement the defaulting party agrees to pay all reasonable attorneys fees incurred therein:~~ RW 4-7-10
- 6. This agreement shall be construed according to the laws of the State of Kansas.
- 7. This agreement may only be modified in writing and contains the entire terms of the agreement between the parties.

Witness the signatures of the parties on this the 2 day of April 2010.

CONSULTANT:

Final Agreement in
process of development
and legal review.
RW
4-7-10



BARNEY CARROLL
Surround Consulting

22031 West 51st Court
Shawnee, KS 66226
Tel: 913.488.7789
blmsbc@aol.com

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March 2, 2010

www.turnerconstruction.com

Ron Wimmer, Ed.D.
Superintendent
Unified School District #232
35200 West 91st Street
De Soto, KS 66018

In Re: **Proposal for Consulting Services**

Dear Dr. Wimmer:

It is with great pleasure that we submit to you our proposal to perform Consulting Services for the Unified School District #232 school projects.

This proposal is for Consulting Services for the De Soto High School Project. The proposal is based on the following basic services and qualifications listed below:

- 1) We have included one full time staff person from March 1, 2010 thru the end of the project. He will report to Troy Harris to oversee the overall management of the school construction project. Together they will work in the best interest of the Unified School District #232 to perform the following services:
 - a. Oversee and advise on the ongoing construction project.
 - b. Review of change order requests.
 - c. Monitor and report on the coordination of all construction activities.
 - d. Assist in verifying conformance to the contract documents on materials and quality standards.
 - e. Monitor and report on adherence to the construction contract.
 - f. Monitor and report on the overall project schedule.
 - g. Establish and update the project budget.
- 2) We will perform all of our services in a very open and transparent manner.
- 3) Consulting Services would start approximately on March 3, 2010.
- 4) We are proposing to utilize the existing Turner Contract.

Consulting Services

The proposed cost for Consulting Services per month for March and April: _____

\$ 16,500

We have also enclosed for your review a General Condition and Reimbursable Costs Matrix which outlines in greater detail what is included in the cost proposed above.

We thank you for this exciting opportunity. Should you have any questions regarding our proposal or need additional information, please contact me at your convenience at 816-283-0555. If you would like us to proceed with this project please indicate by signing below and returning a copy for our file.

Sincerely,
TURNER SPECIAL PROJECTS



Mark J. Huber
Division Manager

Accepted

Title

Date

To: De Soto Board of Education USD 232

From: Tim Drake, Principal Mill Creek Middle School

Date: April 6, 2010

RE: Eagle Scout Project

Josh Kindler and I received a request from Hunter Chapman, 7th grade student at Mill Creek Middle School, to build a concession stand next to the football field at our school for his Eagle Scout Project. Upon receiving his request Mr. Kindler and I met with Hunter and his father, Bob Chapman, to discuss the project further. That meeting was followed by subsequent meetings with Denis Johnson, Irvin Greer, Josh Kindler, Bob Chapman, Hunter Chapman, and me in which Hunter presented his plan to us. These meetings provided us with opportunity to ask questions of Hunter as well as make him aware of district expectations for building a structure on district grounds. Hunter, his father, and Josh Kindler also met with Dr. Wimmer to establish expectations for the project. This project will offer a benefit to our school as currently we do not have a concession stand outside and must transport concession items to and from the field for each game. Hunter has been very diligent, conscientious, and thorough in planning this project and as a result he has the approval and support of the administration at Mill Creek Middle School.

cc: Dr. Ron Wimmer



Unified School District 232

35200 W. 91st Street
De Soto, Kansas 66018
Voice: 913-667-6220
Fax: 913-667-6221
E-mail: denisj@usd232.org



De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

Denis Johnson
Director of Facilities

Date: March 26, 2010
To: USD 232, Board of Education
From: Denis D. Johnson
Director of Facilities USD 232
RE: Mill Valley Athletic Fields
Funding Source: Capital Outlay

Improvements are needed to the football field at Mill Valley High School due to a number of circumstances. Grounds Supervisor, Irvin Greer, recently met with Dr. Wimmer, Matt Bohm, and George Radell, patron Carol Garton, Bill Fletcher, Rodney St. John from the Kansas State Research and Extension Center and myself. The purpose of the meeting was to determine the extent of work needing to be done and to review the plan that Mr. Greer had prepared.

At the site meeting it became obvious that multiple issues needed to be addressed at the MVHS/ MTMS site. There is limited space for the numerous athletic activities that take place on the site. Over the years, program needs have changed, and the demands on the fields have increased. I would recommend that the needs for football, baseball, track, soccer and band at both the middle school and high school level along with community needs for the fields should be reviewed, and that a master plan be developed to address the needs for the entire site and all users.

On the attached documents, Mr. Greer has submitted two plans for the Mill Valley High School football field. The first plan would provide a short term solution of one to two years with substantially lower cost. This plan would get the field thru a couple of seasons before extensive work would need to be done. The second plan is a more extensive and costly but would provide a more long term solution, possibly five to ten years depending on weather conditions and use.

Denis D. Johnson
Director of Facilities, USD 232



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

35200 W. 91st Street
De Soto, Kansas 66018
Phone: 913/667-7220
FAX: 913/667-6221
e-mail: igreer@usd232.org

Irvin Greer
Grounds Supervisor

Date: March 30, 2010
To: Dr. Wimmer
Superintendent, USD 232
From: Irvin Greer
Grounds Supervisor, USD 232
Re: Repairs to the Mill Valley High School Football Field

Dr. Wimmer, you had requested that I provide an analysis of repairs needed to the football field at Mill Valley High School. The following options will provide the Board of Education a short term or a long term solution for the field.

Option 1: (Short Term)

The first option would be to till up only the crown of the game field. This would be an area of 90' by 300' and complete the following task:

- Till in compost and raise the crown of the field, leveling out those areas
- Place a fescue turf type sod with a 10% bluegrass mix
- Top dress the remainder of the field with compost
- Over seed the remainder of the field with a turf type fescue with a 10% bluegrass mix
- The grounds crew will do the prep work and then have a sod farm contractor install the sod
Estimated Cost - \$14,260.00

Option 2: (Long Term)

This is the recommendation from Rodney St. John, Ph.D., Kansas State University Extension. After visiting the site he has provided the district with the following recommendations for the field. I have summarized his comments below and have attached his full report for your review.

- Strip and grade entire field instead of crown, for the following reasons
 - Difficulty in improving the crown and matching grade to existing field
 - Desire to improve soil
 - Uniformity of color and texture of existing field
 - The areas outside the hashes could be improved with grading
- Add organic material for better root development and water drainage. With a uniform mixing of organic material the field will play more evenly over the entire field
- Have a laser grader re-grade the field
- Place a fescue turf style type sod with a 10% bluegrass mix
- Contractor will do the prep work and then install the sod

Estimated Cost - \$49,435.00

After having our soil tested the soil samples indicate that we have a Loam soil type. This is very good type of soil. 42% sand, 32% silt and 26% clay. Our ph is a little high 7.0 and exchangeable Magnesium is low. We will correct that with an application of 3 lbs. of Epsom salt per 1000 square feet. We will then take another soil sample next fall. See spread sheet for Option 1

We are planning to top dress the crowns of Monticello Trails Middle School and Mill Valley High School's practice fields. We will add soil to the crowns and seed when the weather permits. We will be using a turf type fescue with a 10% bluegrass mix.

Irvin Greer

The mission of De Soto Unified School District 232, a dynamic learning community, is to inspire the creative genius in each person by: leading in educational innovation and academic excellence; building visionary, world-class educational opportunities; fulfilling the evolving needs of citizens as lifelong learners; integrating the heritage and promise of our diverse rapidly growing community; and respecting the importance of the individual while promoting the common good.

MVHS Football Field Repair Schedule

Option #1

The repair schedule is to give information to everyone on the procedure that we will be taking to repair the field. This is a best guess schedule since we will be dealing with the weather. Our start time is to begin in February.

1. Spray and kill existing turf. As soon as possible and the temperature is above 60 degrees.
2. Take soil samples. Four different areas on the field.
3. Till up area as soon as possible and let sit for a week.
4. Deep cultivate the soil and add organic material and fertilizer according to soil samples.
5. Level the crown of the field in preparation for sodding.
6. Sod field with a turf type fescue and bluegrass mix.
7. In fall take another soil sample to check our ph and nutrient levels.
8. During the spring and summer the height of the turf will be maintained at 2.5".
9. Light fertilizing will, with organic fertilizer, be done each month to maintain growth and vigor.
10. In August we will fertilize and over seed the turf again. We will take soil sample to verify nutrient levels.

After sodding has been accomplished we will restrict access to the field until the first game of the year.

Work Performed

By	Work To Be Done	Area Covered	Cost
USD 232	Kill ,Till Level Crown	27,000 sq ft	\$1,000.00
Sod Farm	Deliver and Lay Sod	27,000 sq ft	\$10,260.00
Sustainable Enviro.	Compost 2" Thick	27,000 sq ft	\$3,000.00
TOTAL			\$14,260.00

MVHS Football Field Repair Schedule

Option #2

The repair schedule is to give information to everyone on the procedure that we will be taking to repair the field. This is a best guess schedule since we will be dealing with the weather. Our start time is to begin in February.

1. Spray and kill existing turf. As soon as possible and the temperature is above 60 degrees.
2. Take soil samples. Four different areas on the field.
3. Deep cultivate the soil and add organic material and fertilizer according to soil samples.
4. Level the crown of the field in preparation for sodding.
5. Sod field with a turf type fescue and bluegrass mix.
6. During the spring and summer the height of the turf will be maintained at 2.5”.
7. Light fertilizing will, with organic fertilizer, be done each month to maintain growth and vigor.
8. In August we will fertilize and over seed the turf again. We will take soil sample to verify nutrient levels.

After sodding has been accomplished we will restrict access to the field until the first game of the year.

Company	Work To be Done	Area covered	Cost	
Le Roy's Sport fields	Level Grading	80,000 sq. ft.	\$9,200.00	
Cap. City Sod Farms	Sod and Delivery	80,000 sq. ft.	\$19,200.00	
Emerald View Turf farms	Stripping Old Sod	80,000 sq. ft.	\$1,600.00	
Emerald View Turf farms	Installing Sod	80,000 sq. ft.	\$11,200.00	
Sustainable Enviro. Consultants	Compost 2" Thick	80,000 sq. ft.	\$8,235.00	549 cubic yards
TOTAL			\$49,435.00	

March 15, 2010

Irvin Greer, Grounds Supervisor
USD #232
35200 W 91st Street
De Soto, KS 66018



Kansas State University

**Horticulture Research and
Extension Center**

35230 West 135th St
Olathe, KS 66061
913-856-2335
fax: 913-856-2350

Dear Mr. Greer and interested parties,

It was a pleasure to meet with all of you last week. I'm writing this letter based upon the conversations we had and the recommendations I proposed at that time. The renovation plan and schedule that Mr. Greer has put together seems well thought out and is logical for this type of renovation. And it would improve the field. Below I will list some thoughts and comments that were discussed at the meeting.

I recommend that it might be a good idea to **renovate the whole field** for four reasons: 1. Difficulty in improving the crown and matching the grade to the existing field, 2. Desire to improve the soil, 3. Uniformity of color and texture of grass across the whole field, and 4. The areas outside the hashes could be improved with re-grading. While the center of the field needs the most attention, it may be difficult to add organic matter between the hashes and re-grade only the center and still have a uniform playing surface across the whole field. It could create some problems along the hashes. Moreover, the soil of the field is not terrible, but it is definitely heavy and could be improved. I usually recommend that if one is going to go through the time and expense to re-grass a field, that they try to improve the soils at this time, too. Everything starts with good soil. Good soil will hold moisture, but allow it to drain quickly. The physical properties of the soil could be improved to increase the water and air infiltration rate with the addition of organic matter. I've attached some comments about compost below. Additionally, renovating only the center of the field with some organic matter and new grass will change the management and aesthetics of the field. The addition of organic matter and the new varieties of tall fescue and Kentucky bluegrass will create an area that grows differently and responds differently to fertilizer, irrigation and climatic conditions. This difference and genetic differences in color and texture will be easily seen. The center of the field will look and play different than the rest of the field. Lastly, the areas outside the hash marks had many low spots that hold moisture and disrupt the playing surface. Renovating the whole field would fix those up and down areas and improve the uniformity across the whole field. I realize that this is not the best economic climate to be taking on large expenses, and I don't have the history on the field that the staff does. Therefore, I would use these recommendations in combination with the thoughts and expertise of the staff that maintain the field to make the final decision.

Sand-based fields were also discussed at the meeting. Sand-based fields offer the benefits of maximum air and water infiltration with the least potential for compaction. However, sand-based fields do have an increase in costs; costs of installation, and costs for irrigation. Installing a sand based field usually involves excavating 12 inches or more of the existing soil, installing drainage tile and irrigation, and filling the cavity with sand of a specific particle size that is usually mixed with peat in a 80:20-90:10 sand:peat ratio. I would recommend that you find other schools that have installed sand-based fields and find out the pros and cons and estimated costs from them before you make any decisions.

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**Horticulture Research and
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35230 West 135th St

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We also discussed the best types of grass for the field. A blend of tall fescue and Kentucky bluegrass is best, usually 80-90% tall fescue and 10-20% Kentucky bluegrass. The blend creates a field with the strengths of both grasses. The tall fescue has better traffic and drought tolerance than Kentucky bluegrass. And Kentucky bluegrass has the spreading and recuperative abilities that tall fescue does not. Bermudagrass is an excellent athletic field grass, but with it's short season in this part of Kansas it is usually best suited to summer sports rather than spring and fall sports like football.

I think the timeline can be accomplished in time for fall football. Another thing we discussed was thick cut sod. Thicker cut sod will stay in place easier if the roots don't have enough time to penetrate the soil before the season starts. The shorter the time between the laying of the sod and the start of the season, the thicker I would cut the sod.

Field Maintenance Now and Into the Future;

I am glad to hear that you have and use both a deep tine aerifier and a regular aerifier several times a year. Core aeration is essential to alleviating compaction and increasing air and water movement into the soil.

Frequent topdressing can maintain the playing surface by filling low spots and improving surface uniformity. Compost topdressing can be an excellent tool for leveling the playing surface, incorporating organic matter, increasing water and nutrient holding capacity and increasing water infiltration rates when it is correctly composted. I've also attached some information from PennState about compost topdressing. Many fields are also topdressed with soil or sand. Sand and compost are the top two choices for improving the soil structure. They have their pros and cons. The key is to start with one and stick with it. Don't switch between sand and compost and compost and sand. That will create layering and the layering effect will disrupt the flow of water and air into the soil. I have attached several supporting publications and documents that I think you will find very helpful concerning the maintenance and renovation of athletic fields. I have also included, for your reference, some general prices that one can expect to pay for different field renovation projects. These are just guideline numbers and they will vary with each facility, job, and contractor.

Conclusions:

Turf does not grow well with a saturated root system and soils will compact more easily when they are wet. Improving the surface movement of water will improve the health of the plant and hopefully reduce the severity of compaction which increases water and air infiltration, improves turf health and increases athlete safety.

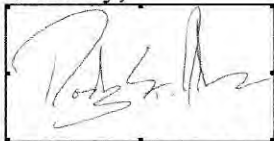
Lastly, I always advise people to get involved with their local turf associations. Mr. Greer is involved with the MO-KAN Sports Turf Managers Association, and I would recommend that you continue to support his efforts to be members of and attend meetings held by the MO-KAN STMA, the National STMA, and the Kansas Turfgrass Foundation. When talking with school boards, greens committees and other management personnel I like to urge

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them to pay the dues for these associations, so that their staff can be a part of these organizations so they can learn about and attend educational training seminars, and create the opportunity to network with other sports turf managers. These contacts can be an invaluable resource helping others find information, bounce ideas off of, and help find and discuss different suppliers and contractors.

Sincerely,



Rodney St. John Ph.D.
Turfgrass Extension Specialist
Kansas State University

Typical crowning of football fields.

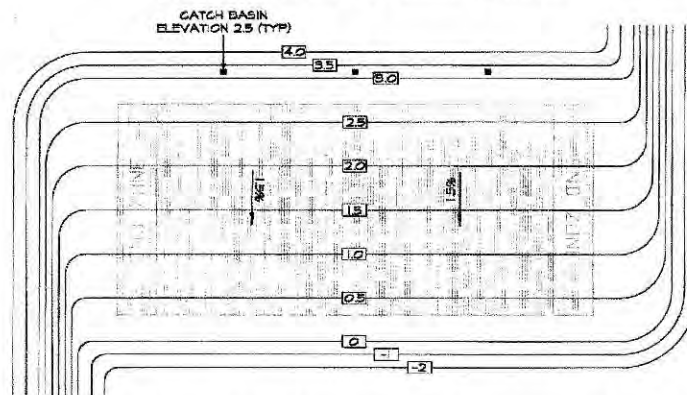


Fig 1. Flat football field with surface sloped side-to-side.

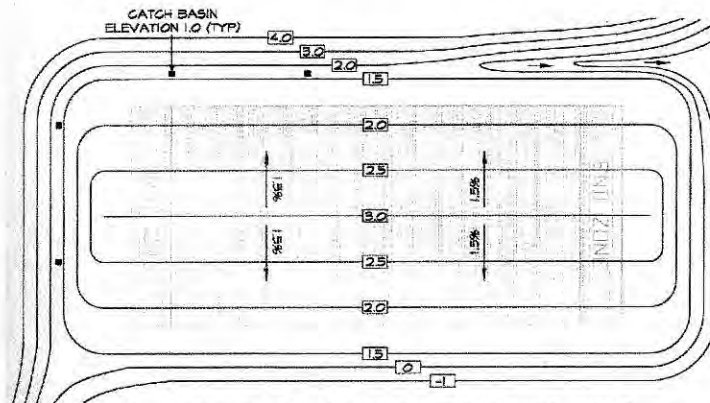


Fig 2. Crowned football field with level sidelines.

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35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6200
FAX: 913/667-6202
e-mail: emartin@usd232.org

Earl Martin
Director of Teaching & Learning

Date: April 6, 2010
To: Board of Education USD #232
Dr. Ron Wimmer, Superintendent USD #232
From: Earl Martin, Director of Teaching & Learning
Kelly Ott, Coordinator of Teaching & Learning
Re: Biology Books 2010-11

In order to better meet the needs of our college-bound students, there has been an adjustment to the typical sequence of science courses that a college-bound student takes in USD #232 high schools. In the past, freshmen typically took Physical Science before taking Biology the following year as sophomores. Beginning in the 2010-11 school year, freshmen who were in Algebra as 8th graders or have other qualifying scores will enroll in Biology. This change was implemented for 2 reasons: (1) The Kansas Board of Regents no longer requires Physical Science as a regents course. (2) The opportunity to take Biology as a freshman allows students to enroll in more rigorous science courses during high school.

However, this course sequence change will cause a one-year spike in the number of students taking Biology, because both freshmen and sophomores will be enrolled next year. This enrollment spike will occur for one year only. After the 2010-2011 school year, the course enrollment will be primarily freshmen only. Currently, Biology books are issued to students on a one-to-one basis. To continue this distribution for next year's enrollment would require the purchase of additional texts, to cover the one year enrollment spike. Our current inventory of Biology books is 506, with 700 students preliminarily enrolled for Biology next year. This would require the purchase of 200 books—for one year's use. This purchase is estimated to cost \$16,000, even for used books. The following year, we would then have a surplus of books that would require re-selling back to the textbook company at a significant loss.

In an effort to be fiscally responsible, we have worked with the high school science teachers to determine if there are alternatives to purchasing 200 books, for one year's use. One option is to forego the purchase of the additional texts for next year and use class sets and the online texts. All students would have access to the online Biology textbook.

Action Requested: T&L is asking for the Board of Education to provide guidance between two options to address the resource need for 2010-11 Biology students:

Option #1 – Continue with the one-to-one distribution of Biology textbooks and purchase the additional texts (around 200) for the 2010-11 school year to cover the one year enrollment spike.

Option #2 – Suspend one-to-one distribution of Biology books for one year. Students will utilize a classroom set of texts plus an online textbook.



Unified School District 232

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6220
FAX: 913/667-6221



De Soto – Shawnee – Lenexa – Olathe
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Date: April 2, 2010
To: Members of the USD 232 Board of Education
From: Jack Deyoe, Director of Operations
Re: Facility use fees for 2010-11

In April of 2009, the Board of Education approved changes to the District's facility use guidelines and fee schedule that for the first time involved fee charges to all of the community groups that used district facilities. This change was precipitated by the state's cuts to public education funding that occurred at the start of the 2009 calendar year, and that was compounded by increases in electrical utility fees at the same time.

Beginning July 1 2009, we enacted the new fee schedule that slightly increased the hourly use fees for most of the district's activity areas, commons, gyms etc. and which increased the personnel compensation (custodians and kitchen supervisors) who were required for weekend leases. However, the biggest change to previous District practices was that a "reservation fee" was approved for those community groups like scouts, and youth baseball, soccer, basketball and volleyball leagues that previous to this school year had not been charged to use school facilities.

For the most part, patrons have been very understanding and courteous about the facility use fees. We are fortunate that most of our patrons are well-educated in what has been taking place in the state with school funding. As a result of the new facility use fee charges, USD 232 has taken in nearly \$90,000 in facility use revenue through March that is being used to offset utility costs, and over 90% of that is new revenue that the District had not received through facility use hourly charges in previous years.

Unfortunately, the school funding issues of 2009 have become only worse in 2010, and Westar Energy officials have alerted us to another electrical rate hike that will occur this summer. Due to this, in the past week I have contacted and discussed facility leasing practices with several of our surrounding Johnson County Schools. USD 512 Shawnee Mission has already approved increases in facility leasing rates for 2010-11, while Blue Valley has fee increases on its BOE agenda for April 6, and Olathe is proposing increases that will be determined by its Board in May.

In comparing USD 232's hourly fees and personnel charges with these fellow districts, it appears that our current fees remain in the median costs. Shawnee Mission's hourly costs are less than USD 232's, 233's and 229's, but USD 232's fees are not the highest. We are not proposing a fee increase in our hourly rates, but we are suggesting an increase in our "reservation fee" for our gyms.

We charge this fee "up front" as the teams reserve the gym time because of limited personnel available to track, invoice and collect use fees from hundreds of users during the year. This year our reservation fees were \$100 for weekly 1.5-hour practice sessions in gyms, \$50 for

weekly 1.5-hour practice session on district fields, and \$30 for one-hour meeting times (as needed throughout the year) for scouts and 4-H groups. The field and gym reservations are based on the seasons with fall and spring sports seasons running about 12 weeks and winter sports approximately 20 weeks.

There are often cancellations for these teams because of school activities or weather so we try to keep the fee reasonable to account for these lost dates and also to encourage youth participation. If a team were to use ten 1.5 hour sessions (15 hours) they would be using the gym for less than \$7/ hour and much less than that if they got in additional sessions. Translating our gym reservation fee to hourly costs, we would compare De Soto's rates to USD 512's new hourly rates which run from \$7.50-\$10.50 per hour for local groups, and Olathe's current gym fees that run from \$13-\$20/hr., and USD 233 is recommending at 2-5% increase when its BOE meets in May.

With these facts in mind, the recommendation is to increase USD 232's "reservation fee" for gymnasium practice times from \$100 to \$150 per time slot. This increase should help the District close some of its gap with utility costs without discouraging youth participation. Because of the difficulties USD 232 has in monitoring and guaranteeing uninterrupted practice times on our fields, we do not recommend an increase from the current \$50 field reservation fee, nor do we recommend a change in the fee for scouts, 4-H or such youth groups. We also feel our hourly charges and our personnel fees are in line with our neighboring districts.

In order to notify our patrons and school personnel of the fee changes, we are asking that the Board of Education take action so that this fee schedule change may take effect on July 1, 2010.

Facility Use Fee Schedule---- 4/12/10

Facility	A		B		C		D	
	75% USD 232 District Youth		Non-commercial Youth		Non-commercial Adult		Commercial	
Elementary, Middle & Senior High Classrooms (one-hour blocks)	\$30.00 sign up fee		\$ 10.00	Per hour	\$15.00	Per hour	\$20.00	Per hour
Food Service Kitchen	\$15.00	Per hour	\$15.00	Per hour	\$20.00	Per hour	\$30.00	Per hour
Home Economics Room (one-hour blocks)	\$30.00 sign up fee		\$15.00	Per hour	\$20.00	Per hour	\$30.00	Per hour
Elementary Commons/Cafeteria (one-hour blocks)	\$30.00 sign up fee		\$15.00	Per hour	\$25.00	Per hour	\$35.00	Per hour
Middle School Commons/Cafeteria (one-hour blocks)	\$30.00 sign up fee		\$15.00	Per hour	\$25.00	Per hour	\$35.00	Per hour
High School Commons/Cafeteria (one-hour blocks)	\$30.00 sign up fee		\$20.00	Per hour	\$30.00	Per hour	\$50.00	Per hour
Elementary School Gymnasium	\$150.00 sign up fee		\$18.00	Per hour	\$25.00	Per hour	\$35.00	Per hour
Middle School Gymnasium	\$150.00 sign up fee		\$20.00	Per hour	\$30.00	Per hour	\$40.00	Per hour
High School Gymnasium	\$150.00 sign up fee		\$25.00	Per hour	\$35.00	Per hour	\$50.00	Per hour
High School Wrestling Room	\$150.00 sign up fee		\$15.00	Per hour	\$25.00	Per hour	\$35.00	Per hour
Lexington Trails Middle School Auditorium	\$150.00 sign up fee		\$50.00	Per hour	\$55.00	Per hour	\$65.00	Per hour
High School Little Theater	\$150.00 sign up fee		\$25.00	Per hour	\$35.00	Per hour	\$50.00	Per hour
High School Athletic Practice Fields	\$50.00 sign up fee		\$50.00 sign up fee		\$50.00 sign up fee		\$100.00	Per use
High School Baseball/Softball Fields	\$50.00 sign up fee		\$50.00 sign up fee		\$50.00 sign up fee		\$100.00	Per use
District Stadium	\$150.00 sign up fee		\$50.00	Per hour	\$62.50	Per hour	\$100.00	Per hour
D S Lights (Per field)	\$50.00	Per use	\$50.00	Per use	\$200.00	Per use	\$200.00	Per use
D S with Spectators	Extra \$50 for cleaning		\$50.00	Per hour	\$62.50	Per hour	\$100.00	Per hour
Pressbox (P.A. and Scoreboard included)	\$50.00	Per use	\$50.00	Per use	\$50.00	Per use	\$50.00	Per use
Tennis Courts								
Reservation Fee (no lights due to utility restrictions)	\$25.00	Per use	\$50.00	Per use	\$50.00	Per use	\$100.00	Per use
Administration Office Board of Education/Conference Room	\$20.00	Per hour	\$20.00	Per hour	\$30.00	Per hour	\$40.00	Per hour

Facility Use Fee Schedule----- 4/12/10

Facility	A		B		C		D	
	75% USD 232 District Youth		Non-commercial Youth		Non-commercial Adult		Commercial	
Personnel	*COLUMN A FEE WHEN OUTSIDE DUTY DAY* **ALL SUNDAY DISTRICT PERSONNEL FEES WILL BE \$40/ HOUR**							
Custodians	\$30.00	Per hour *	\$30.00	Per hour	\$30.00	Per hour	\$40.00	Per hour
Food Service Workers	\$30.00	Per hour*	\$30.00	Per hour	\$30.00	Per hour	\$40.00	Per hour
Performing Arts Center Supervisor	@	Extra-duty rate*	@	Extra-duty rate	@	Extra-duty rate	\$50.00	Per hour
Performing Arts Center Technicians	@	Extra-duty rate*	@	Extra-duty rate	@	Extra-duty rate	\$50.00	Per hour
District Maintenance	\$25.00	Per hour*	\$25.00	Per hour	\$35.00	Per hour	\$35.00	Per hour
Custodial Supplies (multi-hour tournaments, performances, etc.)	\$50.00	per day	\$50.00	per day	\$100.00	per day	\$150.00	per day
Equipment---If Available								
Stage lighting Design (movement of fixtures) High Schools and LTMS Theatres	\$30.00	Per hour	\$30.00	Per hour	\$30.00	Per hour	\$50.00	Per hour
Monticello Trails Middle School Stage Lighting (Light Board)	\$20.00	Per use	\$20.00	Per use	\$20.00	Per use	\$30.00	Per use
Sound Equipment (per use) Elementary/Middle School	\$10.00	Per use	\$10.00	Per use	\$10.00	Per use	\$20.00	Per use
Middle School Commons Sound Board	\$15.00	Per use	\$25.00	Per use	\$25.00	Per use	\$35.00	Per use
High School Theatre Audio & Visual Technology (Per use)	\$15.00	Per use	\$20.00	Per use	\$20.00	Per use	\$50.00	Per use

Area of use	Proposed	USD 232 current		New Blue Valley		New Shawnee Mssn		Proposed Olathe
hourly rates	**reservation fee for season	non-profit	for profit	non-profit	for profit	non-profit	for profit	one price for all
Gymnasiums								
Elementary	<u>\$150 for 1.5 hr</u>	\$18/ Hr	\$35/Hr	\$13/Hr	\$26/Hr	\$7.50/Hr	\$12/Hr	\$13.50/Hr
Middle School	<u>\$150 for 1.5 hr</u>	\$20/Hr	\$40/HR	\$16/Hr	\$32/Hr	\$8.50/Hr	\$15/Hr	\$18.50/Hr
High School	<u>\$150 for 1.5 hr</u>	\$25/Hr	\$50/Hr	\$18/Hr	\$36/Hr	\$10.50/Hr	\$35/Hr	\$21/Hr
Commons	<u>(changed from \$100)</u>					plus 1 hr Cleanup @\$26/hr		
Elementary	\$30 for 1hr.	\$15/Hr	\$35/Hr.	\$13/Hr	\$26/Hr	\$7.5/Hr	\$12/Hr	\$13.50/Hr
Middle School	\$30 for 1hr.	\$15/Hr	\$35/Hr.	\$16/Hr	\$32/Hr	\$9.50/Hr	\$15/Hr	\$17.30/Hr
High School	\$30 for 1hr.	\$15/Hr	\$35/Hr.	\$18/Hr	\$36/Hr	\$11/Hr	\$25/Hr	\$19.50/Hr
Practice Fields						plus 1 hr Cleanup @\$26/hr		
Elementary	\$50 for 1.5 hr	\$10/Hr	\$20/Hr	\$3/Hr	\$6/Hr	\$1/Hr	\$5/Hr	\$10.50/Hr
Middle School	\$50 for 1.5 hr	\$10/Hr	\$20/Hr	\$4/Hr	\$8/hr	\$1/Hr	\$5/Hr	\$10.50/Hr
High School	\$50 for 1.5 hr	\$10/Hr	\$20/Hr	\$5/Hr	\$10/hr	\$1/Hr	\$5/Hr	\$10.50/Hr
	**for non-profit district youth teams for fall, winter or spring seasons							

BUDGET SUMMARY PROJECTIONS FOR FY 2010 & 2011 BASED ON BSAPP OF \$4,012

	FY 09-10	FY 10-11
Total Estimated Revenue for General & LOB Funds	\$ 46,173,901	\$ 46,972,379
Total of General Fund & LOB Fund Budgeted Expenditures	\$ 48,127,907	\$ 46,173,901
NET INCREASE (DECREASE) IN OPERATING FUNDS =	\$ (1,954,006)	\$ 798,478
Estimated Additional Funds Needed For 2010-11		
Cost for Step & Education Movement		\$ 551,400
Employee Benefits (Health & Dental Insurance)		\$ 225,000
Liability & WC Ins		\$ 75,000
Trans Increase		\$ 100,000
Additional Staffing for MVHS for Classrooms Addition		\$ 200,000
Additional Staffing for New Elementary School		\$ 713,500
Use of Contingency Funds in Prior Year =		\$ 787,354
Total Estimated Increased Costs =	\$ -	\$ 2,652,254
Remaining funds after above actual & estimated needs =	\$ (1,954,006)	\$ (1,853,776)
Expenditure Reductions / Transfers:		
Transfer Eligible Maint/Grounds Expenditures from General Fund to Capital Outlay	\$ 785,336	
Transfer Other Eligible Expenditures from General Fund to Capital Outlay	\$ 269,316	
District Administration (Reorganization of staffing, General Adm Budgets, Retirements)		\$ 260,000
YouthFriend Coordinator (1.0)- Eliminate Position		
Integration Supervisor (1.0) - Lynn Brandt (Resignation) / Do not fill		
Director of Facilities (1.0) - Denis Johnson (Resignation) / Do not fill		
Director of Early Childhood (1.0) - Barbara Inman (Retirement) / Do not replace		
Building Level Administration (Reorganization of staffing, Reassignments, Admin Budgets)		\$ 175,000
Elementary Associate Principal (1.0) - Lori Bradley (Principal of ME) / Do not fill		
Elementary Associate Principal (1.0) - Eliminate Position		
CLC Building Administrator (.5) - Eliminate .5 of position		
Middle School Athletic Director Supplemental (10 days) - Doug Opdycke (Retire) / Do not fill		
District Instructional Support and Classified (Reorganization of services and staffing)		\$ 480,000
IEP Supervisor (1.0) - Judy Stevens (Resignation) / Do not fill		
Learning Coach - Elementary (1.0) - Michelle Hite (Principal at PRE) / Do not fill		
Learning Coach - Middle (1.0) - Mindy Joseph (Resignation) / Do not fill		
Facilities Department (1.0) - To be determined		
Teaching and Learning Secretary (1.0) - Jessica Maestass (Resigned) / Do not fill		
Technology Administrative Assistant (1.0) - Reassigned to open position/ Do not fill		
Technology Department (2.0) - To be determined		
Technology Senior Systems Technician (1.0) - Becky Youngers (Resignation) / Do not fill		
Technology Systems Administrator (1.0) - Jeremy Turner (Resignation)/ Do not fill		
Grounds Tech (1.0) - Dan Jenkins (Resignation March 2009) / Do not fill		

Building Level Instructional & Classified (Efficiency of assignments, Utilization of Staff, Transfers)		\$ 585,000
Hiring 4.0 FTE Teachers (rather than budgeted 10.0 FTE for BE/MV)		
Positions Transferred from CLC to BE (3.0) - Building Nurse, Custodian, Building Secretary		
ME Teacher Aide (1.0) - transfer to open position		
Teacher Aide (1.0) - transfer to open position		
Building Custodial (1.0) - Kevin Robinson (Resigned) / Do not replace		
Building Custodial (1.0) - Donna Creason (Resigned March 2009) / Do not replace		
Building Custodial (3.0) - Attrition / do not replace		
Current Year Staff Attrition (Hiring Freeze, Utilization of existing staff, Retirements)	\$ 170,000	\$ -
Jan McKinley (Principal PRE)		
Brad Henry (Teacher RE)		
Jessica Maestass (ADC Secretary)		
Jeanette Gabauer (Para MVHS)		
Traci Griffin (Building Nurse CLC)		
Becky Youngers (Tech Department - Senior Systems Technician)		
Jeremy Turner (Tech Department - Systems Administrator)		
Kevin Robinson (Lead Custodian at MVHS)		
Maximize Certified Staff Assignments (Staff Utilization for Efficiency and cost reduction measure)		\$ 100,000
Hire .6 FTE for Art, Music, Tech, and PE at BE (saving 1.6 FTE Positions)		
ME Art Teacher (1.0) - Retirement / Replace with .8 (savings of .2 FTE)		
Substitute Teacher Allocations (Improved Staff Utilization, Reduction in Leave, Incentives)		\$ 150,000
needs)		\$ 75,000
Transportation (Reduction in optional travel, field trips, activities, route efficiencies)		\$ 10,000
Transfer to Contingency Fund (Contingency Fund Balance = \$3,806,622)	\$ 787,354	
TOTAL EXPENDITURE REDUCTIONS / TRANSFERS =	\$ 2,012,006	\$ 1,835,000
OVER (UNDER) =	\$ 58,000	\$ (18,776)
<u>Options to increase revenue and/or additional reductions</u>		
School Fees - est.		
Activity Participation Fees - 6 (\$10), 7-8 (\$25), 9-12 (\$45) - est. \$90,000		
Building Use Sign-up Fees increase (\$50) - est. \$9,000		
Expand LOB by 1% (Voter Approval Required) - est. \$400,000		
Transportation Fees - est., \$10,000		
4 Day School Week - Future Option - est. To Be Determined		
Block Scheduling (High Schools) - est. \$450,000		
Increase Elementary Class Size - est. \$100,000		
Increase Secondary Class Size - est. \$100,000		



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6200
FAX: 913/667-6202
e-mail: emartin@usd232.org

Earl Martin
Director of Teaching & Learning

Date: April 12, 2010
To: Board of Education USD #232
Dr. Ron Wimmer, Superintendent USD #232
From: Earl Martin, Director of Teaching & Learning
Re: Potential Savings By Dropping Block Schedule at High School

Purpose of Report: The Board of Education has requested information related to potential budget savings if DHS and MVHS reverted back to the traditional 7-hour instructional day versus the current block schedule. The purpose of this report is to indicate what those potential savings might be.

Background: Block scheduling was implemented in USD #232 high schools beginning in the 1999-2000 school year, the same year Mill Valley opened its doors. When this transition was made, the number of courses for students went from seven to eight. The decision to move to a block schedule was the result of a great deal of research by the staff and administration of De Soto High School at the time. The process included staff, building administrators, students, parents and district administrators. The full block schedule was selected because the 84-minute learning blocks supported:

- deeper learning and higher order thinking
- performance-based activities and assessments
- more in-depth labs and inquiries
- more time for intervention opportunities for students.

A Day	B Day
1	5
2	6
3	7
4	8
Seminar 40-minutes	Seminar 40-minutes

Potential Calculation for Cost Savings:

It is difficult to calculate *exact* savings that could be realized from going back to a 7-hour day because most of the schedule reductions would be singleton sections that would not necessarily result in a teacher’s full time position. Dave Morford, Principal at DHS, reworked an entire instructional schedule based on current enrollment and a potential of 29.5 sections could be saved. These sections, however, do not translate into a full time teaching equivalent in any one area, but if you could divide 29 sections by 7 periods per day to come up with a number of reduced teaching positions, it would equal 4 teaching positions. However, it must be stressed that because of requirements that teachers must be Highly Qualified in the areas they teach, the actual number of reductions would be less.

In an effort to balance this estimation of savings with another more simplified calculation, we did a quick and easy calculation based strictly on numbers of students, teachers and classes. This calculation indicated that there might be a potential of 5 reductions at DHS, based strictly on numbers. However, the actual FTE reduction would be less. Therefore, it might be reasonable to say that 3-4 teaching positions at DHS could be saved.

Following the same calculation formulas, the potential cost savings at MVHS could be 6-7 teaching positions. Taking the lower number of both calculations would result in a potential reduction of 9 teaching positions combining both high schools. If salaries averaged \$50,000, the potential savings could be \$450,000.

Advantages of Dropping Block Schedule and Implementing 7-Period Traditional Schedule

- Potential cost savings in reduction of teaching positions.
- Students have contact with teachers every day with 7-period day.
- Student absences have less impact on 7-period day than on block schedule.
- Student attention span easier to maintain with 7-period day than with 84 minute block schedule.

Advantages of Maintaining Block Schedule as Currently Implemented

- Honors the time and effort invested in initial research to adopt block schedule, based on what was considered to be best for students and best practice in utilizing instructional time.
- The current block schedule provides flexibility for incorporating Seminar and MTSS interventions for reading and math assistance – which would be minimized, if not eliminated, by reverting back to the traditional schedule. Input from teachers at both high schools indicates that the opportunities for relationship-building with students and academic interventions are a critically important strength of the block schedule format.
- The current block schedule has maximized student achievement results (DHS 2009 reading 97.9%, math 94.5% and MVHS reading 93.7% and math 88.8%).
- Extended learning periods provides time for science labs, simulations, roles plays, Socratic seminars, and project based learning - which can result in deeper exploration of a topic and higher order thinking activities.
- 7-period day limits students to fewer course options – which would impact elective options, and AP and fine arts enrollment.
- Less time spent in transition between classes.



April 6, 2010

Proposed Health (nursing) Services Structure

To: Board of Education

From: Mark Schmidt, Director of Human Resources; Shelby Rebeck, RN BSN MSN, Nursing Coordinator; Jack Deyoe, Director of Operations; and Alvie Cater, Director of Administrative Services & Community Relations

Re: Proposed Nursing Services Structure

Since January 29, 2010, we have researched and discussed the structure of nursing services within the school district. This research included discussions with our health services staff, the Kansas Board of Nursing, and a review of the Kansas Nurse Practice Act Statutes and Administrative Regulations.

Summary

In light of the updated regulations of the Kansas Nurse Practice Act and our commitment to provide quality nursing care for the increasing health needs of 6,500 children, we propose the following change in the structure of our nursing services for the 2010-11 school year.

- Hire two (2) additional registered nurses bringing the district total to six RNs and six LPNs (licensed professional nurse). This will allow for one classified nurse in each school.
- Move one of the current supervisory nurses from the negotiated agreement to an administrative contract (Health Services Coordinator), adding the responsibilities of budgeting, administrative representation, and employee evaluations, in addition to supervisory duties as required by the Kansas Nurse Practice Act.
- The second supervisory nurse will remain on the negotiated agreement and will provide supervisory duties as required by the Kansas Nurse Practice Act and other duties as assigned by the coordinator; it is anticipated that this person will be based at Belmont Elementary to support additional health needs among Early Childhood students.

Estimated Cost: \$55,000 - \$60,000. This updated dollar amount is \$22,000 to \$27,000 less than the original plan presented to the Board of Education on March 8, 2010.

Background

A recent change in the Kansas Nurse Practice Act allows only registered nurses to assess and approve health care plans in schools. Plus, a change to the 504 law now requires students with a health care plans to also have a 504 plan.

The health needs among our students continue to increase in amount and severity. Having additional licensed nurses in our schools with appropriate oversight and supervision would allow the district to meet the needs of our students and operate well within the requirements of the Kansas Nurse Practice Act.

The recent pandemic of **H1N1 influenza** placed our schools on the frontline of defense and in full view of the public. Our health professionals, under the direction of the county health department and the Kansas Department of Health and Environment, conducted multiple flu clinics inoculating hundreds of students and employees with the H1N1 vaccine. Our nurses handled the extra duties of this health crisis with the highest level of care and professionalism. We are extremely fortunate to have such qualified nurses in our schools.

Future Structure

As the LPN staff leaves their positions through attrition, the district proposes hiring registered nurses with the goal of having RNs on classified contracts at all schools. Once this goal is achieved, the district would continue to need a nurse coordinator, but would no longer need a nursing supervisor since RNs are able to meet the requirements of the Kansas Nurse Practice Act. Hiring one RN to replace one LPN would add approximately \$4,000 in additional salary. The timeline for this change would be dictated by the rate of attrition.

This plan has the support of administration, the nursing coordinator, and the nursing supervisor.

Summary Report
Board Agenda Item

April, 2010

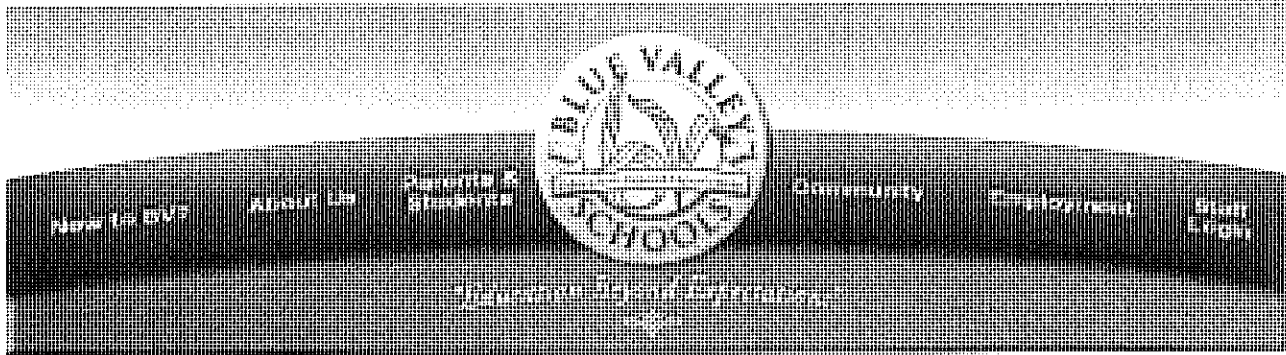
Topic: Participation Fee

Prepared by: Ron Wimmer

Find attached an example of an **Activity Programming Fee** adopted by Blue Valley School District. The fee was initiated in the 2007-08 school year and is reported to be successful in providing funding support for student activities and athletic programs. We bring to the board for consideration adoption of a similar plan for USD 232.

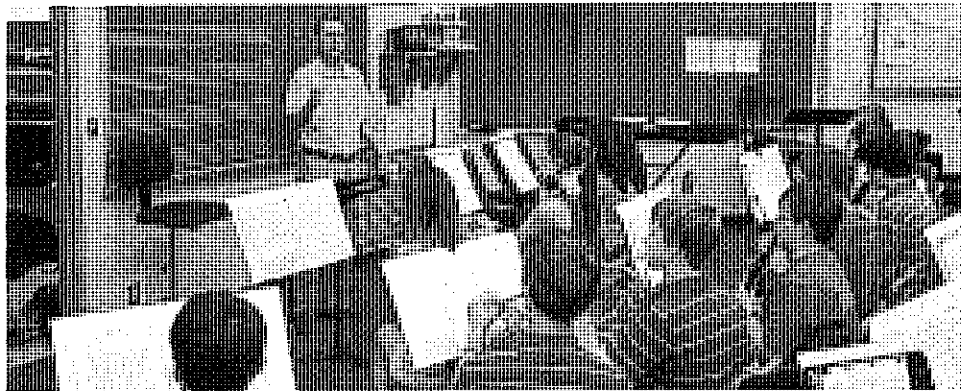
1. Application for all students in grades 7 – 12
2. Fee Structure:
 - \$50 per student for high school
 - \$30 for 8th grade students
 - \$25 for 7th grade students
3. The fee will not replace any other fee currently charged for the activity
4. The fee will be waived for students qualifying for free or reduced meals
5. Payment plans can be arranged if not paid at registration or online
6. The fee will be refunded, upon request, for any student not participating in any KSHSAA or non-KSHSAA activity, school club, or any other non-required activity which is offered by the school
7. All fees will be collected at the time of registration

The fee includes all sports, activities, clubs, and other supplemental contract experiences that support student activities. A list of such experiences will be provided by each school.



Athletics & Activities - Activity Programming Fee

- General Info
- Activities Calendar
- Athletics Calendar
- Forms & Documents
- Inclement Weather Guidelines
- Sportsmanship
- State Championship History
- Activity Programming Fee**
- Student Activities Committee
- Contacts



About the Fee

The Activity Programming Fee (APF) is a fee that will be charged at the time of registration to all students in grades 6-12 and will go towards the support of activities in middle and high schools. The APF supports the existence of these programs and allows students the continued opportunity to receive the valuable experiences that these programs offer. The APF includes all sports, activities, clubs, and other supplemental contract items that support student activities (see the list on this page).

For the 2009-10 school year, a fee of \$60 per student will be charged to high school students, and a fee of \$10 (6th-grade), \$25 (7th-grade) and \$40 (8th-grade) will be charged to middle school students. The APF will not replace some of the other charges that some programs currently have (drill team, cheerleading, certain clubs, some sports are examples). The APF will be waived for those students qualifying for free or reduced meals. The APF will be refunded for any student who did not participate in any activity listed below.

Middle School Activities

- Band
- Basketball
- Cheerleading
- Choir
- ~~Drill Team~~
- Football
- Musicals
- Newspaper
- ~~Orchestra~~
- Plays
- Student Council
- Track
- Volleyball
- Yearbook
- All events that require extra duty supervision

USD232 Add
 Cross Country
 Science Olympiad
 Wrestling

Activity Programming Fee Frequently Asked Questions

What is this fee about?

- In an effort to help support the costs of the Blue Valley School District's activity programs, the district will charge a fee for the 2007/08 school year. The Activity Programming Fee (APF) is a fee that will be charged at the time of registration to all students in grades 6-12 and will go towards the support of activities in middle and high schools. The APF supports the existence of these programs and allows students the continued opportunity to receive the valuable experiences that these programs offer. A full listing of these activities can be found on the district's Web site at www.bluevalleyk12.org.

When would this fee be collected?

- The fee would be collected at the time of registration of **all** students in the district in grades 6-12.

What is the fee?

- For the 2007/08 school year, a fee of \$60 per student will be charged to high school students, and a fee of \$10 (6th grade), \$25 (7th grade) and \$40 (8th grade) will be charged to middle school students.

Does this mean that I won't have any other activity related fees to pay?

- This fee will not replace any other fee that some programs currently charge (drill team, cheerleading, certain clubs, some sports are examples).

Are there any waivers for this fee?

- The APF will be waived for those students qualifying for free or reduced meals.

What if I am not on free or reduced lunch and I can't afford to pay the fee?

- In an effort to accommodate those parents who can not afford to pay the fee at the time of registration, payment plans can be set up if the fees are not paid on-line.

What if I don't participate in any activities?

- This fee will be refunded, upon request, to any student who did not participate in any KSHSAA or non-KSHSAA activity, school club, or any other non-required activity which was offered at the school.

Activity Programming Fee Refund Request Form
 The request needs to be made by May 31st of the current school year

*Blue Valley
Sample*

Student's Name: _____

Parent's/Guardian's Name: _____

Address: _____

- 6th Grade Student (Refund is \$10)
- 7th Grade Student (Refund is \$25)
- 8th Grade Student (Refund is \$40)
- High School Student (Refund is \$60)

By submitting this refund request, I am stating that my student did not participate in any of the activities listed below. I understand that my refund request must be approved by the principal of my student's school who will verify whether or not my student participated in an activity supported by the activity program fee.

Parent's/Guardian's Signature: _____

Principal's Signature: _____

High School Activities

Academic Decathlon	Gymnastics	Senior Class Activities
Baseball	Instrumental Music	Soccer – Boys
Basketball – Boys	Jazz Band	Soccer – Girls
Basketball – Girls	Junior Class Activities	Softball
Broadcast Technology	KAYS	Sophomore Class Activities
Categories	Leo Club	Student Council
Cheerleading	Literary Magazine	Swimming & Diving – Boys
Concert Band	Marching Band	Swimming & Diving - Girls
Cross Country – Boys	Music Clubs	Tennis – Boys
Cross Country – Girls	National Art Honor Society	Tennis – Girls
Debate	National Honor Society	Theatre
Drama	National Forensics League activities	Thespians
Drill Team	Newspaper	Track – Boys
Football	Orchestra	Track – Girls
Forensics (including Student Congress)	Pep Band	Vocal Music
Freshman Class Activities	Performing Arts	Volleyball
Future Business Leaders activities	Plays and Musicals	We The People activities
Future Teachers Association	Prom/Prom Coordination	Wrestling
Golf – Boys	Quill & Scroll	Yearbook
Golf – Girls	Repertoire Theatre	All events that require extra duty supervision

Middle School Activities

Band (7 th & 8 th grade)	Football	Student Council
Basketball	Musicals	Track
Cheerleading	Newspaper	Volleyball
Choir (7 th & 8 th grade)	Orchestra (7 th & 8 th grade)	Yearbook
Drill Team	Plays	All events that require extra duty supervision

High School Activities

Academic Decathlon
Baseball
Basketball - Boys
Basketball - Girls
Broadcast Technology
Categories
Cheerleading
Concert Band
Cross Country - Boys
Cross Country - Girls
Debate
Drama
Drill Team
Football
Forensics (including Student Congress)
Freshman Class Activities
Future Business Leaders activities
Future Teachers Association
Golf - Boys
Golf - Girls
Instrumental Music
Jazz Band
Junior Class Activities
KAYS
Leo Club
Literary Magazine
Marching Band
Music Clubs
National Art Honor Society
National Honor Society
National Forensics League activities
Newspaper
Orchestra
Pep Band
Performing Arts
Plays and Musicals
Prom/Prom Coordination
Quill & Scroll
Repertoire Theatre
Senior Class Activities
Soccer - Boys
Soccer - Girls
Softball
Sophomore Class Activities
Student Council
Swimming & Diving - Boys
Swimming & Diving - Girls
Tennis - Boys
Tennis - Girls
Theatre
Thespians
Track - Boys
Track - Girls

*Blue Valley
Sample only*

DHS

High School Activities

~~Academic Decathlon~~ **SCHOLARS BOWL**

Baseball

Basketball - Boys

Basketball - Girls

~~Broadcast Technology~~

~~Categories~~

Cheerleading

Concert Band

Cross Country - Boys

Cross Country - Girls

Debate

Drama

Drill Team

Football

Forensics (including Student Congress)

VOLUNTEER

Freshman Class Activities

~~Future Business Leaders activities~~

~~Future Teachers Association~~ **LITE**

Golf - Boys

Golf - Girls

Instrumental Music

VOLUNTEER

Jazz Band

Junior Class Activities

~~Knock~~

~~Knock Club~~

~~Library Magazine~~

Marching Band

~~Music Clubs~~

~~National Art Honor Society~~

National Honor Society

National Forensics League activities

Newspaper

Orchestra

Pep Band

~~Performing Arts~~ **DANCE TEAM**

Plays and Musicals

Prom/Prom Coordination

~~Quilt & Scroll~~

VOLUNTEER

~~Repertoire Theatre~~

Senior Class Activities

Soccer - Boys

Soccer - Girls

VOLUNTEER

Softball

Sophomore Class Activities

Student Council

~~Swimming & Diving - Boys~~

~~Swimming & Diving - Girls~~

Tennis - Boys

Tennis - Girls

Theatre

Thespians

Track - Boys

Track - Girls

USD 232
Sample Only



April 7, 2010

To: Board of Education
From: Alvie Cater

Re: Broadcast Journalism Studio, part of Mill Valley High School Expansion

Purpose

We seek direction from the board on how to proceed with designing and equipping a broadcast studio at Mill Valley High School. The program must align with outcomes and Kansas Career & Technical Education expectations.

Background

Approximately four weeks ago I was asked to help the Teaching & Learning Department look into equipment needed to outfit a broadcast journalism studio for the students at Mill Valley High School. The broadcast space will be renovated as part of the current expansion project. I was asked to assist with this project because of my background and experience in television news.







My first goal was to find out what design work and/or discussions had taken place in order to determine an appropriate course of action. Over the last four weeks I conducted separate in-person and/or phone meetings with the broadcast program instructor at Mill Valley, along with Cindy Fouraker, coordinator of state and federal programs, the lead architect on the Mill Valley project, Denis Johnson, director of facilities, Adam Reed with Turner Construction, and others. Below are my findings.

1. There are no designs for a broadcast studio system, other than the basic layout of the space created by Hollis & Miller Architects.
2. Hollis & Miller indicated we had sub-contracted with a company, A to Z Theatrical, to install a studio lighting system. The company's representative said he had not been contacted yet regarding a lighting system at Mill Valley.
3. There is no evidence to indicate any detailed discussions or planning sessions regarding the design and equipping of a broadcast studio system.

The district is late in the planning and design process for this particular project. I am working with Adam Reed, Turner Construction, to present options for your consideration at the April 12th meeting. We will not ask for board action at that time, rather we will seek your input and consensus on our next steps.

###

MAY 2010 BOE CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1  DHS Prom - Pkwy West
2	3	4  Happy Birthday Randy! TEACHER APPRECIATION DAY	5 BOE PACKET MAILING	6	7	8
9	10 6p BOE meeting	11	12 11:30a Lenexa Chamber Luncheon - Crowne Plaza 11:30a Shawnee Chamber Luncheon - Town Hall	13 11:30a De Soto Chamber Luncheon - Hillside Village	14	15
16	17	18	19 BOE PACKET MAILING	20	21 8:00a DHS Sr. Breakfast & Awards @ DHS 8:30a MVHS Sr. Breakfast & Awards @ Civic Center	22  10:00a DHS Graduation 2:00p MVHS Graduation BOE Report 1/2 hr. Early
23	24 6p BOE meeting Staff Awards Ceremony	25	26 LAST DAY OF CLASS FOR KINDERGARTEN	27  LAST DAY OF CLASS FOR STUDENTS!!!! EARLY DISMISSAL	28 Ron on vacation Last Day for Teachers	29
30	31  MEMORIAL DAY HOLIDAY -- OFFICES CLOSED	Ron on vacation		A LOOK INTO THE FUTURE 6/1 - Central Office Summer hours begin 6/14 - BOE meeting, 6p, Boardroom		

2009-10 Parents as Teachers Annual Report



Our Vision:

“All children will learn, grow and develop to realize their full potential.”



Unified School District 232

De Soto - Shawnee - Lenexa - Olathe

www.usd232.org

Report provided by: Jamie Fink, Asst. Director; Barbara Inman, Director,
Earl Martin, Administrative Contact

De Soto Parents as Teachers Program Update April 2010

Vision: *All children will learn, grow and develop to realize their full potential.*

Mission: *To provide the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life.*

Parents as Teachers (P.A.T.) is an international early childhood parent education and family support program serving families from pregnancy until their child's third birthday.

Program components:

- **Personal Visits:** Personal visits are the primary service component. During visits, Certified Parent Educators share age-appropriate child development information with parents and bring activities for the child to learn and practice skills that are age appropriate. They also help parents observe their child's development and address the parent's concerns. Suggested child activities are left with the family to work on with their child until the next visit at which time parents will discuss their child's development with the Parent Educator.
- **Group Meetings:** Parent group meetings provide opportunities to share information about parenting issues and child development. Parents learn from and support each other, observe their children with other children and practice parenting skills.
- **Screening:** Periodic screening for early identification of developmental, health, vision and hearing concerns, provides regular review of each child's developmental progress, identifies strengths and abilities as well as areas of concern that require referral for follow-up services, and increases parents' understanding of their child's development.
- **Resource Networking:** Parent educators help families identify and connect with needed resources, and overcome barriers to accessing these services. The program takes an active role in establishing and maintaining ongoing collaborative relationships with other organizations that serve families.

P.A.T. Program Data July 2009 -- March 2010

- 340 children received personal visits.
- 134 families were newly enrolled.
- 61 families are currently on the waiting list for personal visits
- 1008 literacy based parent/child personal visits were conducted with activities that encouraged language, intellectual, social and motor development.
- 35% of personal visits were before 8:00 am or in the evening/weekend
- Father figures participated in 41% of the visits.
- 244 families were first time parents at the time of enrollment.
- 83 children were referred for further evaluations for developmental concerns.
- 100% of children exiting the program at age 3 years were fully immunized.
- Spanish is the primary language for 6 families
- 109 families attended at least 1 group meeting event.
- 2 daytime parent/child play groups are offered weekly as well as one monthly evening group.

- Other family events include:
 - Open house ice cream social
 - Cooking with Children
 - Family Music Night
 - Toilet Learning
 - Early Literacy
 - Countywide Community Health, Hearing, Vision & Developmental Screening

Program highlights

- The PAT Community Advisory Board assists with the planning and implementation of the PAT program and builds support for the program at the local, state and federal level. The board includes parents and leaders from the district and community. Parents have taken an active role in advocating for funding and for increasing community awareness about the program.
- Parent educators deliver a Literacy Bag containing a book and early literacy information to each newly enrolled child.
- A translator accompanies the parent educator to Spanish speaking family visits. A parent educator attends parent teacher conferences for Spanish speaking families to let families know about the PAT program.
- The PAT program's Continuous Quality Improvement Plan was in the areas of resource network & community collaboration. Staff and parent volunteers are implementing the plan with updated resource contact information and are participating in collaborating community events.
- PAT Director and Associate Director attended PAT/Early Childhood Day in Topeka on February 4, 2010 to educate legislators about the importance of early childhood programs. PAT parents have been calling and emailing legislators about education funding for early childhood as well as K-12 funding.
- The PAT program participates in an on-going collaborative partnership with other community early education programs.
- PAT Director and Parent Educator attended PAT Day in Topeka on March 3, 2010 to educate legislators on PAT & advocate for PAT programs at state level.
- PAT program uses the "University of Idaho Parenting Survey" to measure parents' change in knowledge, confidence, and practice so that they can better support their child's learning. The results from last year's surveys showed significant growth in all areas. The survey is given to each family to mail back as they exit their 3 years in the PAT program.
- Below are quotes in the comment section of the survey from 2 families:

"PAT provided tools & insights that we put into practice every day. PAT helped to set a solid foundation to how we approached each stage of development with our son. I would tell other parents to take every opportunity to learn, grow and get access to this powerful program. PAT has been the pillar to how we parent. Visits helped to give us points to consider at each phase."

"My parent educator gave me tips and tools to positively discipline my child, set limits and help him grow. She helped me through each stage and phase and made me a more confident parent. This is a beneficial program for parents. Someone actually shows you activities, how to handle difficult behaviors, ensures that your child's development is on track, and gives you encouragement all along the way. This was an invaluable experience for your family."



Unified School District 232

Lexington Trails Middle School
8800 Penner Avenue
De Soto, Kansas 66018-0509
Phone: (913) 667-6260
Fax: (913) 667-6261
Information Line: (913) 667-6269



De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

Stephen M. Ludwig, Principal
sludwig@usd232.org

April 12, 2010

Dear Board of Education:

The 2009 – 2010 Site Council at Lexington Trails consisted of the following members:

6th Grade Representatives

Stephanie Darter
Bridget Seidl
Gillette Woodward

8th Grade Representatives

Kim Lancaster
Michelle Riffel

7th Grade Representatives

Vicki Hill
Jamey Seaba

Lexington Trails Staff Representatives

Christy James (Learning Coach)
Steve Ludwig (Principal)

Community Representative

Lana McPherson

The Council met on the following dates and discussed the key items listed for each date:

September 28, 2009

- **Site Council Background and Guidelines** as established by KSDE in 1992
- **Academic Foundations** - There was a brief description of the new Academic Foundations class. The goal of this period is to provide time for students to do homework, achieve their AR goals, make up missed work, and also to meet for assemblies or activities.
- **NCA Accreditation** – With the final accreditation visit coming up during this school year, a brief overview of the NCA process was given and a handout regarding the NCA standards was presented as homework to be looked over and to be discussed at the October meeting. The area to be covered by the Site Council was Stakeholder Communications and Relationships.
- **Pre AP** - A general overview of the initiative to implement more AP courses and pre-AP strategies in the curriculum was presented. Council members were over-all very supportive of the initiative. A sample middle school science lesson was presented illustrating some of the pre-AP strategies to help prepare students for AP course expectations when they get to high school.
- **Customer Service** - An area of interest for several members of the Site Council was better access to information through the building web site. One thing that was discussed specifically was the potential for daily announcements to be posted on the web page.



Lexington Trails' Mission is to provide all students with diverse and developmentally appropriate opportunities and to encourage their emotional, intellectual, physical, and social growth during the transition from elementary to high school.

October 19, 2009

- **NCA Accreditation** - The council went through and discussed each of the 5 indicators for Standard 6 - Stakeholder Communication and Relationships. The council rated the school as Operational on indicators 1 & 2 and as Highly Functional on indicators 3, 4 & 5. In addition the council answered the 3 focus questions highlighting those things that the building does well and those things that the building could do to improve.
- **Customer Service** - With the small amount of time remaining, there was a brief conversation about the building web site and things that could be done to provide more information to parents and patrons. The school representatives discussed some of the ideas that were being considered and further updates will come in later meetings.

November 23, 2009

- **NCA** – We went through what had been finalized of the Standards Assessment Report (SAR) to date. The final version was to be e-mailed out in early December along with the agenda for the February 18 visit.
- **Customer Service** – An update was given on the progress toward better delivery of announcements during the school day for the students and how parents can now .

January 25, 2010

- Meeting was cancelled due to conflicts

February 18, 2010

- **NCA / QAR Visit** – All but one of the Site Council members met with the visiting team during the QAR Visit. They represented the school and district well and the visiting team's report indicated that the building provided good opportunities for community involvement.

March 29, 2010

- **NCA Review** – A copy of the QAR report was handed out and discussed
- **BOE Report** – A draft of the BOE report was handed out and discussed
- **Parent Survey** – The council discussed options for administration of the Parent Survey

April 26, 2010 (Remaining meeting date)

- **Parent Survey** – The results of the Parent Survey will be discussed and suggestions solicited for improvement.

Your interest in the Site Council efforts for the year is greatly appreciated.



April 6, 2010

Dear USD 232 Board of Education:

The 2009-2010 site council at Mill Creek Middle School consists of 3 parents, 1 business/community member, 3 MCMS teachers, and 2 MCMS administrators. We meet the second Monday of each month (except December and March) at 6:00 p.m.

In our initial meeting we reviewed the function/purpose of our site council. We also established a framework for our meetings for the remainder of the 2009-2010 school year which included identifying a topic to focus on for the year.

Last year the Mill Creek Site Council devoted time and energy to exploring ways to increase parent involvement during the school day at Mill Creek. We brainstormed several ideas that could result in parent involvement at Mill Creek. The plan was to take those ideas and put them in place for this year. When parents registered their students in August we were ready to go. We had a flier that listed the various volunteer opportunities and sign-up sheets available so they could choose an area of interest to them. We also had the sign-up sheets available during our Back-to-School Night as well as Parent/Teacher conferences in October. From those efforts we were able to get commitments from 8-10 parents to volunteer at Mill Creek. In some cases parents worked with students on various projects and in other cases parents assisted teachers and worked in the media center. We plan to continue offering opportunities for parent to get involved at our school.

Respectfully submitted,

Tim Drake



De Soto Unified School District 232

Monticello Trails Middle School
6100 Monticello Road
Shawnee, KS 66226

Phone: (913) 422-1100
Fax: (913) 422-4990
Web: www.usd232.org/mtms

Mr. Tobie Waldeck
Principal

Mr. Ben Boothe
Associate Principal

Dave Anderson
Julie Bulleigh
Lindsay Walters
Counselors



Inspiring the creative genius in each person.

Dear Board of Education,

The 2009-2010 Site Council at Monticello Trails enjoyed successful and productive year. We reviewed several initiatives this school year as we support the learning community at MTMS.

Again, the running theme throughout the Site Council meetings centered on improving / updating the Site Council Survey distributed at the end of the school year. A lot of thought, communication, collaboration and effort went into its revision.

As we visited about various topics Red Robin Foundation U-ACT Program:

- 1) ELT Classes
- 2) Spring Conference Format
- 3) NCA Process
- 4) NCA SAR Report Findings
- 5) Site Council Survey
- 6) Museum Connections Format
- 7) Passing Period
- 8) Red Ribbon Week / Red Robin Foundation U-Act Program

Julie Bulleigh shared with the Site Council our Red Ribbon Week Activities. Mrs. Bulleigh explained the new U-Act program and how it is being shared with students, teachers, and parents. She explained the process involve with applying for the reward at the end of the school year for various acts of kindness.

Mr. Waldeck shared the impact of NCA. The council was given information with regard to the program. He supplied the group with materials explaining the NCA process, accreditation, and the NCA SAR Report. Team members had the opportunity to provide input in the creation of the actual SAR report. Now, members will have a chance to review the draft SAR and volunteer to take part in the Final Visit.

Mr. Waldeck discussed our Extended Learning Classes, the philosophy and the implementation of these classes and how they impact the overall building schedule. Mr. Waldeck also worked with the Site Council to improve the building schedule. Instead of 3-minute passing periods, students will have the 4 minutes they are used to having.

The Spring Conference Format was reviewed and determined to be sufficient at this time. At the same time, they discussed the organization and structure of Mr. Hileman and Museum Connections.

Your interest in our efforts for the 2009-2010 academic year are greatly appreciated.

DHS Site Council Notes 2009-10

Members

Bob O'Neill.....Parent
Bridget SeidlParent
Michelle TinsleyParent
Dave Anderson..... Business/Parent
Crystal Petty.....Certified Staff/Parent
DeAnn Thaemert..... Certified Staff/Parent
David Morford Principal

Site Council Minutes: September 30, 2009

Members Present: Mr. Morford, Bob O'Neill, Michelle Tinsley, DeAnn Thaemert, Bridget Seidl, Crystal Petty

1. April, 2009 minutes were approved.
2. Election of officers: It was nominated and seconded that the officers remain the same as last year. President- Bob O'Neill; Secretary- Michelle Tinsley
3. The meeting dates for 2009-2010 were approved.
4. We were reminded of the Parent – Teacher conference dates and times. It was noted that Wednesday evening conference time was added (4:30-8:30) to accommodate parents and the Friday time was eliminated.
5. DHS official enrollment count (as of Sept. 21st) stands at 620.
6. Mr. Morford reported the names of the new teachers in the building: Brian King (PE), Lindsey Hothan (FACS- half time), Chad Metcalf (Physics and Project Lead the Way), and Laura Moley (Chemistry).
7. Mr. Morford reviewed the Project Lead the Way status. Right now DHS has 3 classes, with a fourth hopefully to be added next year. DHS also has 5 AP classes (Amer. History, Political Science, Biology, and 2 Art classes). At some point, we will add at least 8 more AP classes (Literature/ Composition, Chemistry, Psychology, Music Theory, Statistics, Physics, Spanish and Calculus.)
8. The council discussed the pros and cons of weighted grades. Weighing grades is a distinct possibility especially for AP courses. However, most colleges want unweighted transcripts.
9. Mr. Morford shared the architectural plans for DHS. The plan includes:
 - 2-story classroom addition
 - 1 ½ story media center with classrooms above
 - Enclosing a hallway between lunch commons and east wing
 - Reconfiguration of office to provide secure entrance
 - Restructure of gym to provide additional seating and storage, with outside entrance
 - Expand locker rooms; the current wrestling room will be new weight room

- New west addition- auxiliary gym, training room, officials locker room, new wrestling room and PE-Health classroom
- Extend performance arts section; restructure band room for more storage
- 5 classroom addition south of band room.

This plan for DHS falls under current bond issue timeline. Tentatively, the BOE could move up construction to start in 2010 to take advantage of great construction costs now and foreseeable overcrowding. However, they have to weigh this decision against the current tight operating expenses in the district due to Kansas school funding cuts.

10. Mr. Morford reported about the reward of cell phone use during passing periods. The students kept cell phone violations to below 5% to earn reward.
11. An update was given about Homecoming. The change of the dance to Friday night was noted. Pros and cons of this change were discussed.
12. DeAnn Thaemert presented research information she is conducting for a class. She was notably pleased with results for a question posed to students about good teachers in the building. Results encompassed most teachers in the building, with 97% of students feeling like they have a good connection with teachers.
13. Meeting adjourned.

Site Council Minutes October 28, 2009

Members Present: Mr. Morford, DeAnn Thaemert, Bob O'Neill, Crystal Petty, Michelle Tinsley, Mr. Mahon

1. Minutes from the September meeting were approved.
2. Mr. Morford reported that the KS Education Budget is forecasted to cut an additional \$79 per student in December. DHS teachers are being *VERY* frugal. The Professional Development Fund is receiving no new money.
3. Mr. Morford is meeting with Dr. Wimmer, architects and others to discuss the building projects slated for DHS under the current bond issue. Some partial building, to ease overcrowding, may be able to take place with the money saved on current construction at Belmont Elementary and Mill Valley. A walkway from the commons to the east wing and a secure front entrance would take priority.
4. H1N1 vaccine will be available at DHS soon.
5. Mr. Morford reported that the Parent-Teacher Conferences went very well. The two evening sessions were a hit.
6. Mr. Mahon reported that DHS is in its final year in the accreditation process. The process has changed since the last five year cycle. There is now a Standards Assessment Review rubric. DHS is currently collecting information from the staff and will submit a report. The Site Council will have an opportunity for input on the assessment. March 10th is the on-site visit.
7. Meeting adjourned. Next meeting: December 2, 2009.

Site Council Minutes December 2, 2009

Members Present: Mr. Morford, Bridget Seidl, DeAnn Thaemert, Bob O'Neill, Michelle Tinsley

1. Minutes from November meeting approved.
2. Bond Issue Follow-up: Construction projects at DHS will be up for approval at the December 14th Board of Education meeting. This limited construction will include: 1. An enclosed walkway from the commons area to the east building. This will create three temporary classrooms. 2. A secure entry into the high school. 3. A Fine Arts addition, which will include 5 classrooms with a computer lab. 4. An additional parking area.
3. The new student directory should be out this week.
4. Mr. Morford reported that the H1N1 vaccine has been given to the high risk category of students and will possibly be available as early as Dec. 14th for the rest of the student body.
5. In an accreditation update, Mr. Morford stated that the report will be given to the Site Council at the January meeting.
6. Mr. Morford reported that the new, just announced, state cuts in the education budget will amount to an additional 2 million dollars slashed from the district budget.
7. In a Project Lead the Way update, Mr. Morford expressed his hope at having the 4th (Capstone) Class rolled in next year. In light of budget and staff concerns, this might be a tough push. The Council is also hopeful that this class will be added.
8. Mr. Morford reported that the Vocational Education classes are changing. There will be a new format and new funding guidelines under vocational education. Some additional classes may line up with the guidelines and receive funding.
9. The Community that Cares Survey about drugs, alcohol and behavior will be given to sophomores and seniors.
10. Mr. Morford updated us on the State Assessment schedule. Math, reading and science will be given in the spring of 2010.
11. In a Fall Sport wrap-up, Mr. Morford stated that DHS had a *GREAT* season, with many athletes and teams advancing to the State level! Go Wildcats!
12. Mr. Morford is currently searching for a Volleyball Coach.
13. Adjourned. Next meeting: January 27, 2010.

Site Council Minutes 27 January 2010

Members Present: Mr. Morford, DeAnn Thaemert, Bridget Seidl, Bob O'Neill, Michelle Tinsley

1. Minutes from December were approved.
2. Lindsay Hothan has been named the new Volleyball Coach at DHS.
3. Mr. Morford reported that DHS will be able to add a science position next year (Physics / Chemistry). Also, the last class for Project Lead the Way will be rolled in next year (Capstone Class).
4. Mr. Morford reviewed the building budget with the council. The budget has been cut from \$73, 901 to \$50, 158. That is roughly a 33% cut. The parents on the council were concerned about these cuts and

their affect on DHS. We would be willing to help DHS with such things as supplies and ideas such as a “ream of paper basketball game”, etc. Mr. Morford said the staff is cutting back wherever possible.

5. Mr. Morford reviewed the seven standards for School Improvement in preparation for the March 10th on-site visit from the NCA.
6. The Building Leadership Team (BLT) has identified 5 core values that are most important to DHS. They are: Communication, Reflection, Inquiry, Perseverance, and Integrity. These are evident in many places such as on the lanyards the teachers wear and in a project from the art department. Mr. Morford showed us the panels the students created based in these core values. They are being hung in the Commons Area. There is one panel for each value and they are exceptional!
7. Mr. Morford also went over the Walkthrough Data form the administration uses for classroom visits. The Core Value Focus is to improve communication through student engagement.
8. Meeting adjourned. Next meeting: Wednesday, February 24th.

Site Council Minutes: February 24, 2010

Members Present: Mr. Morford, Bob O’Neill, Michelle Tinsley, DeAnn Thaemert, Bridget Seidl, Crystal Petty, Dave Anderson, Chuck Mahon

1. Minutes from January 27th Meeting approved
2. Reviewed Standards Assessment Review rubric in preparation for the March 10th QAR visit and the rolls the site council members will have in the process.

Site Council Minutes: March 10, 2010

Members Present: Mr. Morford, Bob O’Neill, Michelle Tinsley, DeAnn Thaemert, Bridget Seidl, Crystal Petty, Dave Anderson

All members take part in the QAR visit as part of the interview process by QAR team members. DHS is commended for by the QAR team for its communication, administrative and teacher leadership and Core Values. Areas of suggested improvement include implementing common assessments into MTSS identification, continued implementation of Core Values in all curricular areas and development of strategies for increasingly diverse populations. DHS receives full accreditation for the next five years.

Mill Valley High School
Site Council 2009-2010

The following list represents the Mill Valley High School Site Council for the 2009-2010 school year.

Administrator:

Joe Novak

jnovak@usd232.org

Jennifer Smith

jrsmith@usd232.org

Mill Valley Staff:

Eric Ammerman

eammerman@usd232.org

Erica Crist

ecrist@usd232.org

Mill Valley Student:

Angela Chu

Mill Valley Parents:

Kristy Acree

kristya@kc.rr.com

Leslie Stichka

lstichka@CACU.com

Chris Akin

powercatmom@everestkc.net

Candi Moore

cjmoore@kc.rr.com

Cindy Simpson

cindytsimpson@hotmail.com

Site Council Meetings:

September 30

October 28

November 18

January 27

February 24

April 7

2009-2010 Highlights:

- We began the process of taking MVHS from “good to great.”
- Went over parent survey results from past years.
- Presented to the council on the MTSS process at MVHS
- Explained the school and district-wide assessment program for students to measure growth
- Officer Midiros visited with the council about the shared responsibilities of providing a safe school. This led to the creation of a reporting number and web site for patrons.

- Dr. Wimmer visited the council in November and spoke to the district and budget issues facing our district and public education in Kansas.
- Discussed the purpose and outcomes attached with the state assessment program, state standard of excellence, and certificates of exemplary performance
- Actively prepared for the Advanc-ED site accreditation visit which occurred in February.
- Site council parents served as the outside parent/community group who visited extensively with the accreditation visiting team.
- Discussed additional ways in which to remain proactive with communication to parents and patrons about the goings-on and accomplishments of MVHS



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe

www.usd232.org

35200 West 91st Street
De Soto, Kansas 66018
Phone: 913/667-6220
FAX: 913/667-6221

Date: April 2, 2010
To: Members of the USD 232 Board of Education
From: Jack Deyoe, Director of Operations
Re: Enrollment Projections for 2010-11

At the March 8, Board of Education meeting, it was brought up during discussion by BOE member Randy Johnson, that it would be helpful for the Board to see the 2010-11 enrollment projections. Accompanying this report are those estimation charts for the upcoming year which project growth of approximately 120-140 (K-12) students on September 20, 2010, over the enrollment reported on September 21, 2009.

As this past year saw little new residential construction in the District (50 residences for 2009), a method called the "Cohort Survival/Progression Method" was used exclusively for 2010-11. In past years when residential construction was greater (651 residences in 2006 to 100 residences in 2008), the cohort progression was combined with another method called "Yield Factoring" that compiles a percentage ratio from historical new construction and enrollment growth records.

The Cohort Survival/Progression Method is simply a linear tracking and forecast that presumes the continuation of a continuing trend. In this case the continuing trend is that new move-in growth will be stagnant, but that there will also be no abnormal losses in enrollment. For USD 232, it has been normal in the past that the enrollment in the 11th and 12th grade classes will see a slight decline from the previous year's 10th and 11th grade numbers. The trend in the remaining classes (K-10) was for there to be steady if not slightly increasing numbers during a school year. For the 2010-11 projections, because of the low residential construction statistics, new growth was eliminated and the enrollment numbers recorded this fall were progressed to the next class level for the upcoming fall.

Of course the only class that this method cannot project is our kindergarten class. After steady increases of 513, 528, 543 and 579 kindergarten students from September of 2005 through September of 2008, in September of 2009, USD 232 enrolled only 497 kindergarten students. The kindergarten projection for 2010 estimates 524 students, staying at the low end of the past trend, but slightly above the 2009 enrollment.

Although the 497 kindergarten students of 2009-10 become a projected 497 first graders in 2010-11, the District's growth combines the slight growth anticipated for the kindergarten class and the graduation of a 12th grade class that began this school year with 382 students. If the new class of kindergarten students falls between 500-525 students, the headcount enrollment would climb to a range of between 118-143 students. The FTE enrollments will continue to increase based on the difference between the incoming numbers of full FTE students (Class of 2022 goes from 248.5 FTE to 497 FTE) less the outgoing senior class.

By levels, District estimates project the total elementary enrollment will remain constant from the fall of 2009 to the fall of 2010 if the incoming kindergarten class remains near or exceeds 500 students. Middle school numbers will increase with 520 fifth graders replacing a class of 475 eighth graders. The high school numbers also are anticipated to grow with 475 current eighth graders becoming freshmen and replacing the outgoing seniors.

	Actual	Actual	Actual	Actual	Proj.
SE	2006-07	2007-08	2008-09	2009-10	2010-11
Kdg	77	80	74	70	72
1st	79	72	79	71	70
2nd	87	77	73	77	71
3rd	69	87	79	72	77
4th	105	69	89	79	72
5th	93	105	70	89	79
Enr	510	490	464	458	441
ME	2006-07	2007-08	2008-09	2009-10	2010-11
Kdg	108	80	83	101	59
1st	119	88	91	108	50
2nd	93	99	86	118	57
3rd	100	80	97	102	58
4th	93	88	80	112	50
5th	82	84	89	87	58
Enr	595	519	526	628	332
HE	2006-07	2007-08	2008-09	2009-10	2010-11
Kdg	XXX	113	124	65	72
1st	XXX	85	119	95	65
2nd	XXX	97	89	90	95
3rd	XXX	75	104	74	90
4th	XXX	58	77	83	74
5th	XXX	83	63	74	83
Enr	XXX	511	576	481	479
PRE	2006-07	2007-08	2008-09	2009-10	2010-11
Kdg	88	90	97	90	92
1st	95	92	88	102	90
2nd	84	98	92	90	102
3rd	93	88	104	90	90
4th	96	92	83	99	90
5th	86	78	95	82	99
Enr	542	538	559	553	563

	Actual	Actual	Actual	Actual	Proj.
RE	2006-07	2007-08	2008-09	2009-10	2010-11
Kdg	139	83	88	80	85
1st	113	110	89	94	80
2nd	118	84	111	92	94
3rd	110	84	87	111	92
4th	79	92	84	83	111
5th	84	71	94	82	83
Enr	643	524	553	542	545
CCE	2006-07	2007-08	2008-09	2009-10	2010-11
Kdg	116	97	113	91	92
1st	129	97	97	114	97
2nd	102	105	105	95	114
3rd	94	98	105	107	95
4th	92	83	103	101	107
5th	100	67	86	106	101
Enr	633	547	609	614	600
BE	2006-07	2007-08	2008-09	2009-10	2010-11
Kdg	XXX	XXX	XXX	XXX	52
1st	XXX	XXX	XXX	XXX	51
2nd	XXX	XXX	XXX	XXX	51
3rd	XXX	XXX	XXX	XXX	60
4th	XXX	XXX	XXX	XXX	52
5th	XXX	XXX	XXX	XXX	54
Enr	XXX	XXX	XXX	XXX	320
headcount		2007-08	2008-09	2009-10	2010-11
		3129	3287	3276	3280
FTE		2857.5	2997.5	3027.5	3022
headcount increase		plus 206	plus 158	-11	plus 4
percentage increase		0.070	0.05	-0.003	0.001

LTMS	Actual	Actual	Actual	Actual	Proj.
Grade	2006-07	2007-08	2008-09	2009-10	2010-11
6th	144	123	123	96	103
7th	175	112	130	123	96
8th	165	140	117	125	123
Total	484	375	370	344	322
MTMS	Actual	Actual	Actual	Actual	Proj.
Grade	2006-07	2007-08	2008-09	2009-10	2010-11
6th	266	198	183	222	229
7th	237	191	209	171	222
8th	257	201	199	207	171
Total	760	590	591	600	622
MCMS	Actual	Actual	Actual	Actual	Proj.
Grade	2006-07	2007-08	2008-09	2009-10	2010-11
6th	XXX	142	186	190	188
7th	XXX	123	146	185	190
8th	XXX	92	130	143	185
Total	XXX	357	462	518	563
MS Total	1244	1322	1423	1462	1507
increase		plus 78	plus 101	plus 39	plus 45
percent increase:		0.063	0.076	0.003	0.031
Total cap.	1500	2250	2250	2250	2250

DHS	Actual	Actual	Actual	Actual	Proj.
Grade	2006-07	2007-08	2008-09	2009-10	2010-11
9th	147	162	180	157	175
10th	133	148	153	170	157
11th	103	137	143	146	170
12th	111	101	135	145	145
ungraded	0	1	0	0	0
Total	494	549	611	618	647
MVHS	Actual	Actual	Actual	Actual	Proj.
Grade	2006-07	2007-08	2008-09	2009-10	2010-11
9th	257	277	253	289	300
10th	223	261	270	242	289
11th	206	209	258	269	242
12th	192	183	202	237	268
ungraded	2	2	3	0	0
Total	880	932	986	1037	1099
HS Total	1374	1481	1597	1655	1746
increase		plus 108	plus 116	plus 58	plus 91
percent increase:		0.078	0.078	0.036	0.055
Total cap.	1750	1750	1750	1750	2400



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

Joan E. Robbins
Director of Special Services

April 6, 2010

To: Board of Education
From: Joan Robbins

Regarding: Proposed restructuring of Special Education Administrative Staff

Background: Currently, the Special Education Department employs six Integration Supervisors and an IEP Specialist. The responsibilities of the Integration Supervisors and IEP Specialist include:

- **Administration-Integration Supervisors duties include:**
 - Facilitate the day to day operation of the department
 - Identify areas of need, answer questions from staff or building administrators
 - Analyze requests for supplies and/or training
 - Meet weekly with building level staff, and attend some district administrative meetings
 - Attend IEP meetings when requested by parents or by building staff
 - Responsibility for two buildings: become an integral part of the staff and work closely with building administrators
- **Consultation:** Each of the Integration Supervisors has an area of expertise, such as behavior, assessment, autism, early childhood, or intellectual disabilities.
 - Consult in all buildings for general education or special education student
 - Assist teams in the problem-solving process to plan interventions and data collection techniques
 - Work alongside teachers in crisis situations
 - Consult with private schools for evaluation and identification of students who live in the De Soto boundaries but attend a private school.
- **Training/Supervision:**
 - Staff development, mentoring, and paraprofessional training
 - Oversee at least two programs or departments (Early Childhood, Speech/Language, paraprofessionals, Motor, Social Workers, Transition, Gifted, Vision, Deaf/Hard of Hearing)
- **Compliance:** All of the Integration Supervisors and the IEP Specialist work with the Director to:
 - Ensure compliance with federal and state legal requirements. On each IEP, there are well over fifty compliance items
 - The IEP Specialist reviews every IEP written for students, ages 5-21 (approximately 600 IEPs per year). Our compliance is greatly improved due to the efforts of the IEP Specialist and the Integration Supervisors.

Staff reductions for FY11

- One Integration Supervisor position has been eliminated.
- The IEP specialist has resigned and we will not be refilling that position.

Considerations:

- With the staff reductions, the responsibilities listed above need to be reassigned.
- The title "Integration Supervisor" is not a title that typically used in the Johnson County area. In other districts, administrative roles are filled by "Special Education Coordinators "or "Special Education Supervisors." Those who perform training, consulting, and problem-solving around individual students are often titled "Specialists" (not administrative positions.)



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- The compliance issues with IEPs have been greatly reduced. We no longer need to review every IEP written; instead, we can provide targeted support to new teachers and those who demonstrate a need for additional training and monitoring.
- The roles and responsibilities of each person should reflect their individual strengths and licensing.

Proposal:

- Redistribute the administrative responsibilities to staff members who are licensed administrators, or are actively seeking licensing. Title: Special Education Coordinator or Special Education Supervisor, depending on licensing.
- Increase the number of buildings supervised by Coordinators/Supervisors to four instead of two.
- Assign consultative and professional development responsibilities to those members who demonstrate strengths in those areas and cluster the responsibilities toward mild/moderate disabilities or severe disabilities. Title: Adaptive Specialist, Functional Specialist

Budget Impact:

- Non-administrative positions will be converted to a teacher contract with additional contract days, matching their current contract days. The additional days are needed to identify professional development needs and plan appropriate training, conduct file reviews, and assist the director with compliance items.
- This proposal has little impact on the budget (less than \$2,000). No changes in compensation are being recommended in association with the changes in titles but small differences occur when moving staff to contracts that are included in the negotiated agreement.

Please see attached document for a list of recommended position and associated responsibilities.

Proposed reconfiguration for SpEd Administration

Coordinator (Administrative)	Coordinator (Administrative)	Special Education Supervisor (Administrative)	Functional Specialist	Adaptive Specialist
<p>Patty Long</p> <p>Special Education Administration responsibilities for:</p> <ul style="list-style-type: none"> • MVHS • MTMS • PRE • CCE <p>Program/Supervisory responsibilities</p> <ul style="list-style-type: none"> • Sacred Heart • Gifted • DHH • Vision 	<p>Lori Stithem</p> <p>Special Education Administration responsibilities for:</p> <ul style="list-style-type: none"> • LTMS • DHS • MCMS • RE <p>Program/Supervisory responsibilities</p> <ul style="list-style-type: none"> • Center based behavior programs • ACCESS • Motor • Social Workers 	<p>Anjanette Tolman</p> <p>Special Education Administration responsibilities for:</p> <ul style="list-style-type: none"> • BE • ME • SE • HE <p>Program/Supervisory responsibilities</p> <ul style="list-style-type: none"> • SLPs • Early Childhood 	<p>Melynda Kaifes</p> <ul style="list-style-type: none"> • Consultation and mentoring for teachers of functional students • Alternative Assessment (State Assessment for functional students) • Consultant to teachers for students included in general education who have cognitive needs • Traumatic Brain Injury Team Leader • ACCESS consultant 	<p>Joy Brown</p> <ul style="list-style-type: none"> • IEP review • Consultation and mentoring for new teachers or those needing improvement • Consultation on mild to moderate students • Progress monitoring • consultant and trainer • Special education staff development activities • State Assessment KAMM • Paraprofessional training and guidance • Private school consultant (out of district students)