Central Elementary School 2026-27



1501 Park Ave
Baxter Springs, KS 66713
Phone: 620-856-3311
Fax: 620-856-3792

Central School Certified Staff

Abbey Ames ..... Library
Ashley Bingham ..... Fourth Grade
Tonya Burggraf ..... Grades 3-5 Computers
Angela Burrows ..... Fifth Grade
Erin Commons ..... Fourth Grade
Micah Crotts ..... Title 1 Math
Christina Frampton ..... Sixth Grade Title/iPad Skills
Addison Haddock ..... Sixth Grade PE
Rylee Hammons ..... Third Grade
Liz Merrill ..... Third Grade
Louis Morgan ..... Sixth Grade Band
Kimberly Morgan ..... Grades 3-5 Music
Gene Nelson ..... Guidance Counselor
Angie Pendergraft ..... Title I Reading
Anthony Roberts ..... Grades 3-5 PE
Laura Spencer ..... Sixth Grade
Ray Streeter ..... Principal
Monica Tanner ..... Fourth Grade
Olivia Thiessen ..... Third Grade
Amanda Walker ..... Fifth Grade
Barbara Wilkerson ..... Sixth Grade
Amanda Williamson ..... Sixth Grade
Kolton Williamson ..... Fifth Grade
Susan Womack ..... Grades 3-4 Special Education
Tyler Zustiak ..... Sixth Grade Music
Wendy Zustiak ..... Grades 5-6 Special Education

Support Staff

Holly High ..... School Nurse
Angela Hodges ..... Paraprofessional
Billie Jo Humphrey ..... Custodian
Bo Jones ..... Custodian
Pamela Buerge ..... Paraprofessional
Mike Lake ..... Custodian
Cheryl Moser ..... Paraprofessional Title 1 Reading
Rebecca Murphy ..... Paraprofessional
Carrie Olson ..... Paraprofessional
Michael Pearce ..... Solutions Room Monitor/Paraprofessional Title 1 Math
Kristina Russell ..... Paraprofessional
Lisa Street ..... Administrative Assistant
Molli Vandiver ..... Paraprofessional

Guidance from the KSDE, KASB, KDHE, USD 508 School Board, or any other authorized organization will take precedence over the guidelines of the Central Handbook.

USD 508 District Office
1108 Military
Baxter Springs, KS 66713
Phone: 620-856-2375
Fax: 620-856-3943

David Pendergraft .....Superintendent of Schools

Misha Gavin.....Board Secretary

Carrie Oakes .....Clerk of the Board

Board of Education

Linda Crotts……..…Board Member

Casey Eaton .....Board Member

Amy Comer……..Board Member

Josh Sweaney .....Board Member

Jami Thiessen.....Board Member

Bobby Womack .....Board Member

Bell Schedule

7:20am	Front doors unlocked- Students can enter
7:35am to 8:00am	Breakfast served by grade level
7:35am	Teachers- On duty
8:00am	First bell- students go to class
8:05am	Tardy bell
10:55am to 11:30am	Third grade lunch and recess
11:20 am to 11:55pm	Fourth grade lunch and recess
11:45am to 12:20pm	Fifth grade lunch and recess
12:10pm to 12:45pm	Sixth grade lunch and recess
3:45pm	Dismissal bell
4:00pm	Teachers- Off duty

Breakfast and Lunch

Lunch is $3.70 and breakfast is $2.70 per day. Reduced prices are $.40 for lunch and $.30 for breakfast. Students may purchase extra milk or juice at breakfast and lunch for $.50 per carton. According to the Kansas State Food Service Department students may not charge extra milk at meals. They must pay cash or have money in their account to pay for the milk.

Lunch and breakfast monies are due in advance. Students will not be allowed to charge more than $20 in meal fees. Students who owe $20 will not be allowed to charge any school meals. They must bring their lunch or lunch money until the past due amount is paid.

If paying for meals is a hardship, please obtain an application for free-reduced priced meals from the school office.

Parents will not be allowed to eat breakfast and lunch with students.

Accidents

Accidents which involve injury to a person or damage to property should be reported immediately to the office or a teacher. An accident report form should be filled out by the supervisor in the area where the accident occurred and turned in at the office as soon as possible.

Activity and Field Trips

Students must have a permission slip signed by their parent or guardian before they will be allowed to attend off-campus activities and field trips. As a part of a Central School student's educational program students are expected to take part in all practices for school programs, field and activity trips, and school programs scheduled for outside of the school day. Activities are a part of the educational process and experiences designed by the school to teach group process skills and other skills and knowledge as an extension of classroom activities. Students who are absent from an activity trip, field trip, or practice for a program during the school day are subject to the attendance section as stated in the Central Elementary School Student Handbook. Field trips and/or activity trips are considered a day of school and the learning experience will be designed with educational goals in mind. An absence, therefore, will constitute an absence from a regular school day.

Assemblies

During the year, assemblies will be held. They are for instructional and entertainment purposes. Assembly courtesy is required at all times.

Attendance

Regular attendance is essential for students in order for them to benefit from school. Please make every effort to have your child at school. According to Kansas state law, students are required to attend school on a regular basis. When a student is absent, all schoolwork must be kept current.

The principal is the official truant officer for the building and is required to report to appropriate state agencies if a student has had excessive absences. Students are considered truant if they have 3 consecutive unexcused absences, 5 in a semester or 7 in a year.

When an absence occurs, the parent is required to notify the school as to the nature of the absence. A phone call to the school or a note upon the student's return is required. If the school receives no phone call or note from the parent, the absence will be considered unexcused. Excused absences are determined by the principal and may include but are not limited to the following:

- Personal illness - a doctor's note may or may not be required
- Illness in the family
- Death of a relative
- Observation of a religious holiday

If a student is going to miss school for reasons other than the above examples, parents must meet with the principal prior to the absences to determine if the absence will be considered excused. Students arriving after 9:30AM are considered absent for the morning. Student leaving before 2:30PM are considered absent for the afternoon.

Early Dismissals: If a student is to be excused during the school day, the parent/guardian is required to sign out the student in the school office.

Becoming Ill at School: If a student becomes ill at school, they should report to the teacher and then come to the office where an effort will be made to contact parents/guardians or other responsible party. At no time are students allowed to leave school without the permission of the principal and/or their parents/guardians.

Prolonged Absence (3 days or more): If a student is unable to attend school but is able to study at home, the parent/guardian can request assignments from the teacher. Excessive absences may result in academic failure unless the student completes the class assignments, homework and any makeup work.

Tardies

Tardies make it difficult for students to keep up with their schoolwork and interferes with the learning opportunities of other students. Every three tardies will equal one unexcused absence. The Department of Children and Families (DCF) will be contacted after 15 tardies in one semester. Make-up time after school may be assigned for excessive tardies and/or absences.

Appearance

Appearance does have an effect on the learning environment. Neatness, decency, and good taste are emphasized in the school dress code. The student dress code is not intended to create a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

Appearance must be neat and clean:

- Hair and body must be clean and well-groomed.
- Clothing must not be unreasonably soiled and must be free of offensive odors.

Decency and good taste are required:

- The body must be sufficiently covered to insure modesty.
- All shorts, skirts and dresses shall be of modest length in which the hem does not rise above the fingertips when hands are at the side in a relaxed position.
- Shoes must be worn.
- No hats or sunglasses are to be worn in the building.
- Clothing with profanity, promoting illegal activities, obscene or suggestive obscene writing, or alcohol, tobacco, and violent pictures may not be worn.
- Any style of clothing that causes disruption or distractions will be deemed inappropriate by the principal.

Damage to School Property

Materials rented from the school district will be checked by the teacher periodically for normal and reasonable wear. If textbooks or other materials rented from the school district are damaged beyond what normal and reasonable use would dictate, a fee will be assessed for the replacement value of these materials or textbooks.

If other school property is damaged purposely by a student, his guardian(s) or parent(s) will be notified by the principal and arrangements will be made for the cost of repair or replacement of the property.

After School Loading

Buses will load in the back of the building exiting out from the cafeteria. If you are picking your student up by car, please use the front or north side of the building. Students must cross streets at specified corners on the way home and use the designated crosswalk in front of the building when crossing Park Ave. after school. All bike, scooter and skateboard riders are to walk until off campus. Please pick up students prior to 3:55pm.

Bus Conduct

Any student who rides a school bus at any time must will abide by the following rules:

- The bus driver is in complete charge of the student and may assign seats as needed.
- Unnecessary conversation with the driver is prohibited.
- Outside quiet conversation and courteous classroom behavior is to be observed.
- Students must not, at any time, extend hands, arms, or head out of the bus window.
- Students are not to throw wastepaper or other rubbish on the floor.
- Students must stay in their seats while the bus is in motion.
- Any damage to the bus is to be reported to the driver.
- When leaving the bus students must observe the driver's directions.
- No profane language will be tolerated.
- Pop cans or bottles are not allowed on the bus route.
- Pets or animals are not allowed to ride on buses.
- If students will not ride a bus to and/or from school on a given day please notify the school, the driver, or the bus barn at 856-3333.

For violating these rules, students will be reported to the school principal, who will schedule a conference with student and/or the parent and impose disciplinary consequences, if warranted. Physical aggression towards others or any major discipline infraction while on the bus or at a bus stop may lead to an immediate loss of riding privileges for an extended period of time. This will be determined by both the transportation director and building principal.

Cafeteria Procedures

We want the students to enjoy lunch period as a social time with their fellow students. Students may purchase either a hot lunch and/or breakfast. If a sack lunch is brought from home, a student may purchase milk to drink at $.50 a carton. Courtesy and consideration are essential for enjoyment of the lunch period. Each student is expected to follow the necessary procedures in the lunch period.

All students must eat in the cafeteria. No one is to leave the school grounds without permission. Parents are not allowed to eat meals with students. We have a closed lunch period unless the parent/guardian signs the student out.

Punishment

Student discipline consequences include but are not limited to a loss of recess time, in-school suspension (ISS), out-of-school suspension (OSS), detention after school or on Saturday. The normal procedure is for the teacher to communicate with the student and parent(s) to resolve the problem and try to avoid disciplinary consequences through student self-control.

Hands Off Policy

If any student hits/kicks or causes bodily harm to another, the student will have a short or long term OSS dependent upon the severity of the infraction. Multiple infractions may result in additional short term and/or long-term expulsion days.

Fire Drills

The following are the procedures for a fire drill:

1. Fire drills will be held monthly and are signaled by a pulsating bell sound throughout the building.
2. When the fire alarm sounds, the building should be evacuated immediately.
3. All students should be directed beyond 60 feet from the building.
4. Go directly to the exit as indicated by your teacher during your walk-through drill at the beginning of the year.
5. Students are to return to class upon the signal bell.
6. Teachers should take a class roster list and count the number of students present once they are outside to ensure all members of their class are accounted for.

Head Lice

Our school lice policy reflects mandates by Kansas Department of Health and Environment.
The mandate, K.A.R. 28-1-6(10) states: “Pediculosis (head lice): Each student infested with head lice shall be excluded from school, childcare facility, or family daycare home until treatment with an anti-parasitic drug is initiated.”

At USD 508 the following procedure is followed:

- Teachers notify the school nurse if they see a child scratching their head, or if they see an insect or nit.
- The nurse checks the student. If live lice are found, the student is sent home for treatment.
- If nits only are found, the student is not sent home, but the parent is contacted so treatment can be completed.

It is critical that combing and nit removal be done, or the lice cycle continues. Parents must be vigilant in regularly checking their children’s hair. Children are excused one school day only for head lice. Consecutive days and repeat occurrences are not excused. If you have any questions regarding the head lice policy or treatment of head lice, please feel free to contact Holly High, School Nurse, at highh@usd508.org or by contacting your child’s school.

Lost and Found

Students finding lost articles are requested to turn them into the office immediately. Check in the office if you have lost articles. Items not claimed in a reasonable amount of time will be turned over to a charitable organization.

Medicine

Students are not allowed to have medicine at school. If a student needs to take medication during the school day, that medication must stay in the office. A medicine permission form must be signed by both the physician and the parent and kept on file in the office. This means prescription medication as well as any over the counter medication (aspirin, cough drops, allergy medicine, cough syrup, etc.). The medicine must be in a properly labeled container and will be administered by the nurse or an authorized school official. No exceptions to this rule are allowed. If a student brings any medicine to school without a signed permission form, the parent will be called to come pick up the medicine. Parents may check in at the office and administer medication to their child, if needed.

Cell Phones and Other Electronic Devices

Cell phones are not to be used, or seen, during the school day. This includes lunch time. The first violation will result in the student's phone being turned in and kept at the office. The student may pick up the phone after school. Any further violations will result in the phone being sent to the office and parents will have to pick up the item. This does not constitute a discipline referral, but subsequent violations would.

The office phones are available for use, with permission. In an emergency situation, if a parent needs to reach a student, they may call the office at 856-3311.

Nuisance Items

Students are not allowed to use or have in their possession on school premises: tobacco, drugs (unless prescription), weapons, dangerous toys, water guns, or other nuisance items. This includes pocketknives. This list will include any item in the opinion of school personnel that is either an inherently dangerous item or any item that interferes with the learning-teaching process.

Students are not allowed to bring toys from home. Only items from classroom/school will be allowed on the playground.

Substitute Teachers

From time to time, there may be a substitute teacher who will have the same authority as the regular teacher. They are to be treated with respect and as guests in our school.

Telephone Messages and Use

The school telephone is a business phone, therefore, students will not be allowed to use the office telephone during the school hours, except in the case of an emergency. If a message needs to be delivered to a student, please call the school before 3:00 pm.

Visitors

Parents, Guardians, etc will not be allowed to go to classrooms during the school day unless they check in at the office and prior authorization has been received by the office.

Withdrawal from School

Students who are withdrawing from school should notify their teacher and the office as soon as possible. Parents are asked to contact the office so records may be handled properly, promptly and all fees and meal costs paid along with school district property returned.

Parties

Holiday parties will be celebrated for Thanksgiving, Christmas, Valentine Day, and Easter. All holiday parties and birthday celebrations will generally be held the last 30 minutes of the day. Invitations to parties being arranged or held outside of the school will not be allowed to be handed out in school buildings or on school grounds unless the entire class is invited. We will have a full dress up day in place of Halloween. Only store-bought items will be allowed at parties. Parents and teachers must accommodate any student food allergies.

Drugs and Alcohol

Any student, while on school grounds, or in attendance at any school activities held off of school grounds, who exhibits obvious symptoms of having consumed alcohol or is apparently under the influence of alcohol or other drugs, or who has possession of alcohol or other drugs, will face suspension and/or expulsion. While suspended or expelled, the student will be prohibited from participation in, or attending, school and school activities. Police and/or juvenile authorities will be notified of every drug/alcohol related incident.

Homework

Homework may be picked up after school is out at 3:45pm. No classes will be interrupted to pick up or prepare a student's homework.

Late Work

In the event of an absence, students are expected to return missing work as soon as possible. Seven calendar days will be given from the date the student returns to school to complete missing work, subject to the teacher's discretion and allowing for leniency in extreme circumstances such as death in the family, an extended excused absence (>4 days), or extreme illness. If an assignment has not been completed within one week (seven calendar days), a grade of zero will be given for the missing work. If the assignment is completed and returned within the one week timeframe, full credit will be awarded. Teachers or staff will supply make-up work for extended absences after the student returns to school. This will allow the most accurate representation of classroom instruction as possible. It will be the student and parent's responsibility to gather and return any completed work previously sent home.

Retention

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade will be used. Students in grades three through six must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Bullying Prevention Plan- Baxter Schools USD #508

1. Introduction- The Baxter Springs School District has developed a plan to prevent bullying. Bullying is dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the nature and severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline consequences up to and including suspension and/or expulsion. Some bullying behaviors may require a report to local law enforcement.

2. Definition

   (1) "Bullying" means

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

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

   (B) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

   (2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

3. District Policy- The following bullying policy was adopted by the U.S.D. 508 Board of Education at the regular meeting held on November 12, 2007.

   JDDC Bullying (See GAAB, JCE, JGEC, JGEC, JGECA JDD and EBC) JDDC The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provision for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

4. Character Development Program/Bullying Prevention- Each building in the Baxter Springs School District will develop a character development program, as a way to encourage anti-bullying behavior, that meets the following requirements:

(1) “Character development program” means a program which is secular in nature and which stresses positive character qualities.

(2) “Character qualities” means positive character qualities which include, but is not limited to, honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

5. Staff Training- The district will provide bullying training for all staff members each year totaling at least two (2) hours within the teachers contracted school year. All school employees must either attend the provided training session live or watch the official film provided by the district in lieu of attendance, with written proof in the form of signing in at the beginning of the live session, or signing in and out of the film. The administrator’s supervision of staff will include attention to employee efforts to implement the anti-bullying and character education plans required by board policy.

6. Data Collection- Each building with gather bullying data and report the results to the Board of Education at the end of each school year. The data will be gathered from the following sources.
   (1) Bullying Discipline Referrals
   (2) School Climate Surveys

7. Reporting- Students may report any bullying incident to any adult employee of the Baxter Springs School District. Once they have received a report from a student, it is the responsibility of the employee to promptly contact the principal of the building and inform him/her of the complaint. A letterbox will be placed in a location accessible to all students in each building, so students who feel unable to talk to staff can have a point of contact. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act according to the policies of the Baxter Springs School District.

8. Bullying Committee- Each building shall establish a bullying committee that is responsible for coordinating the school’s bullying prevention program. The committee shall include the building principal, one counselor, at least one teacher, a parent, and at least one student. FERPA is a federal law designed to protect the confidentiality of student records and the school district must comply with this law, as well as the similar state law. When the school administrator contacts a parent about the school district’s response to a bullying incident, he/she may discuss information about an investigation, but only to the extent that it may be done without disclosing information about any students other than the student subjected to the bullying.

   Bullying Punishment- Students that display bullying behavior will be sent to the counselor for mandatory bullying/anger management classes. This will take place during the afternoon recess. The number of days will be determined by the Principal. Students will be monitored during lunch recess to make sure counseling sessions are effective. If students are deemed a danger to self or others, discipline will be ALC or suspension depending on the severity of the behavior. All incidents reported will be taken seriously and investigated.