

**Baxter Springs High School  
100 N. Military  
Baxter Springs, KS 66713**

**New Student Enrollment**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
First Middle Last

**Birth Date:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Were you enrolled in any special education classes (have an I.E.P.)?

☐ Yes ☐ No

Did you leave you last school in “good standing”? ☐ Yes ☐ No

If you **WERE NOT** in good standing please circle the reason you were not able to continue attending that school:

Attendance

Discipline Issues

Academics/Grades

**Name if Previous School Attended:** \_\_\_\_\_

**City and State of Previous School:** \_\_\_\_\_

**Parent Name & Contact Number:** \_\_\_\_\_

Have you ever been enrolled in USD 508 - Baxter Springs School System?

☐ Yes ☐ No

**Baxter Springs High School**  
**A National NCLB Blue Ribbon School**  
100 N. Military  
Baxter Springs, KS 66713

Phone: (620) 856 3366

Fax: (620) 856 2918

Cory White, Principal

Cord Baldwin, Assistant Principal

Shelly Bottorff, Counselor

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**Education Records Release**

**Date:** \_\_\_\_\_

The student listed below was previously enrolled at your school, and is now in attendance here. Please send all regular school records, special education records, and health information regarding:

**Student Name:** \_\_\_\_\_  
First Name Middle Name Last Name

**Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Last School Attended:** \_\_\_\_\_  
Name City State

**Special Education (IEP) Records:** ☐ Yes ☐ No

**Physical from Doctor:** ☐ Yes ☐ No

**Send to:** Brenda Mallory, Secretary  
Baxter Springs High School  
100 North Military  
Baxter Springs, KS 66713

**Also please include the students State ID Number for assessment purposes if they are from a Kansas School.**

**Fax:** (620) 856-2918

(Please only fax withdrawal grades, transcript, and health records. If records are more than 10 pages please mail the rest.)

**Email:** [mallorb@usd508.org](mailto:mallorb@usd508.org)

**Release Authorized by:**

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Parent/Guardian Signature

Date

**Baxter Springs High School**

100 North Military, Baxter Springs, KS 66713

Phone: 620-856-3366

**Baxter Springs Public Schools USD 508**  
*iPad Loan Agreement by Student, Parent, and USD 508*

Student: \_\_\_\_\_

iPad Number: \_\_\_\_\_

Login: \_\_\_\_\_

Passcode: \_\_\_\_\_

Item Description	<b>Apple iPad, 6<sup>th</sup> Generation, 32GB</b>
Serial Number/MAC	
Charger (Apple 12 Volt Charging Box & Lightning Cable)	<b>Yes</b>
School Provided Case	<b>Yes</b>

The above iPad is being loaned to me until I graduate or a replacement is issued. The iPad is in good working order unless otherwise indicated. A new contract will be issued if/when iPad is replaced. It is my responsibility to care for the iPad and ensure that it is retained in a safe environment. A yearly \$40.00 rental fee is assessed to cover the cost of property insurance and if there is a claim for screen (digitizer) damage the student and/or parent are responsible for the \$40.00 deductible, per occurrence. When catastrophic damage occurs (damage or loss in excess of a broken digitizer) the student and/or parent are responsible for the \$100.00 deductible, per occurrence. *The catastrophic deductible will increase by \$25 for each additional occurrence, up to \$150.00, at which time eligibility for iPad rental will be forfeited. This scaling deductible decreases by \$25 per year without claims, to a minimum of \$100.00.* If the loss or damage is not covered by insurance the Student or Parent will pay the full replacement value of the equipment to USD 508.

**In addition to the iPad, the above student will be issued an Apple Brand 12 Volt Charging Box & Lightning Cable. To help identify charger boxes, each charger comes with a label. To ensure that students don't "borrow" another student's charger, they must return the charger box issued to them with the label attached. If at any time the label is loose or falls off, they can bring the label and charger box to the tech office where we will attach a new label. However, at the end of the year, if the student tries to return a charger box without a label, we will have to assume that it is not the charger box we issued them and they will be charged \$20 for a new replacement charger box.**

\_\_\_\_\_  
(Initial)

This iPad and case is the property of Baxter Springs Public Schools and is being loaned to the student only for educational purposes during the Academic School year. Students may not deface or destroy this property in any way. Inappropriate material on the iPad may result in the student losing their right to use this iPad and potential prosecution. The equipment will be returned to the school on a date determined by USD 508 or sooner if the student is suspended or expelled from school, the Student leaves USD 508 or Student fails to comply with the terms of this agreement or the school's Acceptable Use Policy. Student agrees that in the event the iPad is out of Student's possession for a period of 48 hours or Student believes the iPad has been stolen, the Student will immediately notify a BHS administrator and file a report with Baxter Springs Police Department.

Student is responsible for the cost of replacement or repair of the iPad for any loss not covered by insurance. In addition, Student and Parent agree to indemnify USD 508 against any claim, suit or damage occurring during or resulting from Student's possession or use of the iPad, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Student's use of the District's iPad.

The District's iPad may be used only in accordance with the District's policies and rules, including the District Acceptable Use Policy and the school iPad Policies and Procedures. Student acknowledges and agrees that Student's use of the District's iPad is a privilege and Student acknowledges Student's responsibility to protect and safeguard the District's iPad and to return the same in good condition and repair.

The District hereby acknowledges receipt of the sum of \$10 - \$20 - \$40 for the rental fee, determined by Federal lunch program classification. Student and Parent agree the iPad equipment is to be used only for school purposes and in accordance with USD 508 computer use policies and instruction. If Student fails to return the iPad as provided by this agreement, USD 508 will presume Student intended to retain possession with a criminal intent.

Signing below indicates that you and your child agree to the above terms, including responsibility for the iPad both at school and outside of school.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to Brenda Mallory, BHS Secretary, 100 North Military, Baxter Springs, KS 66713**

Revised 7-31-2019



BC \_\_\_\_\_  
SS \_\_\_\_\_  
IM \_\_\_\_\_

# Student Information Sheet

2024-2025

(Please print all information)

## Student Information

**Legal Name** (L-F-M): \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Mailing Address** (if different): \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Physical Home Phone:** \_\_\_\_\_

**Gender:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Birth date:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_

**Race** (Circle One) | African American | American Indian |  
Asian | Caucasian | Hispanic | Pacific Islander |

**Legal Alerts:** \_\_\_\_\_

\_\_\_\_\_

**Student lives with:** (circle one)

| Mother & Father | Mother & Stepfather | Father & Stepmother |

| Mother Only | Father Only | Foster Home | Other: \_\_\_\_\_

## Male Legal Guardian Information

**Name** (Last-First): \_\_\_\_\_

**Physical Address** (If different from student): \_\_\_\_\_

\_\_\_\_\_

**Day Phone:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## Student Medical Information

**Doctor's Name:** \_\_\_\_\_

**Doctor's Phone:** \_\_\_\_\_

**Dentist's Name:** \_\_\_\_\_

**Dentist's Phone:** \_\_\_\_\_

## Special Medical Conditions

(ex. Hearing aid, glasses, medicines, etc):

\_\_\_\_\_

\_\_\_\_\_

**Allergies:** \_\_\_\_\_

\_\_\_\_\_

**Brothers, names & ages:**

\_\_\_\_\_

\_\_\_\_\_

**Sisters, names & ages:**

\_\_\_\_\_

\_\_\_\_\_

## Female Legal Guardian Information

**Name** (Last-First): \_\_\_\_\_

**Physical Address:** (If different from student): \_\_\_\_\_

\_\_\_\_\_

**Day Phone:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## Emergency Contact Information

(Other than Legal Guardians)

### Contact 1

Contact Name : \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Circle one: | Cell | Home | Work | Relationship \_\_\_\_\_

### Contact 2

Contact Name : \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Circle one: | Cell | Home | Work | Relationship \_\_\_\_\_

### Contact 3

Contact Name : \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Circle one: | Cell | Home | Work | Relationship \_\_\_\_\_

**Guardian's Signature:** \_\_\_\_\_ **Student T-Shirt size:** \_\_\_\_\_ **Date:** \_\_\_\_\_



USD 508 Baxter Springs Schools  
**Consent for Disclosure**  
**Sharing Information with Other Programs**

Dear Parent/Guardian:

**You do not have to sign or send in this form to get reduced price or free Child Nutrition Program benefits for your children. If you do not sign the Consent for Disclosure, it will not affect eligibility for or participation in the Child Nutrition Programs.**

To save you time and effort, information about your children's eligibility for reduced price or free Child Nutrition Program benefits may be shared with other programs for which your children may qualify. For the programs listed below, we must have your permission to share your information.

☒ **Yes, I DO** want school officials to share information about my children's eligibility for Child Nutrition Program benefits only with the programs I have checked below.

☒ Book Fee

☒ Technology Fee

☐ \_\_\_\_\_

☐ \_\_\_\_\_

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call or e-mail:

School Official's Name: Misha Himes  
himesm@usd508.org

Phone: 620-856-2375

E-Mail:

Return this form to the address below by \_\_\_\_\_.

Address: 1108 Military Ave. Baxter Springs, KS 66713

This institution is an equal opportunity provider.





# **2025-2026 APPLICATION PACKET FOR FREE AND REDUCED PRICE SCHOOL MEALS**

## **How to Apply for Free and Reduced Price School Meals.**

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in USD 508/Baxter Springs Schools. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact 620-856-2375 himesm@usd508.org.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

## **STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending USD 508, regardless of age.

<b>A) List each child's name.</b> Print each child's name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.	<b>B) Is the child a student at USD 508?</b> Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend USD 508. If you marked 'Yes,' write the name of the school and the grade level of the student in the 'School' and 'Grade' columns to the right.	<b>C) Do you have any foster children?</b> If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing <b>STEP 1</b> , go to <b>STEP 4</b> . <u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to step 3.	<b>D) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and <u>complete all steps of the application.</u>
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## **STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FOOD ASSISTANCE, TAF, OR FDPIR?**

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- Food Assistance (FA).
- Temporary Assistance for Families (TAF).
- The Food Distribution Program on Indian Reservations (FDPIR).

<b>A) If no one in your household participates in any of the above listed programs:</b> <ul style="list-style-type: none"> <li>• Leave <b>STEP 2</b> blank and go to <b>STEP 3</b>.</li> </ul>	<b>B) If anyone in your household participates in any of the above listed programs:</b> <ul style="list-style-type: none"> <li>• Write a case number for FA, TAF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact Kansas Department for Children and Families.</li> <li>• Go to <b>STEP 4</b>.</li> </ul>
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## **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

**How do I report my income?**

- Use the charts titled **"Sources of Income for Adults"** and **"Sources of Income for Children"**, printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

<b>3.A. REPORT INCOME EARNED BY CHILDREN</b>			
<p><b>A) Report all income earned or received by children.</b> Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.</p> <p><i><b>What is Child Income?</b></i> Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.</p>			
<b>3.B REPORT INCOME EARNED BY ADULTS</b>			
<p><b>Who should I list here?</b></p> <ul style="list-style-type: none"> <li>When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, <u>even if they are not related and even if they do not receive income of their own.</u></li> <li><b>Do NOT include:</b> <ul style="list-style-type: none"> <li>People who live with you but are not supported by your household's income AND do not contribute income to your household.</li> <li>Infants, Children and students already listed in <b>STEP 1.</b></li> </ul> </li> </ul>			
<p><b>B) List adult household members' names.</b> Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u> If a child listed in <b>STEP 1</b> has income, follow the instructions in <b>STEP 3, part A.</b></p>	<p><b>C) Report earnings from work.</b> Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. See detailed instructions on the back of the application.</p> <p><i><b>What if I am self-employed?</b></i> Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.</p>	<p><b>D) Report income from public assistance/child support/alimony.</b> Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.</p>	
<p><b>E) Report income from pensions/retirement/all other income.</b> Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.</p>	<p><b>F) Report total household size.</b> Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in <b>STEP 1</b> and <b>STEP 3.</b> If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.</p>	<p><b>G) Provide the last four digits of your Social Security Number.</b> An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."</p>	
<b>STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE</b>			
<p><i><b>All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.</b></i></p>			
<p><b>A) Provide your contact information.</b> Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p><b>B) Print and sign your name and write today's date.</b> Print the name of the adult signing the application and that person signs in the box "Signature of adult."</p>	<p><b>C) Mail Completed Form to:</b> 1108 Military Ave, Baxter Springs, KS 66713</p>	<p><b>D) Share children's racial and ethnic identities (optional).</b> On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.</p>

2025-2026 Household Application for Free and Reduced Price School Meals
Complete one application per household (use a pen not a pencil). https://schoolmealsapp.ksde.org/Home/welcome/D0508

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."
Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	School	Grade	Student? Yes No	Foster Child	Homeless, Migrant, Runaway

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, TAF, or FDIPIR?

If NO > Go to STEP 3. If YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)
Case Number (Not EBT or Medicaid Number):
Write only one case number in this space.

STEP 3 List ALL Household Members and income for each member (before taxes and deductions) (Skip this step if you answered 'Yes' to STEP 2)

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income (before taxes and deductions) received by all children listed in STEP 1 here.

B. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?					Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?				
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly	

Total Household Members (Children and Adults)
Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member
Check if no SSN

STEP 4 Contact information and adult signature. Return completed form to: 1108 Military Ave Baxter Springs, KS 66713

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Printed name of adult signing the form
Signature of adult
Today's date

Street Address (if available) Apt # City State Zip Daytime Phone and Email (optional)

Return completed form to your child's school. \*Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistance Secretary for Civil Rights.

## INSTRUCTIONS

## Sources of Income

Sources of Income for Children	
Sources of Child Income	Example(s)
• Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages
• Social Security - Disability Payments - Survivor's Benefits	• A child is blind or disabled and receives Social Security benefits • A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
• Income from person outside the household	• A friend or extended family member regularly gives a child spending money
• Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust

**Income from Self Employment:** Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment.

Sources of Income for Adults		
<ul style="list-style-type: none"> <li>• Salary, wages, cash bonuses</li> <li>• Net income from self-employment (farm or business)</li> </ul> <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> <li>• Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>• Allowances for off-base housing, food, and clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Unemployment benefits</li> <li>• Worker's compensation</li> <li>• Supplemental Security Income (SSI)</li> <li>• Cash assistance from State or local government</li> <li>• Alimony payments</li> <li>• Child support payments</li> <li>• Veteran's benefits</li> <li>• Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security (including railroad retirement and black lung benefits)</li> <li>• Private pensions or disability benefits</li> <li>• Regular income from trusts or estates</li> <li>• Annuities</li> <li>• Investment income</li> <li>• Earned interest</li> <li>• Rental income</li> <li>• Regular cash payments from outside household</li> </ul>

For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040, Schedule 1. Add together the amounts reported on the following lines:

Schedule 1, Line 3	\$ _____	Business Income or (Loss)
1040, Line 7	\$ _____	Capital Gain or (Loss)
Schedule 1, Line 4	\$ _____	Other Gains or (Losses)
Schedule 1, Line 5	\$ _____	Rental real estate, royalties, partnerships, S corporations, trusts, etc.
Schedule 1, Line 6	\$ _____	Farm Income or (Loss)
TOTAL	\$ _____	Gross Annual Income Before Any Deductions.
Computed Monthly Income	\$ _____	Gross Annual Income ÷ 12 = Computed Monthly Income. Report in Step 3.

## OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): ☐ Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ☐ Not Hispanic or Latino  
 Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA) Temporary Assistance for Families (TAF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign

Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) **fax:**  
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**  
program.intake@usda.gov

This institution is an equal opportunity provider.

## Do not fill out

For School Use Only – Annual Income Conversion: Weekly x 52, Bi-Weekly x 26, Twice a Month x 24, Monthly x 12

<input type="checkbox"/> Total Income: \$ _____ How Often (Circle One): W E2W 2M A M Multiple=Yearly <input type="checkbox"/> Categorical Eligibility (FA, TAF, FDPIR, Foster)	Household Size: _____	Eligibility: <input type="checkbox"/> Free <b>OR</b> <input type="checkbox"/> Reduced Price <b>OR</b> <input type="checkbox"/> Denied Notes: _____
Determining Official's Signature: _____		Approval/Denial Date: _____
Processor's Initials: _____		Review Date: _____

Return completed form to your child's school. \*Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistance Secretary for Civil Rights.



Office Use
USD: _____
Grade: _____

PATIENT REGISTRATION FORM				
LEGAL FULL NAME	LAST NAME	FIRST NAME	MIDDLE NAME	PREFERRED NAME
ADDITIONAL/FORMER NAMES (EX. MAIDEN NAME)		DATE OF BIRTH (MM/DD/YY)		SSN#
ADDRESS		CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT FROM ADDRESS)		MAILING CITY	MAILING STATE	MAILING ZIP CODE
HOME PHONE		CELL PHONE	WORK PHONE	
EMAIL ADDRESS (REQUIRED FOR PATIENT PORTAL ACCESS)			SEX ASSIGNED AT BIRTH	
PRIMARY CARE PROVIDER NAME CITY & STATE			<input type="checkbox"/> Male <input type="checkbox"/> Female	
RACE <i>(Check all that apply)</i>		ETHNICITY		EMERGENCY CONTACT
<input type="checkbox"/> White		<input type="checkbox"/> Not Hispanic/Latino		Emergency Contact Name:
<input type="checkbox"/> Black/African American		<input type="checkbox"/> Mexican, Mexican American, Chicano		Phone:
<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Puerto Rican		Relationship to Patient:
Asian		<input type="checkbox"/> Cuban		
<input type="checkbox"/> Asian Indian <input type="checkbox"/> Japanese		<input type="checkbox"/> Other Hispanic Latino		<input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other
<input type="checkbox"/> Chinese <input type="checkbox"/> Korean		PREFERRED LANGUAGE		Emergency Contact Name:
<input type="checkbox"/> Filipino <input type="checkbox"/> Vietnamese		<input type="checkbox"/> English		Phone:
<input type="checkbox"/> Other Asian		<input type="checkbox"/> Spanish		Relationship to Patient:
Native Hawaiian/Pacific Islander		<input type="checkbox"/> Other:		
<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Marshallese		<input type="checkbox"/> Interpreter Needed:		<input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other
<input type="checkbox"/> Guamanian or Charmorro		PHARMACY		
<input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander		<input type="checkbox"/> Apothecare Pharmacy <i>(CHC in-house pharmacy)</i> Location:		<input type="checkbox"/> Other Pharmacy
<input type="checkbox"/> Decline to Specify				
INSURANCE – CHECK ALL THAT APPLY <i>(PLEASE PROVIDE COPY OF CARD)</i>				
<input type="checkbox"/> Medicare <input type="checkbox"/> Medicare Supplement <input type="checkbox"/> Medicare Advantage Plan <input type="checkbox"/> Commercial Insurance <input type="checkbox"/> No Health Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> State Medicaid <small>Kan Care, SoonerCare, MO HealthNet</small> <input type="checkbox"/> CHIP <input type="checkbox"/> Other Medicaid				
PRIMARY INSURANCE POLICY HOLDER			SECONDARY INSURANCE POLICY HOLDER	
FULL NAME	DATE OF BIRTH (MM/DD/YY)		FULL NAME	DATE OF BIRTH (MM/DD/YY)
INSURANCE PLAN	SSN#		DATE OF BIRTH	SSN#
INSURANCE ID NUMBER	INSURANCE GROUP NUMBER		INSURANCE ID NUMBER	INSURANCE GROUP NUMBER
POLICY HOLDER'S RELATIONSHIP TO PATIENT <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other			POLICY HOLDER'S RELATIONSHIP TO PATIENT <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other	
RESPONSIBLE PARTY <i>(PERSON RESPONSIBLE FOR PAYING PATIENT ACCOUNT)</i>				
FULL NAME	DATE OF BIRTH (MM/DD/YY)		SSN#	PRIMARY PHONE
EMAIL	ADDRESS		CITY	STATE ZIP CODE



Office Use	
USD:	_____
Grade:	_____

PATIENT LAST NAME:

FIRST NAME:

DATE OF BIRTH:

### CONSENT TO TREAT

I give consent for treatment by Community Health Center of Southeast Kansas, Inc. (CHC/SEK) for medical, dental and/or mental health services. If I am consenting for a minor child, I understand that no treatment will be given without my knowledge or consent unless the treatment relates to an emergency or the treatment is otherwise permitted under applicable federal or state law.

I understand that if I am consenting to treatment of my child, if a court order has been entered with respect to the conservatorship of said child, or impacting my rights to consent to the child's care and treatment, CHC/SEK will not render services to the child until CHC/SEK has received and reviewed the most recent court order.

I understand that the information in my health record (if a mature minor) or my child's health record is confidential and will not be released to any unauthorized person or agency without consent.

I assign to CHC/SEK any and all benefits payable from any insurance provider covering the patient or person responsible for the patient's care to be paid directly to CHC/SEK which will be applied to the charges for services rendered (example: vision and hearing screenings).

I understand that CHC/SEK may disclose all or any part of the patient's medical record to any insurance company, corporation or person which is or may be liable under a contract or part of CHC/SEK's charges, including, but not limited to, medical services companies, insurance companies or pharmaceutical manufacturers.

I authorize CHC/SEK to disclose all or any portion of my health record (if a mature minor) or my child's health record to my health care provider (if a mature minor) or my child's health care provider who is: \_\_\_\_\_

I authorize CHC/SEK to disclose all or any portion of my health record (if a mature minor) or my child's health record to school personnel as it relates to my child's academic success.

I authorize CHC/SEK to examine my school records (if a mature minor) or my child's school records to assist staff in providing the necessary care for my child.

With my signature, I certify that I understand the above and that I am authorized to sign for the patient listed above on this Patient Registration/Consent for Treatment Form

_____	_____	____/____/____
Signature of Patient, Agent, Representative, Parent, Legal Guardian or Responsible Party	Relationship to Patient	Month/Date/Year



### DENTAL OUTREACH FORM

Community Health Center of Southeast Kansas, Inc. (CHC/SEK) provides dental services at your student's school. Students are invited to participate in dental outreach services. No student will be denied services based on insurance status or ability to pay. If available, insurance will be billed.

STUDENT NAME					
LEGAL FULL NAME	LAST NAME	FIRST NAME	MIDDLE NAME	PREFERRED NAME	
ADDITIONAL/FORMER NAMES (EX. MAIDEN NAME)	DATE OF BIRTH (MM/DD/YY)	SSN#	SCHOOL LOCATION		GRADE

INSURANCE – CHECK ALL THAT APPLY			
<input type="checkbox"/> Commercial Dental Insurance <input type="checkbox"/> Children's Health Insurance Program (CHIP) <input type="checkbox"/> State Medicaid <input type="checkbox"/> No Dental Insurance			
PRIMARY INSURANCE POLICY HOLDER		SECONDARY INSURANCE POLICY HOLDER <input type="checkbox"/> N/A	
FULL NAME	DATE OF BIRTH (MM/DD/YY)	FULL NAME	DATE OF BIRTH (MM/DD/YY)
INSURANCE PLAN	SSN#	INSURANCE PLAN	SSN#
INSURANCE ID NUMBER	INSURANCE GROUP NUMBER	INSURANCE ID NUMBER	INSURANCE GROUP NUMBER
POLICY HOLDER'S RELATIONSHIP TO PATIENT <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other: _____		POLICY HOLDER'S RELATIONSHIP TO PATIENT <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other: _____	

STUDENT'S HEALTH HISTORY (PLEASE MARK ALL THAT APPLY)	
<input type="checkbox"/> Hepatitis <input type="checkbox"/> Diabetes <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Artificial Joint/Valve <input type="checkbox"/> Asthma <input type="checkbox"/> Alpha Gal <input type="checkbox"/> Heart Disorder <input type="checkbox"/> Other: _____	
Food, Drug, and/or Other Allergies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Please List Allergies: _____ _____
Required by a Provider to take pre-medications (antibiotics) prior to dental treatment: <input type="checkbox"/> Yes <input type="checkbox"/> No	Please State Condition: _____ _____
Surgeries, Hospitalizations, or Other Health Conditions CHC/SEK should know: <input type="checkbox"/> Yes <input type="checkbox"/> No	Please Explain: _____ _____
Any Current Medications: <input type="checkbox"/> Yes <input type="checkbox"/> No	Please List: _____ _____

### CONSENT TO TREAT

As parent or legal guardian of the student named above, I give CHC/SEK permission to provide dental services by CHC/SEK clinical professionals as necessary in their judgement. I understand that no promise, guarantee, or warranty has been made regarding the result of any care provided by CHC/SEK. This consent is valid for **one (1) year** from the parent/guardian signature date below. Dental services **MAY** include the following: **Cleaning, Sealant, Fluoride, Silver Diamine Fluoride, Temporary Filling, Injection of Local Anesthesia, Baby Tooth Removal, and Exam (exam for Head Start locations only).** *You will receive a phone call before performing any local anesthesia or removing any baby teeth.*

Please list any services you do **NOT** want your student to receive: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ DATE (MM/DD/YEAR) \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY			
SCRN #: _____	FR: _____	P/F/S #: _____	ITR: _____
EO: 3 _____ 14 _____ 19 _____ 30 _____		EXT: _____	
SDF: _____		CARRIES RISK: <input type="checkbox"/> MOD <input type="checkbox"/> HIGH	
REFERRAL: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: _____	TEACHER: _____	HYG INITIALS: _____	



# Health Services

2025-2026 School Year

Baxter Springs USD #508

Students Name

DOB

Grade

Yes	No	
		<b>Attention Deficit Disorder</b> (if YES circle) ADHD    ADD Medication:
		<b>Allergies</b> (if YES, circle below and explain) Food    Insect bites/Stings    Pollen    Animals    Medication Will your child have an Epi-pen at school? YES    NO
		<b>Asthma</b> Will your child have an inhaler at school? YES    NO
		<b>Diabetes</b> Medication:
		<b>Emotional Problems</b> Medication &/or Counseling:
		<b>Seizure Disorder</b> Type of Seizure: Medication:
		<b>Other Health Concerns Including Hospitalizations, Operations, or Medications Not Previously Mentioned:</b>

**Kansas State Law** requires that each student must present to the school:

- An **up to date immunization record** or a religious exemption or medical exemption
- A **physical exam** performed by a licensed healthcare provider
- A copy of an **official state issued birth certificate**

**All medications given at school must be provided by the parent** and come in a properly labeled original container and **an authorization for medication form** must be filled out and signed by the prescribing provider/doctor.

I hereby certify that I have read and understand the school requirements for my child. Furthermore, permission is hereby granted to the attending team physician, athletic trainer, coach, school nurse, sponsor, and/or teacher to render any necessary first aid treatment to the child listed below. I understand that in an emergency, effort will be made to contact the Parent/Guardian or other contact persons listed. If such contact is not possible, the transportation and treatment necessary for the best interest of the student may be given.

I also authorize USD #508 schools to release, exchange, and obtain immunization and/or health in their possession, relating to the named student, to the Health Department, physician(s), school personnel working with the student, and/or Kansas Immunization Registry. I understand that this authorization will expire when the student is no longer enrolled in the above named school district and that I may revoke this authorization in writing at any time.

Parent/Guardian signature

Today's date



# BAXTER SPRINGS SCHOOLS, USD 508

1108 Military ♦ Baxter Springs, KS 66713 ♦ 620-856-2375 ♦ Fax: 620-856-3943

**Lincoln Elementary**  
801 Lincoln Ave  
620-856-3322

**Central Elementary**  
1501 Park Ave  
620-856-3311



**Middle School**  
104 North Military  
620-856-3355

**High School**  
100 North Military  
620-856-3366

## STUDENT PERMISSION FORM

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
DOB

The student listed above has permission to: (Initial for consent)

\_\_\_\_\_ take part in all school sponsored activities.

\_\_\_\_\_ allow USD 508 to use my child's name, picture, and/or classroom work on the district's web site, school publications, and to provide the same information to local newspapers and/or television stations.

\_\_\_\_\_ to participate in any incentive programs

\_\_\_\_\_ I do give my permission for information contained on my student's permanent school immunization record to be released to the Kansas Immunization Program for the purpose of assessment and reporting. I also give my permission to share these immunization records with other schools, physicians, or health departments as deemed necessary for my child to be immunization compliant as per Kansas laws.

### HIGH SCHOOL ONLY

\_\_\_\_\_ to drive to the peer leading site, or for community service, Columbus Vo- tech school, and/or other school approved activities.

\_\_\_\_\_ ride with another student to the peer leading site, or for community service, Columbus Vo-Tech school, and/or other school approved activities.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# BAXTER SPRINGS USD #508

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## CUSTODY LAW NOTIFICATION

Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children *UNLESS* one of them has a signed court order that indicates otherwise. The school has no legal right to refuse biological parent's access to their children and/or school records.

If a parent has a signed, current court order limiting the other parent, or any other person, the school *MUST HAVE A COPY* of the court order on file. If a copy is not on file, the school is required by law to release children to their parents with proper identification. Situations that put the welfare of students in question will be handled at the discretion of the Principal/designee. In situations that become a disruption to the school, the Baxter Police Department will be contacted, and an officer will be requested to intervene.

Parents are asked to make every attempt not to involve schools in custody matters. Please have current information on file for your children.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Acceptable Use Policy (Computers, Networks, & Internet)**

The Internet is a tool for life-long learning. It is a necessary tool for Baxter Springs Public Schools to develop students ready to live and work in the 21st Century.

With the privilege of Internet access comes responsibility and accountability. Baxter Springs Public Schools expects that all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian.
2. Agree to abide by the policies and responsible use set forth in the Baxter Springs Public Schools Acceptable Use Policy.
3. Understand the use of the District network and Internet services is a privilege which may be terminated by the school or district for failing to abide by the policies described in the Acceptable Use Policy.

As the parent or guardian of a Baxter Springs Public Schools student we are asking that you review the policy and guidelines set in this Acceptable Use Policy and that you go over the Acceptable Use Policy with your child so that everyone understands and is in agreement.

### **Privacy is not guaranteed**

The Superintendent, principals, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed. Electronic messages and files stored on school-based computers may be treated like school lockers.

### **Use is a Privilege**

Use of the network and the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or network/Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

### **Liability**

Baxter Springs Public Schools makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays or interruptions in service. The school district will not be responsible for the accuracy, nature, or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

### **Parental Advisory**

The global and changing nature of the Internet network's contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the school district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.

## Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Baxter Springs Public Schools. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable network resources to pursue frivolous ends, not consistent with the mission of Baxter Springs Public Schools is prohibited. **All use must be consistent with the educational mission and goals of the school district.**

## Unacceptable Use for Student Users

- Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g., activities for personal profit).
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
- Users shall not use or try to discover another user's password.
- Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or the superintendent or his designee.
- Users shall not take home technology equipment (hardware or software) without permission of the supervisor.
- Users shall not gain unauthorized access to resources or entities.
- Users shall not invade the privacy of individuals.
- Users shall not post anonymous messages.
- Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
- Users shall not use the network while access privileges are suspended or revoked.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

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## Student Internet Access Return Form

Fill out the statement below and return it to your child's school if you wish to allow your child access to the Internet at school. If you do not return this form, the school will assume that you do not give your permission for Internet access to your student.

I request that my child be allowed to have Internet access at school. I have read and understand the Baxter Springs Public Schools Acceptable Use Policy. This authorization will expire when the student is no longer enrolled in their current school.

---

**Student Name (Print)**

---

**Parent Name (Print)**

---

**Student Signature**

---

**Parent Signature**

*(Authorized faculty designee will retain this form on file for the duration of applicable computer/network/Internet use.)*

**BAXTER SPRINGS PUBLIC SCHOOLS**  
**Enrollment Residency Questionnaire**  
**For Homeless**

This form is intended to address the McKinney-Vento Act. Your answers will help determine residency documents and certain needs for the student. Please fill out. If none of the choices in Section "A" apply then check the box in Section "B" and you do not have to provide any further information.

Presently, where is the *student* living? (Check one)

Section A	Section B
<p><input type="checkbox"/> In a shelter _____ Shelter Name</p> <p><input type="checkbox"/> <i>Temporarily</i> with more than one family (due to loss of job, loss of housing, etc.)</p> <p><input type="checkbox"/> In a motel, car, or campsite</p> <p><input type="checkbox"/> In a temporary foster care awaiting permanent placement</p> <p><input type="checkbox"/> Alone without parental support (independent living Student)</p> <p><b>CONTINUE:</b> If you checked a box in this section, please <i>complete the rest of this form.</i></p>	<p><input type="checkbox"/> Choices in Section A do NOT apply.</p>  <p style="text-align: center;"><b>STOP:</b> If you checked this section, you do <i>not</i> need to complete the remainder of this form.</p>

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Male ☐ Female ☐

Parent/Guardian(s) \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Last School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_

---

**THIS AREA FOR STAFF USE:**

*At time of enrollment, please check off documents that are presented: Date Enrolled:*

\_\_Address Verification \_\_Birth Certificate \_\_Immunization \_\_Previous School Records

**\*\*\*Please admit student immediately while documentation is being obtained\*\*\***

If **Section A** is checked:

Instructions for Office Staff – Make a copy of the completed form. Send it via interschool mail to the Homeless Education Coordinator. The homeless liaison will notify Nutrition Services regarding meal status. (Meal Application not needed – only the Waiver of Confidentiality needs to be filled out for these families.)



**Baxter Springs USD 508**  
**Student Extracurricular and/or Co-Curricular Activities**  
**Drug/Alcohol Testing Policy**

The Baxter Springs Board of Education, in a an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug/alcohol use, possession, and/or distribution and abuse or injuries resulting from the use possession and/or distribution of drugs/alcohol, thereby setting an example for all other students of the Baxter Springs School District adopts the following policy for drug/alcohol testing of students participating/attending extracurricular and/or co-curricular activities.

**1. Statement of Purpose and Intent**

- a. It is the desire of the Board of Education, administration, and staff that every student in the Baxter Springs School District refrain from using, possessing, or distributing illegal drugs and alcohol. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate/attending extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the Baxter Springs School District regarding use possession and/or distribution of illegal drugs and alcohol.
- b. Participating/attending school sponsored extracurricular and co-curricular activities at Baxter Springs School District is a privilege. Accordingly, students in extracurricular and co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use, possession, and/or distribution of illegal drugs and alcohol.
- c. The purpose of this policy is to prevent illegal drug use, possession, and/or distribution and to strive within the Baxter Springs School District for an environment free of illegal drug use possession and/or distribution and abuse. The sanctions of this policy relate to solely to limiting the opportunity of any student found to be in violation of this policy to participate/attend extracurricular and/or co-curricular activities. There will be no academic sanction for violation of this policy, except to the extent that if a violation of this policy would also constitute violation of the District's discipline policy. If the discipline drug/alcohol policy is violated, the student will be subject to the penalties of the discipline policy.
- d. The purpose of this policy is to prevent drug/alcohol use, possession, and/or distribution, educate students as to the serious

physical, mental, and emotional harm caused by drug use, possession, and/or distribution, alert students with possible drug problems to the potential harms of use possession and/or distribution, prevent injury, illness and harm as a result of drug use possession and/or distribution and to maintain in the school district an environment free of drug use, possession, and/or distribution and abuse. The Baxter Springs School District has adopted this policy for use by all students participating/attending extracurricular and co-curricular activities in grades 7-12.

## **2. Definitions**

- a. "Extracurricular activities" means those activities that take place outside the regular course of study in school and those students participating/attending those activities including all Baxter Springs School District sponsored activities, interscholastic sports teams, cheerleaders, and dance teams.
- b. "Co-curricular activities" means those activities that students participate/attend outside of the classroom as a result of being enrolled in a school-offered class.
- c. "Drug Use Test" means a scientifically substantiated method to test for the presence of illegal, performance-enhancing drug, alcohol, or the metabolites thereof in a person's urine or saliva.
- d. "Illegal Drugs" means any substance which an individual may not sell, use, possess, distribute, or purchase under either Federal or Kansas Law. "Illegal Drugs" includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose as well as alcohol.
- e. "Performance-Enhancing Drugs" includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "Performance-Enhancing Drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
- f. "Positive" when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering



the drug use test. "Positive" when referring to an alcohol test administered under this policy means a breath analyzer test result that is considered to demonstrate the presence of alcohol.

- g. "Reasonable Suspicion" means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating/attending student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities.

### **3. Procedure**

- a. Each student that participates/attends extracurricular and/or co-curricular activities shall receive copies of the "Student Extracurricular and/or Co-curricular Activities Drug/Alcohol Testing Consent Form" which shall be read, signed, and dated by the student, parent and/or guardian. Students must turn in the "Student Extracurricular and/or Co-curricular Activities Testing Consent Form" to the school office during the first week of school before the student will be allowed to participate/attend any extracurricular and/or co-curricular activities. Any student who does not turn in the required forms during this first week of the school year will not be eligible to participate/attend any extra curricular and/or co-curricular activities during the remainder of the school year. Transfer students will be placed in the testing pool within one week of their enrollment date in Baxter High School.
- b. Students will be required to provide urine and/or saliva samples as follows:
  - 1) On a random selection basis, from a list of all students in the testing pool, 5-10 extracurricular and/or co-curricular participants/attendants will be drawn at random to provide a urine and/or saliva sample every one to fourteen days.
  - 2) At any time requested by the administration, based on reasonable suspicion, be tested for illegal or performance-enhancing drugs and/or alcohol.

### **Panel Test**

The Baxter Springs USD 508 School District will use a Panel Test for all students. The list of drugs tested includes:

Amphetamines (AMP)	Opiates (OPI)
MDMA (Ecstasy)	Phencyclidine (PCP)
Barbiturates (BAR)	Propoxyphene (PPX)
Benzodiazepines (Xanax)	*Marijuana (THC)
Cocaine (COC)	Validity Creatinine/SPGR
Methadone (MDT)	

\*All forms of Hemp oil, including but not limited to, CBD oil or any other over the counter substance that can be purchased legally, may result in a positive test. All positive tests regardless of source will be subject to the same consequences.

- c. Any drug use test required by the Baxter USD 508 School District under the terms of the policy will be administrated by or at the direction of a professional laboratory chosen by the Baxter USD 508 School District, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
- d. Students participating/attending school sponsored extracurricular activities may be randomly required to submit to an alcohol breath analyzer test to determine the presence of alcohol.
- e. All aspects of the drug use, possession, and/or distribution-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The student will empty their pockets and remove their coat and other excess clothing prior to entering the restroom or other private facility. The principal shall designate a drug laboratory employee, a coach, or school employee of the same gender as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time that a student is tampering with the specimen, the monitor may

stop the procedure and inform the principal, who will then determine if a saliva sample should be obtained.

- f. If the initial drug test is positive or the validity of the test is in question, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a conformation test. A specimen shall not be reported positive unless the second is positive for the presence of an illegal drug or the metabolites thereof.
- g. If the test for any student has a positive result, or the validity of the specimen is in question, the laboratory will contact the parents or guardians and solicit any information on medication that would create a positive test. A medical review officer will confirm the positive result and contact the principal/assistant principal with the results. Once a positive result is determined the student will become ineligible to participate/attend extracurricular and/or co-curricular activities. The principal/assistant principal will contact the athletic director, activities director, the student, the head coach/head sponsor, and the parent or guardian of the student and schedule a conference either by phone or in person. During the conference, the principal will solicit any explanation of the positive result.
- h. If the student asserts that the positive test results are caused by something other than consumption of an illegal drug, performance-enhancing drug, or alcohol by the student, then the student will be given an opportunity to present evidence of such to the principal, assistant principal, and/or the athletic director. The Baxter USD 508 School District will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal, assistant principal and the athletic director, will make the decision within five working days.
- i. This decision may be appealed in writing to the Baxter USD 508 School District's superintendent within five days. The superintendent will make a written decision within five working days.
- j. The decision of the superintendent may be appealed in writing to the Baxter USD 508 Board of Education with five working days.

The Baxter USD 508 School District's rules and regulations will be followed in the case of an appeal.

- k. A student that has tested positive for illegal drugs or performance-enhancing drugs will be required to undergo one or more additional drug use tests to confirm that the student is no longer using illegal drugs or performance-enhancing drugs before he/she may rejoin an activity. The Baxter USD 508 School District will rely on the opinion of the laboratory that performed or analyzed the additional drug use test in determining whether a positive result in the additional drug test was produced by illegal or performance-enhancing drugs used by the student that caused the first positive result or by more recent use. The cost of the retest will be the obligation of the student or the parent custodial guardian.
- l. All parents or guardians of students who test negative for illegal drugs of performance-enhancing drugs in the initial screening will be contacted by personnel of the Baxter USD 508 School District within five working days after testing.

#### **4. Violation**

Any student who test positive in a drug/alcohol use test or found to be in possession and/or distribution under this policy shall be subject to the following restrictions:

- a. For the first offense, the student shall be suspended from participating/attending all extracurricular and/or co-curricular activities including all performances and competitions, for eight weeks (56 days). During this time, it is required that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Once the student and/or parent/guardian can provide proof of completion of a school-approved substance abuse program, the student has served the full term of his/her suspension from participating/attending all extracurricular and/or co-curricular activities, and has submitted a negative drug test, the student will be reinstated.
- b. For the second offense, the student shall be suspended from participating/attending all extracurricular and/or co-curricular activities including all performances, and competitions for thirty-six weeks (252 days) continuous and successive weeks from the date of the initial report of the second offense as stated in this policy. During this time, it is required that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Once the student and/or parent/guardian can

provide proof of completion of a school-approved substance abuse program, the student has served the full term of his/her suspension from participating/attending all extracurricular and/or co-curricular activities, and has submitted a negative drug test, the student will be reinstated.

- c. For the third offense, the student shall be suspended from participating/attending all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the students enrollment at Baxter Springs School District from the date of the initial report of the third offense as stated in this policy.

## **5. Refusal to Submit to Drug Use Test**

- a. If an extracurricular and/or co-curricular participant/attendant refuses to submit to a drug/alcohol use test authorized under this policy, such student shall be considered “positive” for drugs and subject to the appropriate suspension as stated in sections 4a, 4b, and 4c.
- b. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing, and subject to provisions stated in 5a.

## **6. Disclaimer**

This policy shall not supersede or be in conflict with any state and/or federal law.

**Baxter Springs USD 508**  
**Student Extracurricular and/or Co-Curricular Activities**  
**Drug/Alcohol Testing Policy Consent Form**

**Policy Statement**

The Baxter Springs Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug/alcohol use, possession, and/or distribution and abuse or injuries resulting from the use, possession, and/or distribution of drugs/alcohol, thereby setting an example for all other students of the Baxter Springs School District adopts the following policy for drug/alcohol testing of students participating/attending extracurricular and/or co-curricular activities.

**General Authorization Form**

I have read and fully understand Baxter Springs USD 508's "Student Extracurricular and/or Co-Curricular Activities Drug/Alcohol Testing Policy." This policy exists on the USD 508 website under District Information and will be made available at enrollment.

I understand fully that my safety and the safety of my teammates and classmates depends upon my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by Baxter Springs USD 508 and the coaches and/or sponsors for the extracurricular and/ or co-curricular activities in which I participate/attend.

I also authorize Baxter Springs USD 508 to conduct a test on a urine and/or or saliva specimens and/or my breath that I provide to test for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to Baxter Springs USD 508 and to my parent(s) and/or guardian(s).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date

All students wanting to participate/attend extracurricular and/or co-curricular activities must sign the "The Student Extracurricular and/or Co-Curricular Activities Drug/Alcohol Testing Policy Consent Form" and return in to the high school or middle school office before participating/attending any extracurricular and/or co-curricular activity.



# Kansas Migrant Education Program

## Identification & Recruitment

### Parent Survey

Parent's name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Has your family moved in the last 3 years? ☐ Yes ☐ No

How long has your family lived at your present address? \_\_\_\_years \_\_\_\_months

Previous address \_\_\_\_\_

Has anyone in your family worked in anything related to the jobs listed below? ☐ Yes ☐ No



Feed Cattle,  
Processing,  
Packing



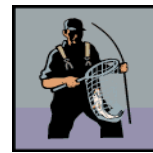
Dairy



Eggs



Cultivation,  
Preparation of  
soil



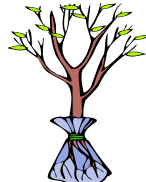
Fishing



Harvest (fruit  
and vegetables)



Milling,  
Cotton



Trees  
Planting,  
Cutting



Greenhouse,  
Nursery,  
Sod

Please list all children less than 22 years of age

First	Last	Sex	School	Grade	Date of Birth

**Please send completed form to:**

SEK Education Service Center – Greenbush • 947 W. 47 Highway • Girard, KS 66743  
[greenbush.migrant@greenbush.org](mailto:greenbush.migrant@greenbush.org) • (866) 806-9026 or (620) 724-6821 • FAX: (620) 724-6284



# Kansas Migrant Education Program

Programa de Educación para Migrantes de Kansas

## Encuesta para los padres

Nombre de los padres \_\_\_\_\_ Fecha \_\_\_\_\_

Domicilio \_\_\_\_\_

Número de teléfono \_\_\_\_\_

¿Se ha mudado en los últimos 3 años? ☐ Si ☐ No

¿Cuánto tiempo tienen viviendo en su domicilio actual? \_\_\_\_ años \_\_\_\_ meses

Domicilio anterior \_\_\_\_\_

¿Alguien de su familia ha trabajado en algo relacionado con los siguientes empleos? ☐ Si ☐ No



Ganado,  
Procesamiento,  
Empaque



Lechería



Huevo



Cultivando,  
Preparación de  
Tierra



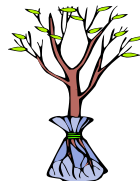
Pescado



Cosechando (frutas  
y verduras)



Molinos  
Algodón



Árboles  
Podar, Plantar,  
Derribar o Cortar



Invernadero  
Vivero,  
Cultivar Pasto

Favor de escribir todos los nombres de los niños que viven en la casa (menores de 22 años)

Nombre	Apellido	Sexo	Escuela	Grado	Fecha de Nacimiento

**Por favor envíe este formulario lleno a:**

SEK Education Service Center – Greenbush • 947 W. 47 Highway • Girard, KS 66743  
[greenbush.migrant@greenbush.org](mailto:greenbush.migrant@greenbush.org) • (866) 806-9026 or (620) 724-6821 • FAX: (620) 724-6284



### GREENBUSH HOME LANGUAGE SURVEY

Upon enrollment, every student or parent/guardian must be given a Home Language Survey. This survey will be used to determine which students should be assessed for English proficiency. Knowledge of, or exposure to another language does not, in and of itself, qualify a student for ESOL services. If a language other than English is indicated in any of questions 1-4, the student will be assessed to determine eligibility for English for Speakers of Other Languages (ESOL) services. The assessments approved by Kansas State Department of Education include: The Language Assessment Scales (LAS)/LAS LINKS/Pre-LAS, the IDEA Proficiency Test (IPT)/Pre-IPT, the Language Proficiency Test Series (LPTS), and the Kansas English Language Proficiency Assessment (KELPA)/KELPA-P. If a student scores below proficient/fluent in any of the language domains: listening, speaking, reading, or writing, s/he is eligible for ESOL services. Please complete one form for each child.

#### Student Information:

Name		Grade
Address		Date of Birth
Date first enrolled in a school in the U.S.	Phone Number	

#### Student Language Information:

1. What language did your child first learn to speak/use?  
English \_\_\_\_\_ Spanish \_\_\_\_\_ Other (please specify) \_\_\_\_\_
2. What language does your child speak/use at home? Do not include language learned in a class or through television or other such programming.  
English \_\_\_\_\_ Spanish \_\_\_\_\_ Other (please specify) \_\_\_\_\_
3. What language do you speak/use with your child?  
English \_\_\_\_\_ Spanish \_\_\_\_\_ Other (please specify) \_\_\_\_\_
4. What language do the adults regularly present or living in the home speak/use while in presence of the child?  
English \_\_\_\_\_ Spanish \_\_\_\_\_ Other (please specify) \_\_\_\_\_

#### Parent/Guardian Information:

Which language do you prefer? English \_\_\_\_ Spanish \_\_\_\_ Other (specify) \_\_\_\_\_  
(Please specify "written" or "spoken". To the extent practicable, communication from the school will be provided in this language.)

#### Migrant Education Program Information:

The Migrant Education Program (MEP) is authorized by Title I Part C of the Elementary and Secondary Education Act of 1965 (ESEA). The MEP provides formula grants to local education agencies to establish or improve education programs for children who may qualify for the Migrant Program. Please help us determine your child's eligibility for the Migrant Program by responding to the following questions.

Have you or a member of your family moved in the last 36 months to do, or apply for, agriculture or fishing related work, including dairies, nurseries, meat or vegetable processing, feed yards, or field work?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have your children moved with or to join the worker above in the past 36 months?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**For the School:** If the answer to either of the previous two questions is Yes, please contact the Greenbush Migrant office at [Jennifer.delee@greenbush.org](mailto:Jennifer.delee@greenbush.org), toll free 866-806-9026, or fax 620-724-6284 and provide him a copy of this survey.

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Signature of Parent or Guardian

Date

## ENCUESTA DE IDIOMA EN EL HOGAR

Al momento de inscripción, todo estudiante o padre/tutor debe tomar una Encuesta de Idioma en el Hogar. Esta encuesta será utilizada para determinar cuales estudiantes deben ser evaluados para aptitud de Idioma Inglés. Si en alguna de las preguntas de 1 a 4, se indica un idioma que no sea inglés el alumno será evaluado para determinar la elegibilidad de los Servicios de Idioma para Personas que Hablan Otros Idiomas (ESOL por sus siglas en inglés). Las evaluaciones aprobadas por el Departamento de Educación del Estado de Kansas incluyen: Las Escalas de Evaluación de Idioma (LAS, por sus siglas en inglés)/LAS LINKS/Pre-LAS, Examen de Aptitud IDEA (IPT, por sus siglas en inglés)/Pre-IPT, Serie de Exámenes de Aptitud de Inglés (LPTS, por sus siglas en inglés), y la Evaluación de Aptitud de Idioma Inglés de Kansas (KELPA)/KELPA-P. Si un estudiante obtiene un puntaje por debajo del nivel de aptitud/fluidez en cualquiera de las áreas del idioma: comprensión auditiva y expresión oral, lectura o escritura, él/ella puede ser elegible para los servicios ESOL. Por favor complete un formulario para cada niño.

### Información del Estudiante

Nombre		Grado
Domicilio		Fecha de Nacimiento
Fecha de primera inscripción en una escuela en los Estados Unidos	Número de Teléfono	

### Información del Idioma del Estudiante:

- ¿Qué idioma aprendió primero hablar/utilizar su niño?  
Inglés \_\_\_\_\_ Español \_\_\_\_\_ Otro (por favor especifique) \_\_\_\_\_
- ¿Qué idioma habla/utiliza su niño más frecuentemente en el hogar?  
Inglés \_\_\_\_\_ Español \_\_\_\_\_ Otro (por favor especifique) \_\_\_\_\_
- ¿Qué idioma habla/utiliza usted más frecuentemente con su niño?  
Inglés \_\_\_\_\_ Español \_\_\_\_\_ Otro (por favor especifique) \_\_\_\_\_
- ¿Qué idioma hablan/utilizan más frecuentemente los adultos en el hogar?  
Inglés \_\_\_\_\_ Español \_\_\_\_\_ Otro (por favor especifique) \_\_\_\_\_

### Información del Padre/Tutor:

¿Qué idioma lee/escribe usted? Inglés \_\_\_\_\_ Español \_\_\_\_\_ Otros (especifique) \_\_\_\_\_

### Información del Programa de Educación para Migrantes

El Programa de Educación para Migrantes (MEP por sus siglas en inglés) está autorizado por el Título I Parte C de la Ley de Educación Elemental y Secundaria de 1965 (ESEA por sus siglas en inglés). El MEP proporciona subsidios por fórmula a las agencias locales de educación para establecer o mejorar los programas de educación para los niños que pudieran calificar para el Programa de Migrantes. Por favor ayúdenos a determinar la elegibilidad de su niño para el Programa de Migrantes respondiendo las siguientes preguntas.

¿Se ha mudado usted o un miembro de su familia en los últimos 36 meses para hacer, o aplicar para, trabajo en algo relacionado con agricultura o pescadería, incluyendo lecherías, invernaderos, engordas, plantas procesadoras de carne, legumbres o frutas, o trabajo en el campo?      Sí \_\_\_\_\_ No \_\_\_\_\_

¿Se han mudado sus niños con, o para reunirse con el trabajador mencionado en la primera pregunta, dentro de los últimos 36 meses?      Sí \_\_\_\_\_ No \_\_\_\_\_

**Si usted contestó si a cualquiera de las dos preguntas anteriores, por favor comuníquese con la oficina del Programa de Educación para Migrantes en Greenbush en [jennifer.delee@greenbush.org](mailto:jennifer.delee@greenbush.org) o llame al 866-806-9026 o fax 620-724-6284**

Firma del Padre o Tutor

Fecha