

BSE Procedures Guide

2022-2023

Proud to Be a Brave!



www.usd204.net

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Dear BSE Families:

Welcome to the 2022-2023 school year at Bonner Springs Elementary! We are excited to begin another school year of learning and working together. We are continuing our school wide focus on taking care of ourselves physically, eating healthy, and being the very best person that we can be. We also strive to build strong relationships with our families and include them in the daily activities and happenings at BSE.

BSE is a Leader In Me school and we are starting our sixth year as a grant school. Leader In Me is a school reform process that focuses on building leadership skills in our students, staff, and families. The focus is on leadership, culture, and academics. Leader In Me is based on the work of Dr. Stephen Covey, the author of the book *The 7 Habits of Highly Effective People*. The 7 Habits are: Be Proactive, Begin With the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to Be Understood, Synergize, and Sharpen the Saw. We will have family events throughout the school year that will focus on teaching our community about Leader In Me. We hope you'll join us for these fun evenings!

We believe our BSE students are career and college bound. We ask for your support in reinforcing this message with your child. It is our goal for all of our students to work hard, achieve much, and set goals that will enable them to be leaders in our community. We have set high academic and behavioral goals and we work together with our families to do the best we can for all of our students.

Our goal is to be strong communicators with our BSE families. Please do not hesitate to contact us at any time with any questions or concerns that you may have. We encourage our families to be a part of the daily happenings at BSE and we welcome you to our building. Our district website is www.usd204.net. Just choose Bonner Springs Elementary and select the links that interest you. We also communicate daily on social media through Facebook.

We welcome your support, your ideas, and your input. Please stop in anytime to talk with us about questions, share ideas, express concerns, or just visit. We look forward to having you as our partner in providing the best education possible for your child and all of our children.

Welcome to the BSE family!

Forever Brave!

Shannon Harrelson Principal
Stefani Dreiling Assistant Principal

Bonner Springs Elementary Information/Procedures

Mission Statement

Brave Enough to Choose the Path; Brave Enough to Lead the Way

District Mascot:

Brave

District Motto:

Forever Brave!

District Colors:

Orange and Black

Our Commitment to BSE Families

- We will do our very best to ensure that the needs of all our children are being met so that every child has the opportunity to achieve his/her personal best.
- We will provide a safe, caring, positive climate so that students are able to make progress toward achieving their learning and behavioral goals.
- We will communicate with all staff, students, parents and the community so that we function as one learning community.
- We will take pride in all of our accomplishments.

Our Expectations of BSE Students and Families

- To respect others and model our building character traits
- To work together to make it possible for everyone to learn and grow.
- To be at school on time and ready to learn.
- To support our school and attend school functions and activities.
- To work hard and be the very best we can be.

School Wide Discipline

The expectation is that all students will follow our school wide discipline procedures so that learning and teaching can take place and all students are safe. Students are expected to be respectful of other students, staff, and the school itself. Any staff member has the authority to address misconduct.

The Leader In Me

BSE is in year 6 as a grant recipient for the Leader In Me program which focuses on building student leadership skills. Throughout the school year, we will continue to implement the 7 Habits of Happy Kids.

- **Habit 1 - Be Proactive**

You're In Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

- **Habit 2 - Begin with the End in Mind**

Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

- **Habit 3 - Put First Things First**

Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule and follow my plan. I am disciplined and organized.

- **Habit 4 - Think Win-Win**

Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

- **Habit 5 - Seek First to Understand, Then to Be Understood**

Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

- **Habit 6 - Synergize**

Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

- **Habit 7 - Sharpen the Saw**

Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

BIST - Behavior Intervention Support Team

BSE follows the procedures and routines of the BIST protocol. The BIST program focuses on early intervention and provides grace and accountability for all students. This means that we as a staff accept students unconditionally and provide the amount of support they need to change their behavior. Accountability means students accept responsibility for their behavior.

At BSE it will never be acceptable to be harmful or disruptive. We focus on three Life Skills:

- I can be OK, even when others around me are not OK
- I can do something even when I do not want to

- I can manage an overwhelming feeling

BSE staff follows Steps for Accountability in all classrooms. If a student is struggling with a Life Skill or needs a restart, they move to a Safe Seat and regroup. If they continue to struggle, they move to the Buddy Room in their pod/area where they complete a Think sheet, process with the instructor, and regroup so they can return to their classroom. If they continue to struggle, the office is the next appropriate step.

Think Sheet

Safe Seat - located in all classrooms, including Music, PE, Art, Media Center, and cafeteria where students can work quietly. Students can choose to move to this location or be asked to move by an adult. Length of time a child spends in these locations depends on the child's behavior and teacher discretion.

Buddy Room - used if a student is in need of leaving his/her classroom because he/she is not working quietly in the Safe Seat or is in need of being removed from the classroom for a “break”. A Buddy Room is a Safe Seat in another classroom. A student will be sent with a Think Sheet and Buddy Room Checklist letting the Buddy Room teacher know how long the student will be in the room as well as what he/she is expected to accomplish while there.

Office - used if a student is not safe or productive in a Buddy Room, is repeatedly having to use the Buddy Room, or makes a severe behavior choice.

Hall Expectations

- Walk quietly on the right side of the hallway.
- Keep hands and feet off of walls.

Restroom Expectations

- Use the bathroom quietly and quickly.
- Always flush the toilet after use.
- Always wash hands after using the bathroom.
- Put trash in the trash can.
- No school supplies (pens, pencils, markers) allowed in the restrooms.

Lunchroom Expectations

- Students walked to and picked up in the cafeteria by classroom teacher.
- Quiet talking and calm bodies.
- Students pick up their trash and throw away trays after eating.
- Students remain seated until dismissed from the cafeteria.

Recess Expectations

- Use all playground equipment in the way it was designed to be used.

- Regular rules followed for all games. If arguing over a game those students arguing will be removed from the game.
- All play stops when the whistle is blown at the end of recess.
- No jumping or standing in swings.
- Rocks, wood chips, snow remain on the ground.
- Go down slides feet first.
- Students escorted to recess by grade level teachers.
- Only school equipment allowed during recess time.
- Problems on the playground are brought to the attention of the teacher on duty.
- Safe and respectful behavior.

School Day

The school day starts at 8:30 AM and ends at 3:40 PM. Students are not allowed into the building until 10 minutes before the start of school and should not arrive before 8:00 AM. Supervision staff reports at 8:00. Before 8:00, students should remain in your car. All students receive a no-cost breakfast in their classroom. If students arrive after 8:25, they need to report to the office and pick up a tardy pass before going to class.

Car Riders

All car riders in the morning are dropped off in front of the building at the front doors at the South end of the building. Please pull your car all the way forward to the BSE sign. Car duty staff will help students out of cars in the morning and will assist with putting them in cars in the afternoon. Stay in your car and continue to move forward.

Multiple car riders (2 or more students riding home together) will pick up in front of BSE using Neconi street. **Please do not park on the East side (residential side) of Neconi and walk across when picking up your student. For student safety, we will not allow students to cross the street in traffic.** Pick up for single car riders will be in the back of the building using the access road. Enter on the West end (closest to Skate Park) of Shadyside Ave to enter the access road. The Gate will be opened at 3:30 PM. NOTE: Busses will be using the South Parking lot, this will NOT be available to drop off or pick up students at arrival or dismissal.

Bus Riders

Buses will drop off and pick up students at the south doors by the Red Pod. Bus riders enter the building through the Red Pod south doors with staff supervision. In the afternoon they are escorted to buses through the Red Pod in the south parking lot.

Walkers and Bike Riders

Many of our students walk to and from school or ride bikes. All walkers and bike riders enter the main front door in the morning. Bikes are parked in the bike rack at the north end of the building by the cafeteria. Walkers and Bike Riders are dismissed from the cafeteria in the afternoon.

They are not released until the line of cars for pick up have moved past the cafeteria entrance for student safety. We encourage all of our bike riders to wear a helmet.

School Safety

All doors at BSE are locked at all times. There is a buzzer on the front door to the far right. All visitors must ring in for admittance into the building. All guests must sign in at the office when arriving, wear a visitor badge, and sign out when leaving.

Pick Up/Return Students to School

All students must be signed out of the office by their parent/guardian. Students will be called to the office when the parent arrives.

Transportation Changes

If you are changing your child's normal transportation, you must call the office or send a note to the office by 3:00 PM. The office will make a Transportation Change and it will be delivered to your child. Staff will follow the regular routine without parent notification of a transportation change.

Bus Transportation

Information on routes, times, etc. may be obtained by calling the Transportation Office at 913-441-2493 or emailing elmerd@usd204.net.

Homework

Parents can expect all grade levels to assign some type of homework. Homework includes reading logs and math fact practice.

Lunch Schedule

11:00-11:30 - 2nd Grade

11:15-11:45 - Kindergarten

11:30-12:00 - 1st Grade

12:00-12:30 - 3rd Grade

12:20-12:50 - 4th Grade

12:30 - 1:00 - 5th Grade

Evening Activities and Programs

Throughout the school year we will have family nights, leadership events, music programs, and other special events. You will receive information about these through newsletters, our district website, PTO, and your child's teacher. Students who are absent for illness or serving an out of school suspension cannot attend evening programs or activities.

Parent Conferences

Conferences are scheduled twice a year, October and February. Students are a part of the conference at BSE and parents are encouraged to bring their students with them to the

conference. Appointment times and additional information will be sent home prior to the conference dates. A monthly calendar will be sent home (electronic or paper if requested) that will include all special events.

Class Parties

Three parties are scheduled throughout the school year. Halloween, Winter Holiday, and Valentine's Day. All parties start at 2:30. Parents can sign up with their child's teacher to help bring treats. Treats are to be store bought and individually wrapped.

Visitors/Guests to the Building

All visitors must sign in at the office and wear a visitor badge. If you would like to eat lunch with your child, please make arrangements with the school office 24 hours prior to the visit. We encourage parents to visit during lunch to lessen disruptions to learning and instruction. All visitors must sign out when they leave the building.

All volunteers, who work in a classroom, consistently throughout the school year will need to complete a background screening before being a volunteer. Once approved, it is valid for 3 years. Contact the building secretary for information.