Name of Handbook:	Elementary Staff Handbook		
Building / Department:	Freeman, Nelson, Oatville, Prairie, Rex, Ruth Clark		
Page of Handbook	**Current Verbiage of Handbook**	**New / Proposed Changes to Handbook**	**Additional Notes**
4	Motto: Relentless pursuit of excellence"	remove	The district does not have a Motto listed on their website.
4	Mission Statement: The mission of the Haysville Public Schools is the relentless pursuit of excellence.	"Relentlessly pursuing excellence."	To match Mission statement on the website
4	Vision: To equip learners with 21st Century Skills to achieve excellence in a conitually-changing world.	Vision: Haysville Public Schools is committed to preparing all students to achieve success through diverse and interactive learning experiences.	To match the Vision listed on the website
4	**We believe to accomplish the mission and vision: student success comes first learning is enhanced in a safe and caring environment students need rigorous, relevant and world class curriculum exploration, collaboration, and innovation are essential**	**Student Engagement Haysville Public Schools will ensure every student has access to an innovative and robust learning experience from birth through graduation that prepares all students to successfully navigate the workforce or post-secondary opportunities. provide all students access to curricular and extra-curricular learning opportunities outside of the traditional classroom. These opportunities include, but are not limited to, academic events, career and technical student activities, athletics, school clubs, and the arts. Resources Haysville Public Schools is committed to focusing resources that will provide students and staff with an environment that is safe and conducive to learning. "Culture In an effort to promote a positive culture, Haysville Public Schools will provide a student-centered learning environment focused on building relationships that promote a positive school experience for all students. work to maintain a positive culture that is welcoming to all members of the community. Community Engagement To ensure community engagement Haysville Public Schools will communicate to all stakeholders in a timely and effective manner. utilize a variety of resources to celebrate the accomplishments of students and staff."**	Changed these to match our District Strategic Plan
4	The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints," page 17. The board shall hire employees on the basis of ability and the district's needs.	**update to: The School District does not discriminate on the basis of race, color, national origin, age, sex, disability, or military status, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Haysville Public School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent for Personnel, Gillian Macias, 1745 W. Grand, Haysville, KS 67060, 316-554-2200.**	District Policy update to match what is on the website
4	Staff Names – Refer to District Website Committee Assignments - Contact School Office Site Council Members – Contact School Office	**remove**	
5	Exit Outcomes		
5 Curriculum		**Pacing Guides**	
6	See "Copying and Duplicating," page 29.	**page 30.**	

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6	pupil service teacher	**special education teacher**	
6 Lesson Plans			
7	Pre-Kindergarten through 5th grade	Kindergarten through 5th grade	PK does not attend library
7	The following types of materials are included in the media-center collection: books, videos, casette tapes, transparencies, flat pictures, and kits	remove	outdated
10	Obtain a facilities usage form from the office	Obtain facility usage information at https://haysville261.gofmx.com/login	
10			
11	curre Reimbursement may be made up to, but not to exceed the following amounts: daily in-state allowance of up to $50 and out-of-state allowance of up to $60. In addition, tips up to 25 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages. Receipts for reimbursements must be filed on the district approved form.	Claims for reimbursement may be made up to, but should not exceed, the following amounts: The daily in-state allowance is $50 per day. The daily out of-state allowance for meals during out-of-state conferences shall be $60.00 per day. In addition, tips up to 25 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages. Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.	Update to current BOE Policy
22		Field trip Request Form	Update to link the current form to the document
24	Personal long-distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.	Remove	
24	When sending students to the health room please fill out the Referral Slip with first and last name, teacher, grade, date, and reason for referral. This information is very important, especially when the child is young and cannot accurately relate these facts. Refer to Appendix H for the Health Room Referral Form. If, in the opinion of the health clerk or nurse, the child should be sent home, notification will be made to the office and teacher(s) as follows: Notify by written note to the office and teacher(s). When a student is referred to the doctor for diagnosis of a suspicious condition, the principal and teacher are to be notified that day by a written note from the health room.	***When sending students to the health Room, please communicate throughout your buidling wide expectations the reason for the referral. See Appendix H for the Health Room Referral Form. If, in the opinion of the health clerk or nurse, the child should be sent home, notification will be made to the office via a phone call. The office will notify the teacher,***	

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29	Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.	*remove*	district provided Chromebooks for students
Appendix A	Request for Leave	Aesop	Staff use AESOP to request leave
Appendix B	Appendix B Employee Accident Report Form	***Accident Reporting Forms from Shared Drive***	Update to new forms
Appendix C	Field Trip Request Form Appendix C	Field Trip Request Form from shared drive	Update to new forms
Appendix H	Animals in the Clasroom Appendix H	Animals and Plants in the school policy shared drive	Update to new policy
Appendix R	SRP	School Response Protocol	Add the photo to the page