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1	Mr. Jeff Hersh Superintendent Mr. Craig Ryan Asst. Superintendent, Finance Mrs. Gillian Macias Asst. Superintendent, Personnel Mrs. Jennifer Reed Asst. Superintendent Learning Services Ms. Angie Karraker Director of Special Education Ms. Penny Schuckman Director of Grant Writing and Professional Development Mr. BJ Knudson Executive Director of Maintenance Mr. Justin Bloomer Transportation Director Mrs. Gina Lee Director of Food Service Mrs. Adia Ludwig Communications Director CENTRAL ADMINISTRATION PHONE NUMBERS Superintendent's Office 554-2200 Curriculum Office 554-2205 Business Office 554-2201 Learning Services 554-2206 Information Services 554-2203 Special Education 554-2222 Central Supply & Maintenance 554-2210 Transportation 554-2213 Food Service – Director 554-2219 BUILDING ADMINISTRATORS Mr. Shane Seeley 554-2236 Campus High School Mr. Jeremy Winter 554-2231 Alt. High / Charter School Mr. Jarrod Craig 554-2251 Haysville Middle School Mrs. Nicki McMullin 554-2370 Haysville West Middle School Mrs. Toni Haight 554-2265 Freeman Elementary Mrs. Jenny King-Reid 554-2273 Nelson Elementary Mr. Shane Paulus 554-2281 Rex Elementary Mrs. Natalie Lightcap 554-2290 Oatville Elementary Mrs. Savannah Wright-Fox 554-2350 Prairie Elementary School Mrs. Carla Wulf 554-2333 Ruth Clark Elementary Mr. Craig McDaniel 554-2324 Tri-City Day School	**OTHER CONTACTS** **District Office: 554-2200** **Early Childhood Center: 554-2233** **Food Services: 554-2219** **Latchkey: 529-5922** **School Based Health Clinic: 554-2317** **Special Education Office: 554-2222** **Transportation Office: 554-2213** **CONTACT INFORMATION** **Freeman Elementary 7303 South Meridian Haysville, KS 67060 316-554-2265** **Nelson Elementary 245 Delos Haysville, KS 67060 316-554-2273** **Oatville Elementary 4335 S. Hoover Wichita, KS 67215 316-554-2290** **Prairie Elementary 7101 S. Meridian Haysville, KS 67060 316-554-2350** **Rex Elementary 1100 West Grand Haysville, KS 67060 316-554-2281** **Ruth Clark Elementary 1900 W. 55th Street South Wichita, KS 67217 316-554-2333**	Removing staffing name and using the department name, phone number and adress only. Updates will only be needed if phone numbers or addresses change
1	Mrs. Natalie Lightcap	TBD	
1	Mrs. Carla Wulf	Mrs. Kaitlin Zimmerman	
2	Motto: Relentless pursuit of excellence"	remove	The district does not have a Motto listed on their website.
2	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
2	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

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2	**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
3	**Age Requirement for admission to school**	**Admissions Requirements**	
3	August 31, 2024	August 31, 2025	
3	August 31, 2024.	August 31, 2025	
3	August 31, 2024.	August 31, 2025	

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3	ANIMALS AND PLANTS IN THE SCHOOL Animals in the Classroom Kansas Department of Health and Environment Regulations Animals in Kansas Schools: Guidelines for Visiting and Resident Pets Introduction 1 Animals that are Unacceptable for School Visits 1 Special Conditions for Specific Animals 2 Suggested Animals for Use in Schools 3 General Guidelines for Animals that are Permitted to Visit Schools 3 Proper Restraint of Animals 4 Student Contact with Animals 4 Handling and Disposal of Animal Wastes While on Student Campuses 5 Humane Treatment 5 Conclusion 5 Further Information 5 Appendix: National Science Teachers Association Guidelines for Responsible Use of Animals in the Classroom 6 National Association of Biology Teachers Position Statement: The Use of Animals in Biology Education 7 Handwashing Instructions 8 Acknowledgement: This document was adapted from guidelines developed by the Alabama Department of Health Introduction The purpose of these guidelines is to provide information to promote safety for instructors and students when animals are brought into the classroom. Animals are part of our daily lives; they can be used effectively as part of our daily lives; they can be used effectively as teaching aids, and the positive benefits of the human-animal bond are well established. However, the special situation of classrooms necessitates certain safeguards. Inadequate understanding of animal disease and behavior can lead to unnecessary risks for children and animals alike. These guidelines are designed to promote a better understanding of: 1. Which animals may represent a health hazard and are not safe to bring in classrooms at all; 2. Health considerations when handling animals which have the potential to transmit disease; 3. Safety precautions for introducing animals into classrooms; 4. How to properly handle animal wastes to limit the spread of disease from animals to humans. Regulations concerning animals in licensed day care facilities are found in K.A.R. 28-4-131. Animals that are Unacceptable for School Visits 1. Wild animals Defining a “wild” animal is difficult and subjective. For the purposes of these guidelines, a wild animal is any mammal that is NOT one of the following: a. Domestic dog b. Domestic cat c. Domestic ferret d. Domestic ungulate (e.g., cow, sheep, goat, pig, horse) e. Pet rabbit f. Pet rodent (e.g., mice, rats, hamsters, gerbils, guinea pigs, chinchillas) Wild animals pose a risk for transmitting rabies as well as other zoonotic diseases (i.e., diseases which can be transferred from animals to humans) and should never be brought into schools or handled by children. In Kansas it is unlawful to possess skunks, foxes, raccoons, and coyotes as pets (K.A.R. 28-1-14). Wild animals’ behavior also tends to be unpredictable. A wild animal that has been raised in captivity is still a wild animal.	Individuals wanting to bring animals or plants onto school grounds or into the classroom must obtain prior permission from the building principal to ensure compliance with Board of Education policies.	

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3	When a student is absent, parents should telephone the proper school office before 9:00 a.m. to report the absence. Your fullest cooperation is solicited in notifying the school ofyour child's absence: Freeman 554-2265, Nelson 554-2273, Oatville 554-2290, Rex 554-2281, Ruth Clark 554-2333, and Prairie 554-2350 when your child is to be absent. Attending school every day will help children as they progress through their academic careers. Helping your child get to school on time every day is an important way you can promote your child's academic success. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school (see statute below).	Please notify the school of your child's absence by 9:00 a.m. the day of the absence. If we are not notified, you will receive notification that day of the child's absence. This is to ensure the safety of the child. Attending school every day will help children as they progress through their academic career. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school See Appendix B. pg TBD	
3	K.S.A. 72-3121 (c) (1): Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.	remove	Already listed on page 6-8
3	**Freeman 554-2265, Nelson 554-2273, Oatville 554-2290, Rex 554-2281, Ruth Clark 554-2333, and Prairie 554-2350 when your child is to be absent**	remove	All phone numbers are already listed in the document on page 1
4	Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.	remove	
4	keep student	keeps a student	grammar
4	All absences which do not fit into one of the above categories would be considered unexcused absences.	remove	
6	In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.	Remove	Secondary not applicable to an Elementary Handbook
9	Field trips, an integral part of the curriculum, are permissible and authorized by the Board of Education. All field and school trips must have the approval of the principal and come within the administrative rules and regulations established by the superintendent. It shall be the responsibility of the principal to see that every teacher or sponsor of a field trip or school trip exercises the kind of control, which will minimize the hazards of travel and maximize the safety of students while on the trip. All school trips shall have a school official in attendance. In order to help safeguard those in our care, the Haysville School District conducts criminal background history checks on all school employees and volunteers. This includes parents who are supervising on field trips.	Field trips are an essential part of the curriculum and authorized by the Board of Education. All trips must be approved by the principal and follow the superintendent's administrative guidelines. Teachers and sponsors are responsible for maintaining control to ensure student safety. A certified staff member must be present on all trips. To protect students, the Haysville School District conducts criminal background checks on all employees and volunteers, including parents supervising field trips.	

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9-10	The Board of Education reaffirms its position that homework is an important and meaningful part of the educational program in all district schools. The Board stated that homework be fair, reasonable and relevant, yet never be so extreme as to dominate the students' out-of-school time. According to the Board, there should be time for students to have the opportunity for school activities, family and friends, and community involvement. The following guidelines will be observed by all teachers in USD #261. 1. Homework assigned should have a definable objective and enhance the learning of the students. 2. If required homework is due the next class period, adequate classroom time should be provided for the students to begin the assignment. 3. Longer homework assignments (ones which could not feasibly be finished in half an hour by the average student in that subject) should be planned and pre-announced so that the students can arrange their out-of-school time to complete the assignment. 4. No one subject should tend to dominate the students' study time regularly, unless in a remedial way. The students' time should be balanced between academic subjects they are studying. To aid this practice, the teachers should be aware of academic loads their students are studying and be generally aware of which subjects tend to have heavier homework assignments. 5. All teachers should discuss homework philosophies and practices early in the course. 6. All teachers should consider and implement optional enrichment homework assignments or plans, encouraging students to extend their learning. 7. Homework should be personalized to meet individual student differences in learning styles, backgrounds, and skill levels. 8. Homework assignments should be personally and promptly responded to by teachers either verbally or in writing. 9. Homework should be an outgrowth of the course and never a disassociated assignment. 10. Homework should never be used in a punitive way. 11. When students have been absent, teachers should allow a reasonable amount of time for completion of assignments.	Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.	Change to match BOE Policy
10	for the 2024-2025	at each elementary school for the 2025-2026	
10	contact Jill at (316) 529-5922 (Haysville Activity Center)	Contact the Haysville Activity Center at (316) 529-5922.	
10	; each participant must register in advance, space is limited. The enrollment fee plus the first week's fees is due at the time of registration. L	remove	information available at the HAC or on their website
10	Hours of Operation : 6:30 - 8:15 AM and 4:00 - 6:00 PM FEES: (as established by the Haysville Recreation Department) Enrollment fee: $35.00 per child AM or PM ONLY$40 Both AM and PM$50	remove	information available at the HAC or on their website
11	Any school parties or projects must be approved first by the building principal. If parents bring refreshments to school for birthday parties, it is desirable that contact be made with the teacher to establish a time most convenient for his/her schedule. Training in manners and social graces should be a part of the activity.	All school parties and projects require approval. Parents bringing birthday refreshments should coordinate with the teacher ahead of time to find a convenient time.	
11	discouraged from bringing	not allowed to bring	
11	Cell phones, pagers, electronic games, and other electronic devices are not allowed to be brought to school by students.	remove	Contradictory to the new policy in the handbook,: All students are required to turn off and place all "Personal Devices" in their backpacks upon arrival at school. These devices may only be retrieved and used after students have exited the building.
11	Clothing which alludes to drugs, sex, violence, or alcohol will not be allowed to be worn at school.	Clothing should adequately cover and cannot depict or alludes to drugs, sex, violence, or alcohol.	
12	Textbook Rental		Only change if fee prices change

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13	Parents should feel free to call the school concerning any matter dealing with their children and the school. The office telephone is for conducting school business. Only in very special cases will students be called from their classrooms to answer a telephone call directed to them. Also, only in cases of serious need will students be allowed to use the phone, as such practice interferes with conducting school business in the office. Many of these calls can be averted if the child and parent will discuss plans for that day before the child leaves for school. If a parent wishes to contact a teacher or student by telephone, the best approach would be to have the person who answers take a number and name and have the teacher of the student call back at a convenient time. In this manner, classroom instruction will be least interrupted. In some instances, the person who answers may convey a message to the teacher of the student and eliminate disruption of the instructional program.	Parents are encouraged to call the school with any concerns regarding their child. To minimize disruptions, messages for teachers or students will be taken, and they can return calls at a convenient time. In some cases, a message may be relayed to the teacher or student without interrupting instruction. Students will only be called from class for urgent matters and may use the phone only in cases of serious need, as frequent use disrupts office operations and disrupts the learning environment. Many calls can be avoided if parents and children discuss daily plans before school.	
13	Parents are welcome at school and are encouraged to visit often.	Parents are always welcome and encouraged to visit the school. To minimize disruptions to student learning, teacher appointments should be scheduled in advance.	
13	In addition, if parents desire a conference, please call the school so that a mutually agreeable date and time can be arranged.	Remove	
13	developed	develops	

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18	Haysville Unified School District #261 must comply with the Public Regulations regarding the control of communicable diseases. Public Health Regulations for the Control of Communicable Diseases: No person having an infectious or contagious disease shall be admitted to any public, parochial, or private school, or in any other public place. A child who has any of the following diseases shall be excluded from school, other public places, and contact with other children until a written release is obtained from: Wichita-Sedgwick County Health Department (1) Whooping Cough (2) Diphtheria (3) Meningitis (4) Typhoid Fever (5) Smallpox (6) Tuberculosis (7) Any unusual disease Either the Wichita-Sedgwick County Health Department or from a private physician Streptococcal infections, including strep throat: Excluded until 24 hours after appropriate antibiotic therapy has begun or for duration of symptoms, if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy may cause permanent damage. Ringworm : Students may attend school if receiving treatment but should not participate in athletic activities involving skin-to-skin contact until skin lesions are completely healed. For the following diseases, no health department release is necessary; however, the child shall be excluded from school, all other public places, and contact with other children according to the following regulations: Measles: Excluded until 4 days after rash appears. Unvaccinated students who were exposed must receive the MMR vaccine within 72 hours of exposure or the student will be excluded from school for 21 days from the date of exposure. Chickenpox: Excluded until every little spot is crusted/scabbed over. Unvaccinated students that were exposed must receive the varicella vaccine within 72 hours of exposure or the student will be excluded from school for 21 days from the date of exposure. Mumps: Excluded for nine (9) days from onset of symptoms and five days following the onset of swelling. Unvaccinated students that were exposed will be excluded from school from day 12 to day 25 after exposure. Rubella: (German Measles): Excluded until seven (7) days after appearance of rash. Unvaccinated students who were exposed will be excluded from school for 21 days from the date of exposure. Pinkeye: Infected children are not required to be excluded from school. Infected children should be allowed to remain in school once any prescribed therapy is implemented, unless their behavior is such that close contact with other students cannot be avoided. Scabies: Students shall be excluded from attending school until 24 hrs. following initiation of appropriate antiparasitic therapy. Pediculosis (Head Lice): A student with lice may finish the school day once identified. To be readmitted when free of lice. Impetigo: Excluded until 24 hours after beginning antibiotic treatment. A child may be excluded for an additional period of time if the principal or other school personnel designated by such feel it is necessary for the child's protection or for the protection of the other children. Certification by a licensed physician that a child does not have a communicable disease after having been suspected by non-physician personnel of having such disease requires re-admittance.	Exclusion Policy	Replace with the approved Exlusion Policy

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18	Dispensing of Medication School nurses, health aides or school personnel designated by such do not administer medications of any kind except to students on continued medication who have specific orders from their physicians or dentists. These medications must be in prescription containers for a specific student for who the medication was ordered, and be accompanied by a medication form or prescription from the student's physician or dentist and a medication form signed by the legal guardian(s). It is the lawful custodian's responsibility to assure that the medication and dosage in the container is the same as is described by the label. The lawful custodian can call the doctor for instructions for medication to be given at school and have the doctor's office send the written instructions to school. This written statement will be kept on file at the school for the duration of the stated treatment. Long-term treatment shall be updated annually. A change in medication dosage requires a new written notification with the attending physician's signature. The medications must be kept in a locked cupboard and administered by the school nurse, health aide, or school personnel designated by such. The administration of non-prescription (over the counter) medications shall not be dispensed by school nurses, health aides, or school personnel designated by such unless: An OTC medication form is completed and signed by the guardian. Medication is provided in the original container. Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order. Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required. Medications that are permitted for self-carry include epinephrine auto injectors, inhalers, and supplies/medication for diabetes. *Aspirin and homeopathic medications will continue to require a physician order The doctor or dentist and legal guardian(s) should understand that the school will only be custodians of the medications, and are not to be liable for the student appearing at any specific times to take the medications. E. The school nurse, health aide, or school personnel designated by such will keep a written or digital log concerning the dispensing of designated medication. F. At no time are students, pre-school through twelfth grade, allowed to have any kind of medication, including non- prescription (over the counter) medicines, on their person, in purse, in locker, or on school premises except when enroute to the health room or leaving school. G. Students may self-carry medications if the following conditions are met: The physician must provide an order advising the student has demonstrated the ability to self-administer and carry medication. Student must complete a medication review form with the school nurse demonstrating they understand the purpose of the medication, the dose of the medication, and when to administer the medication. The parent must provide written permission for the student to self-carry the medications. Medications that may be self-carried include emergency medications such as inhalers and EpiPens, and medication to manage diabetes. H. Any student found with medications, including non-prescription (over the counter) medication not taken to the health room, will receive disciplinary action from the school.	Medications Policy When medication needs to be administered at school, the following guidelines must be followed: • Prescription Medications: A written order from the prescribing healthcare provider is required for any prescription medication to be administered at school. The medication must be provided in its original prescription bottle from the pharmacy. • Over-the-Counter Medications: Parents must grant permission for over-the-counter medications by completing a Request for Medication Administration form, which can be obtained from the school nurse. The form includes a medication policy that must be followed, and a written note on any other paper will not be accepted. Parents are responsible for providing the medication in its original container. All medications will be stored in the health room and administered by school health staff. Any improper use, abuse, or distribution of medications, whether prescription or over-the-counter, may result in disciplinary action. Students are not allowed to carry medication while at school, and medications to reduce fever will not be administered. The school nurse or administrator has the authority to deny the administration of any over-the-counter medication if deemed inappropriate for the student. • School nurse or Health Aid: will keep a written digital log concerning the dispensing of designated medication • Any student found with medications, including non-prescription (over the counter) medication not taken to the health room, will receive disciplinary action from the school. Self-Administration of Emergency Medication Students may self-administer emergency medication for conditions such as, inhalers, EpiPens, and medication to manage diabetes, provided they meet all requirements of the school's plan. This includes a physician's order signed by the student's physician, parent provides written permission for their child to self-carry, and the student can demonstrate the ability to self-administer and self-carry. The student has to be trained in self-administering the medication and understand that any violation of this agreement may result in the loss of this privilege. Contact your school nurse for questions.	Updated

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20	Student Health Services	remove	duplicate
21	**FREEMAN – 554-2265 PRAIRIE – 554-2350 NELSON 554-2273 OATVILLE – 554-2290 REX – 554-2281 RUTH CLARK – 554-2333**	remove	listed on pg 1
21	2024-2025	2025-2026	In the paragraph
22	2024-2025	2025-2026	#4
22	mentioned above, as of May 5, 1994,	remove	
22	2024-2025	2025-2026	#5
22	Effective August 2, 2024	Effective August 2, 2025	#6
22	In addition to the required immunizations mentioned above, as of May 5, 1994,	Remove	Under Physical Assessment
22	see appendix pg. 45	SBHC Add SBHC website	Move school based health clinic form from pg 48 to this heading
23	The district provides special education classes and support services available for children who need a more specialized curriculum. These classes include all special education categories and related services specified by Kansas Law. At each building, student intervention or pre-assessment team meets when a student is having difficulty. Initiation of team action is a result of teacher referral, parent referral or school-wide screening procedures. In pre-assessment, the classroom teacher and the pre-assessment committee work on a consultative and supportive basis to specifically identify the student's educational problem and decide if the student should be referred for comprehensive evaluation. The evaluation is multidisciplinary, that is, conducted by professionals qualified to assess areas of concern. Input from parents and other appropriate non-school personnel will be sought to obtain a comprehensive view of the student. No student is identified as exceptional or recommended for placement until the multidisciplinary team has documented that the student has been presented with learning experiences that are appropriate for his/her age and ability levels; and that potential for learning has not been achieved in the regular education environment.	Special Services are here to provide support to families and students in the Haysville community. Students will be provided with sound academic opportunities to facilitate their developmental, emotional, social, and vocational potential. It is our task to provide demanding programs appropriate for all levels of ability. Special education and related services are based upon a student's individual needs and are provided on a continuum. The goal of Special Services is to implement this philosophy into practice for students with disabilities and to ensure that children with disabilities receive a free and appropriate public education in the least restrictive environment.	Update per Angie Karraker
23	**Sedgwick Co. Health Department Days and Hours of Operation:2716 West Central Wichita, KS 67212 Mon, Tues, Wed & Fri 8:00 a.m. to 6:00 p.m. Thur 12:00 p.m. to 6:00 p.m. Children's Clinic (Call for an appointment)**	Sedgwick Co. Health Department (316) 660-7300	

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25	School Food Service is one of the nation's largest segments of the food service industry. The purpose of the School Food Service is: 1. To provide a nutritional meal. 2. To teach the importance of eating a variety of foods and develop sound eating habits. The first school food service operation in the United States began in 1853. The National School Lunch Act of 1946 established school food service as a vital part of the educational process. Haysville Unified School District #261 participates in the National School Lunch Program, which means the local, state and federal governments have established guidelines that must be followed to provide at least 1/3 of the students' daily dietary requirements. Freeman, Nelson, Oatville, Prairie, Rex, and Ruth Clark will be using the computerized WINSNAP program for accounting purposes for meals. When parents send money to school for milk, breakfast, or lunch, it will be applied to the student's account. Parents must request from Food Service to be notified when the account is low. If your child purchases school meals, please be sure there are adequate funds in their account for each day's meals. Students will no longer be allowed to borrow against their food service account when funds have been depleted. Meal account balances can be checked online using the parent component of the district's student data management tool, Power School. Please do not send your child to school without a lunch or money to pay for a lunch. This information can accessed online using student or parent passwords at the following internet address: http://www.usd261.net/public. Free and reduced meals are available to students. Application forms are available in all school offices. Extra milk and various other items may also be purchased using meal account funds. Students and adults will be charged full price for additional milk since there is no federal reimbursement for this item. BREAKFAST PROGRAM The price for breakfast for the 2024-2025 school year. PreK – Grade 5 -- $1.15 per day Extra Milk- - .30 cents per carton LUNCH PROGRAM The prices of lunches for the 2024-2025 school year Early Childhood – Grade 5 $2.60 er day Extra Milk 30 cents per carton Free and reduced meals will again be offered to students who qualify. Application blanks will be available during enrollment and also in all school offices. Principals and teachers from buildings will set the rules and regulations pertaining to the lunch room procedures. Lunchroom and noon recess paras are employed by the district to provide supervision of students.	The school district provides each student with the opportunity to participate in the school lunch program. An account must be created at myschoolbucks.com in order to add money to their child's lunch count. Free or reduced-price lunches are available for students who qualify under school district, state, and federal guidelines and regulations governing the program. Each student is allowed one free or reduced-price breakfast and one free or reduced-price lunch per day. Under the National School Lunch Program, schools must offer five food components: milk, fruits, vegetables, grains, and meats or meat alternatives. Students may decline up to two of these components but must select at least ½ cup of either a fruit or a vegetable. The remaining food components must be chosen in the quantities provided. Allowing students to decline certain items helps reduce food waste and gives them the opportunity to select foods they prefer to eat. However, it is important to remember that a school lunch provides approximately one-third of a student' s daily nutritional needs. The fewer items a student selects, the less nutritional benefit they receive. Therefore, while students have choices, we encourage them to take a full meal whenever possible. Lunch/Food Allergies or Intolerances Substitutions of food items may be made on a case-by-case basis only when supported by a completed meal modification form signed by a physician, physician assistant, or nurse practitioner. The parent or guardian may be asked to provide the substitute food item prescribed by the physician or recognized medical authority. Lunches for Students with Disabilities School Food Service Authorities are required to make meal substitutions for students with disabilities who cannot consume certain food items from the standard school menu, in accordance with Child Nutrition Program regulations. A child is considered to have a disability if they have a physical or mental impairment that substantially limits one or more major life activities. When a licensed physician prescribes a dietary accommodation, the student must be provided with appropriate food substitutions. Parents are encouraged to participate in planning their child's prescribed meals. Food service providers must offer these special meals at no additional cost beyond what is charged to non-disabled students.	Approved by Gina Lee:

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26-28	Bus transportation is provided to all children residing 2½ miles or more from their assigned attendance center within boundaries of Unified School District #261. The bus service is a privilege extended to each child as long as established rules of behavior are followed. Assignment of Bus: Each child will be assigned a bus number. This assignment is permanent and must be observed until changed by the school administration or transportation department. Reassignment may be made from time to time if requested by the parent for justifiable reasons, or by the school administration when necessary to balance or eliminate overloading. Pick Up and Discharge Points: Each bus stop is established by the administration in keeping with safety, loading, and schedule consideration. Students will load and discharge only at established stops. A minimum number of stops are established per route and will not be modified except by administrative action. It is obviously impossible to stop at every home or street. Behavior Rules and Regulations: The bus driver is responsible for behavior of the children on the bus. They must obey his/her requests cheerfully and promptly at all times in the interest of their own personal safety. The bus driver may at his/her option, assign seats to riders whenever warranted. The bus driver is required to report violations of established rules and regulations to the school administration for appropriate action. Several buses in the Haysville School district are equipped with video cameras to monitor student behavior. Please read the following BOE policy. JGGA Use of Video Cameras (See JR and JRB) The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information. The following established rules and regulations for bus riders will be enforced: Bus Stop: Be on time. Schedules do not allow for waiting. Under normal conditions, the bus will not deviate more than five minutes from its regular schedule. Walk to stops facing traffic where there are no sidewalks. Wait off the roadway in a quiet, orderly manner. Respect other people's property. Remain off the road and do not attempt to board the bus until it comes to a complete stop. Boarding the Bus: Wait for the driver's signal before crossing the street. Stay at least ten feet in front of the bus. Board the bus in a quiet, orderly manner. Go to your seat as quickly and quietly as possible without running or pushing. Riding the Bus: Be Safe Be Courteous Cooperate with the driver Proper classroom behavior is expected Keep the aisle clean Help keep the bus clean Do not damage the bus Fighting, hitting, pushing, and cussing are not allowed Food, drink, tobacco, drugs, and weapons are not allowed Unloading: Remain seated until the bus comes to a complete stop. Leave the bus quickly and quietly without crowding, shoving, or pushing. If crossing the street, do so at least ten feet in front of the bus. Wait until the driver signals before crossing, and then walk looking both ways before entering traffic lanes. Get off only at your regular stop unless permission has been given to exit at another. Disciplinary Action: Bus transportation will be provided for students to and from school for those students who qualify. Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. A copy of the bus discipline report will be sent home in each step. One or more of the	Boarding the Bus Boarding the Bus Students need to be at the bus stop at least 5 minutes prior to stop time. Never stand in the roadway If the student must cross the street to board the bus, do so only after directed by the driver and after the student has looked both ways before entering the street. If the student is on the same side of the street as the bus stop, wait back 10 feet from the roadway and approach the bus only after the door has been opened. Leaving the Bus Follow the bus driver's directions If the student must cross the road, only do so 10 feet in front of the bus, after the bus driver gives the hand signal, the student should then stop at the left corner of the bus and look to see if the road is clear of traffic. Always look carefully. Students will be subject to the school's behavior code while riding school buses. Parents are urged to help their children understand the importance of these rules as they relate to their personal safety. The rules apply any time the student is riding a school bus. The bus driver is in charge of all passengers while they are riding, loading, or unloading from the bus. They are responsible for maintaining safe conditions on the bus and for the safety of all, students are required to follow the driver's instructions promptly and cheerfully. · The bus driver is required to assign seats. · All passengers must remain properly seated: upright, facing forward and scooted back in their seat. · The aisle is to be kept clear of feet, back packs etc. · No items of a hazardous nature will be allowed on the bus. This includes, but is not limited to, glass, skateboards, animals, flowers, balloons etc. All sports equipment must be stored in school bags or backpacks. If these items are too large for the student to hold without depriving another of their seat, then the student must make other arrangements for transportation. · Students are not allowed to eat or drink on the bus. · Students are responsible to help keep the bus clean and safe for all passengers. · Damage to seats, or any other part of the bus will be paid for by the offender(s) and should immediately be reported to the driver. · Do not throw any object out of the bus window. · Do not extend arms, hands or other body parts outside the bus window. ·	Approved by Justin Bloomer matches the Transportation Handbook on the website

Name of Handbook:	Elementary Student and Parent Handbook
Building / Department:	Freeman, Oatville, Nelson, Prairie, Rex, Ruth Clark

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28-30	HUMAN SEXUALITY / AIDS EDUCATION PROGRAM A health program including human sexuality/AIDS education is being taught. The materials used in the health program, like all curricular areas, increases in both content and complexity in the upper grades. While the human sexuality/AIDS education materials are integrated within the total health program, your child's teacher will gladly share specific dates with you upon request. Approved videotapes and written materials presently being used for instructional purposes in human growth and development units are available for your viewing. Parents are encouraged to have your child participate in the Health Human Sexuality/AIDS Education classes. However, parents may choose to teach these sensitive areas to your child at home instead of in the classroom setting. In this case, contact the school for more information about the curriculum or opting out of the classes. Please send a letter to your child's teacher and the school office if you do not want your child to participate. Listed below are the state mandates for the Human Sexuality/AIDS Education Program for grades 4-5. In addition, please find the district's philosophy, goals, and considerations regarding the human sexuality program. STATE OF KANSAS MANDATES – SEPTEMBER 1988 Concepts and Skills (Grades 4-5) Positive Self-Esteem: (Appreciation of self and respect for others) Communication Skills: (Self expression and listening) Physical Growth and Development: (Life cycles, changes and adjustments) Emotional Development: (Characteristics that make people special) Personal Relationships: (Interacting with others) Sexuality: (Males and females – Acceptance as a healthy part of personality) Abuse and Violence: (Treating others in acceptable ways) PHILOSOPHY We believe: That the home is the primary provider for human sexuality education. Parents always have had that responsibility and the school in no way exists to assume that role. That the basic principles of school human sexuality education are based upon respect for individual dignity, worth, and privacy. That the school has a responsibility to provide accurate knowledge about reproductive anatomy and physiology and to teach those life skills, which help one to apply that knowledge to productive citizenry and life. That a school-based human sexuality program most appropriately belongs in a comprehensive K-12 health education program or in the related fields. That any school-based human sexuality program supports and affirms local community moral standards, but that no administrator, teacher, or resource person has the right to impose his/her values and beliefs on students. That, although the primary purpose of school-based human sexuality education is knowledge and life-skill development, schools do have responsibility to address current crisis concerns such as teen pregnancy, child abuse, and STD's including AIDS. That the study of human relationships should be treated with dignity and respect and that slang words or materials which present relationships in an irresponsible manner are not appropriate in a school setting. That any human sexuality curriculum taught in a school district should be approved and governed by that district's board of education through the administrative process. GOALS OF HUMAN SEXUALITY AND AIDS EDUCATION Human Sexuality and AIDS education is intended to: Enhance the self-esteem of all students. A basic tenet of human sexuality education programs is that youngsters must believe in their own personal self-worth. Acceptance of	Remove	Outdated and other distrcits do not include in their parent student handbook

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30	assure for	ensure	
31	Each school has developed plans to place students where the least likelihood of harm will occur.	Each school has a storm shelter and has developed plans to place students where the least likelihood of harm will occur.	Adding to the sentence the words in blue
31	tornados	tornadoes	spelling
32	building principal	the building principal	
33	Emergency Safety	https://docs.google.com/document/d/1-LXxUY528P4Up5lYymI9xQveNv-VaIU1dpC24v_f-Ak/edit?usp=sharing	Updated to newest policy
37-44	Appendix Q	Remove	Removed animals in the classroom from page 3
45	Handwashing Instructions Washing hands thoroughly and frequently avoids most contagious diseases. Thoroughly means: Wet hands with running water Pump soap into palms Rub together to make lather Scrub hands vigorously for 15 seconds Rinse soap off of hands Dry hands frequently means: After going to the toilet After petting or handling animals Before eating Before preparing foods	Remove	
appox pg 9		Add to the Handbook: General Education Intervention Team At each building, the General Education Intervention (GEI) team meets when a student is not making expected gains academically or behaviorally. Initiation of a team meeting is a result of teacher referral, parent referral or school-wide screening procedures. During the initial meeting, the classroom teacher and the GEI team work on a consultative and supportive basis to identify the student's specific need(s). The team will determine what interventions should be put into place, setting specific goals, and aligning data collection to assist with the need. Typically, after six to eight weeks of intervention and data collection, the GEI team will reconvene to discuss student progress and determine if the intervention is allowing the student to progress in the general education curriculum. If the student is not making adequate progress, the team will make a determination to either change the intervention or, if there is a suspicion of a disability, the student may be considered for a special education evaluation. The evaluation is multidisciplinary, that is, conducted by a team of professionals qualified to assess areas of the suspected disability. Input from parents and any information provided by parents from others will be considered as part of the comprehensive evaluation of the student.	Per Angie Karraker