# Negotiated Agreement

**Cover Page:**
~~2021-2022~~ 2022-2023

**Statement of Commitment to Professionalism Page**
~~Dr. Mike Clagg~~ Mrs. Gillian Macias
Assistant Superintendent ~~Haysville School District~~ for Human Resources and Student Services
316-554-~~2200~~ 2206

**Page 4:**
ARTICLE IV: PROFESSIONAL DAY

Section C. ADDITIONS TO THE DAY

Paragraph 1: Teachers may be required to attend evening meetings for the purpose of student hearings, parent conferences or where teacher involvement is necessary. Student hearings and conferences will be scheduled at mutually agreed times when possible. Every possible effort will be made to secure the mutual consent of all parties involved and as close to the contract day as possible. The Board recognizes that teachers have personal obligations during evening hours, and required attendance will be kept to a ~~minimum~~ maximum of five (5) evenings per school year (not including annual calendared parent teacher conference weeks).

**Page 6:**
ARTICLE V: TEACHER COMPENSATION

Section F: SALARY SCHEDULE

Paragraph 1: This salary schedule will be in effect for the current contract year.

***Remove 2021-2022 Salary Schedule (Insert 2022-2023 Salary Schedule)***

**Page 7:**
ARTICLE V: TEACHER COMPENSATION

Section I: HOMEBOUND INSTRUCTION/SUMMER SCHOOL INSTRUCTION/DISTRICT APPROVED INSTRUCTIONAL PROGRAMS

Paragraph 1: Any teacher who voluntarily agrees to provide homebound instruction shall be paid ~~$12.00~~ $16.00 per half-hour.

Paragraph 2: Any teacher who voluntarily agrees to provide summer school instruction shall be paid ~~$12.00~~ $16.00 per half-hour.

Paragraph 3: Any teacher who voluntarily agrees to provide instruction for district-approved instructional & activity programs outside the regular contract day shall be paid ~~$12.00~~ $16.00 per half-hour.

Paragraph 4: Any teacher who is requested by district-level administration to attend district-sponsored summer workshops or ~~attend~~ curriculum related conferences ~~work~~ outside of contracted time shall be paid ~~$15~~ $16.00 per half-hour (maximum of seven (7) hours per day).

**Page 8:**
ARTICLE V: TEACHER COMPENSATION

Section K: SUBSTITUTING FOR OTHER TEACHERS

Paragraph 1: Each teacher who substitutes for another teacher in lieu of a scheduled plan period shall be paid ~~$12.00~~ $16.00 per half-hour or portion thereof. This provision shall also apply in the event that, instead of hiring a substitute for an absent teacher, that teacher's students are combined with another class or other classes. If the absent teacher's students are divided among more than one class, the pay will be divided proportionally among the teachers involved. In case the assignment of students to other classes is for a duration longer than one hour, then the rate of pay will be multiplied as stipulated above.

**Page 9:**
ARTICLE V: TEACHER COMPENSATION

Section M: SUPPLEMENTAL SALARIES. This supplemental salary schedule will be in effect for the current contract year.

***Remove 2021-2022 Table of Percentages (Insert 2022-2023 Table of Percentages)***

**Page 13:**
ARTICLE VIII: LEAVES

Section A: SICK/PERSONAL LEAVE

(f) The days drawn from the bank are used for the personal prolonged illness of the employee, ~~or~~ the extended illness of a member of the immediate family~~.~~, or the sudden death of an immediate family member.

(h) The HEA will update the bylaws the governing committee uses to administer the Sick Leave Bank and send any changes promptly to the district and HEA representatives.

*All employees who like to continue their membership in the bank or any employee who would like to become a member in the bank during the ~~2021~~ 2022-2023 school year must donate one day to the bank for the ~~2021~~ 2022-2023 school year.

Section B: TEMPORARY LEAVE

Paragraph 2: Emergency Leave: Emergency leave may be granted by the building principal and/or the superintendent. To the extent possible, teachers shall give as much notice as possible in requesting emergency leave. Teachers shall make prior arrangements for a responsible person to notify the building principal and/or the superintendent of any emergency for which the teacher is unable to give notice. If a teacher does not desire to have a deduction made from his/her salary for any emergency leave without notice, he/she shall make application to the Board by filing a request with the superintendent within ~~10~~ 90 days following his/her return from such emergency leave. The request shall explain in full the nature of the leave and the reasons why the teacher is of the opinion his/her salary should not be docked or reduced. It is understood that such leave, if granted, may be deducted from the accumulated sick leave of the teacher.

**Page 16:**
ARTICLE X: TEACHER PROTECTION

Section B: MEETING OR HEARING

Paragraph 1: A teacher shall be given written notice at least 24 hours prior to any meeting that ~~could lead to or~~ involves discipline. This notice shall include the names of persons who will be present, and the reasons for a meeting or hearing where the teacher is required to appear before the superintendent for disciplinary reasons. The teacher may be accompanied, if prior notice is given to the administration, by a representative of the Association or another interested third party. ~~This third party may advise the teacher, but not participate actively in the meeting or hearing.~~ Following such meeting, a written summary of the matters discussed at the conference shall be read and signed by the teacher who shall receive a copy.

**Page 31:**
ARTICLE XXIII: DURATION CLAUSE

Section A: DURATION OF AGREEMENT

Paragraph 1: This agreement shall become effective as of July 1, ~~2021~~ 2022 and shall continue through June 30, ~~2022~~ 2023.

Paragraph 2: The policy set forth herein shall be included by reference in the contracts of all teachers employed by USD 261.

**Page 32:**
ADDENDUMS TO CONTRACT

Reopener: Based on mutual agreement of USD 261 and HEA, negotiations may reopen between October 21 and November 10, ~~2021~~ 2022.

COVID Days: For the 2022-2023 contract year, five (5) additional sick leave days will be added to all certified staff. These days are being added due to COVID leave in the 2021-2022 school year. This would exclude 1st year (2022-2023) employees to the Haysville School District.

Class Size: A committee of three (3) district administrators and three (3) HEA representatives shall analyze the issue of class size, look over current issues concerning class size, and present a recommendation to the Negotiation Team for the 2023-2024 Negotiations. HEA and the Haysville School District will choose their respective representatives. The committees will be formed within the next 30 days of contract ratification and have their first meeting within 60 days.

Reimbursement for Idaho State University Professional Development Hours: The district agrees to reimburse twenty-two (22) USD 261 certified staff members who submitted official professional development transcripts from Idaho State University and/or their affiliates. These twenty-two (22) individuals shall receive a one-time payment, not to exceed the total hours taken multiplied by $55.00 per hour. The district will not reimburse any other staff members for costs incurred enrolling in professional development hours. No individual will be allowed horizontal movement on the salary schedule for the professional development hours.

# EDUCATIONAL SUPPORT PERSONNEL HANDBOOK
# HAYSVILLE USD 261

**Cover Page:**
"Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Gillian Macias, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: gmacias@usd261.com"

**BOE Approved**
~~**May 2022**~~ **March 2023**

## GENERAL EMPLOYMENT PROVISIONS

### A. Application for Employment and Interview

1. An on-line application form must be filed with the ~~Office of Personnel Services~~ Human Resource Department. Applications are kept in the active file for one year.

### B. Employment Procedures

#### 1. Process New Employee

a. All new employees will be required to furnish the ~~Personnel Office~~ Human Resource Department with the following:

b. The ~~Handbook for Support Personnel~~ Educational Support STaff Handbook will be reviewed with all new employees, and a digital copy of the handbook will be available to them.

#### 8. Transfers

a. Administrative Transfers
Transfers of personnel may be made by the ~~Personnel Office~~ Human Resource Department or the employee's supervisor whenever the best interest of the school or the department is served by the transfer.

b. Employee Requested Transfer

After the application has been received by the ~~Personnel Office~~ Human Resource Department, the employee may be interviewed for a position vacancy.

#### 3. Annual Leave

**Sick Leave Bank**

8. The governing committee will set guidelines for staff to follow regarding the sick leave bank.

**~~2021-2022~~ 2022-2023 Classified/Administrative Employee Sick Leave Bank members will need to donate one day to remain a member of the ~~2022-2023~~ 2023-2024 sick leave bank. As stated "When the balance of days in the bank drops*

*below 120 in a given year, a new donation of days will be necessary".*

**Employees who were not members of the ~~2021-2022~~ 2022-2023 Classified/Administrative Employee Sick Leave Bank must donate a day to become members of the ~~2022-2023~~ 2023-2024 Sick Leave Bank.*

**6. Military Leave**

Any employee, upon written request to the Assistant Superintendent for ~~Personnel~~ Human Resources, shall be granted leave to cover the length of his/her required service in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his/her availability and possible date of return to employment.

**8. Family Medical Leave**

District employees shall be provided family and medical leave as provided by a plan approved by the Board and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the ~~Personnel~~ Human Resource Department and made available to all staff.

**I. Workers Compensation**

1. All employees are covered by Workers Compensation Benefits as paid for by the Haysville School District. If an employee should have an "on-the-job accident", the employee must report it immediately to his/her immediate supervisor. A Report By Injured Employee form and a Supervisor's Accident Investigation Report form must be sent to the ~~Personnel Office~~ Human Resource Department within; two (2) days of such accident.

**IV. BOARD POLICIES**

For more information concerning these policies, contact your immediate supervisor, the Assistant Superintendent for ~~Personnel~~ Human Resources or the Board Clerk.

# 2023-2024 Campus High School Activities Handbook

## Index of Changes

| Page | Change | Rationale |
|---|---|---|
| ** | Changes are expected to account for potential new clubs: HOSA, P7, CSI, and Science Club | The new club constitutions are slated to be ratified by StuCo between spring of 2023 and spring of 2024 |
| 1 | 2022-23 to 2023-24 | Change in year |
| 8 | A. The role of the sponsor is to actively supervise club/organization events to maintain student safety and uphold school and BOE policy | Added “and BOE policy” to account for items of conduct that are more specifically spelled out in the BOE policy. |
| 13 | Workers may have one pop and ~~some popcorn~~ one food item while they work. You must pay for any additional the candy, hot dogs, and nacho chips. ~~! (Sorry, you will eat up all the profits.)~~ | To account for a change in operating policy. During Covid we did not sell popcorn. So we allowed students one food item. We have maintained this “new rule” since. |

# HANDBOOK FOR KSHSAA SANCTIONED ATHLETICS/ACTIVITIES
# CAMPUS HIGH SCHOOL

~~2015-2016~~ 2023-2024

**Page 1:**

Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: ~~Dr. Michael Clagg~~ Gillian Macias, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, KS 6706. Phone: (316) 554-2206 Email: ~~mclagg@usd261.com~~ gmacias@usd261.com

# 2023-2024 Staff Handbook

## Index of Changes

| Page | Change | Rationale |
|---|---|---|
| 1 | graphics | year |
| 2 | 2022-2023 2023-2024 | year |
| ** | Changes are expected to account for changes in personnel and duties on pages 9-10 . | |

**Staff Handbook ~~2022 - 2023~~ 2023-2024**

Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Gillian Macias, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, KS 67060. Phone: (316) 554-2206

Email: gmacias@usd261.com

**Acknowledgement and receipt of Handbook**

I,_____, do hereby acknowledge receipt of the certified staff handbook for the ~~2022-2023~~ 2023-2024 school year. I have read, and I understand the contents. Further, I understand:

Administrative Responsibilities
All administrators will share the responsibilities associated with the following areas:
KESA ( School Improvement), Evaluations, Crisis Intervention,
Cafeteria Supervision, General Supervision

~~David Morford~~ Insert New Principal Name, Principal

# 2023-2024 Student Handbook

## Index of Changes

| Page | Change | Rationale |
|---|---|---|
| ** | Changes are expected to account for changes in personnel and duties on pages 2-3. | |
| 5 | NO ~~D's or~~ F's on the first day of the current school week. Ninth grade students are not eligible for early release. | Early release requirements changed to no F's. |
| 5 | Early release will begin after the ~~4th~~ 3rd | Admin team decided to start Early release on the fourth week and not after the fourth week |
| 7 | person or artificial intelligence application and presenting them as one's own. | Under the plagiarism definition:<br>added artificial intelligence to account for the advancements in technology |
| 13 | **DANCES**<br>Throughout the school year, students can attend a variety of social events, dances, and parties. All guests must be at least high school age and registered in the office prior to the dance. Campus High School students must present a valid I.D. and will assume full responsibility for their guests. ~~No admission will be allowed once the dance has been underway for two hours~~ | Removed the two hour admittance requirement. |
| 14-17 | Removed and replaced the entire Attendance Policy section. | To copy and fit the new district attendance policy |

# 2023-2024
# Changes for the Elementary Parent and Student Handbook and Elementary Staff Handbook

**Changes**: In addition to specific changes noted below, dates and page numbers will be updated pending final BOE approval.

## Elementary Parent and Student Handbook

The handbook is available online and only printed for parents who do not have internet access and those requesting a paper copy.

Front Cover and throughout document

Change dates for 2023-2024
Add District Calendar for 2023-2024

Changes noted on the following pages:

**Page 1-2** Update Names and Positions –Administrative Staff

**Page 3** The attendance policy has been added to align with district policy

**ATTENDANCE**

**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 of your 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.** ~~The law is very specific in that parents have the obligation to see that their children are in regular attendance. Irregular attendance is often followed by failing grades or poor grades.~~

~~In addition, if phone contact has not been made on the day of the absence, please call before your child returns to school. If a telephone is not available, a note from the parents will be accepted.~~

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).

**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.

**Chronic Absenteeism**: According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused, and unexcused absences, and truancy considers only unexcused absences. Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

**Excused/Unexcused Absences**
The definition of “excused absence” includes the following:
● Personal illness;
● Health-related treatment, examination, or recuperation;
● Serious illness or death of a member of the family;
● Obligatory religious observances;
● Participation in a district-approved or school-sponsored activity or course;
● Absences pre-arranged by parents and approved by the principal; and
● Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

**Unexcused Absences from School**: A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

**Excessive Absence:** Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from along-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps student out of school for at least four consecutive days.

**K.S.A. 72-3121 (d) (1):** Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

| USD 261 Excessive Absence/Truancy Procedure | |
|---|---|
| Time Frame | Intervention |
| Daily | An attempt will be made to contact parents for all unexcused absences. |
| 3 consecutive (in a row) unexcused absences | Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF. |
| 5 unexcused absences per semester | Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF. |
| 7 unexcused absences per year | Per state law, after seven unexcused absences per year, another truancy report will be made to DCF. |

| | |
|---|---|
| 10 excused or unexcused absences | A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences. |

**Vacations:** All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

**Healthcare Provider Appointments**: To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

**School-Sponsored Activities**: All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

**Military Families in Attendance**: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

**Significant Part of a School Day/Class**: An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

**Make-Up Work**: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

**Page 7 – Latchkey fees may be updated pending notification from HAC**

**Page 8 – change PreK to Early Childhood now that we have 3 year olds**.

**Page 9 – remove Freeman from being exception for bicycles since they now have access**

**STUDENT BICYCLES**

Students are permitted to ride their bicycles to school. The exception to riding bicycles is at ~~Freeman and~~ Ruth Clark. Bicycle racks are provided for safekeeping. Students are asked to place their bicycles in the rack at all times and to be sure they are locked.

**SCHOOL HOURS**

~~**Pre- Kindergarten**~~ **Early Childhood** : 8:35 a.m. – 11:35 a.m. (Morning session)
1:00 p.m. - 4:00 p.m. (Afternoon session)

**Grades Kindergarten – 5th**: 8:35 a.m. - 4:00 p.m.

**Page 11 Visiting Schools updated to reflect Raptor check-in system**

Parents are welcome at school and are encouraged to visit often. All visitors to the building must report to the main office. Visitors will be asked to ~~sign a visitor log~~ provide a current state ID with photo to be logged into our visitor system and will be given a name tag to be worn in full view for the duration of the visit. In addition, buildings are maintaining a safe environment for students and staff by locking exterior doors during the school day. Several doors are equipped with video cameras and electronic locking devices which are monitored in the offices. Office personnel monitor doors and provide remote access. Please use the remote access button to gain entry during the school day when the exterior doors are locked. Thank you for your cooperation with these procedures. In addition, if parents desire a conference, please call the school so that a mutually agreeable date and time can be arranged

**Page 15 Student Computer Usage remove the following since we now have 1:1 access**

~~Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.~~

~~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.~~

**Page 16 Ringworm change to exclusion of students**

~~(1)~~ Ringworm : ~~Excluded until child has been under active treatment by a physician for the period of time deemed necessary.~~ 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.

**Page 16 Change to Pink Eye and Scabies exclusions**

E. Pinkeye: ~~Excluded until there is no discharge from the eye.~~ 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.**

F. Scabies: ~~Excluded until adequately treated with scabicide~~. Students shall be excluded from attending school until 24 hrs. following initiation of appropriate antiparasitic therapy.

**Page 17 Identify which medications for self-~~carry~~**

- 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.

**Page 18 omit the line, it has not been required**

**I.** ~~Students who are absent for more than three days because of illness or accident must report to the healthroom.~~

**Page 19 Immunization Requirements change to reflect includes all early childhood students and change dose for Hepatitis from 5th grade to include up to 7th grade.**

For the 2023-2024 school year, the Kansas Department of Health and Environment **requires all ~~5~~ Early Childhood-18 year old** students to provide proof of having received the following immunizations **prior to** admission to, and attendance at school

4) Two (2) Doses Hepatitis A – Effective August 2, 2023 ~~PreK~~ Early Childhood through Grade ~~5~~ 7. Two Doses required. First dose on or after first birthday, and a minimum interval of 6 months between the first and second dose.

**Page 21 School Psychologist words below in red were added per SpEd department suggestion**

**SCHOOL PSYCHOLOGIST**

A school psychologist will work with students and staff providing psychological services including testing and evaluating to determine eligibility for special education services; serve as chairperson of the evaluation team consisting of the classroom teacher, principal, pupil service teacher, and others as appropriate; and act as consultant with students and staff.

**Page 23 School lunch and breakfast fees may change but do not know at this time will update if needed**

**Page 30 Emergency closing of schools updated to reflect new notification system**

In our effort to improve communication between parents and school, USD 261 implemented a **telephone broadcast system (~~School Reach~~ Regroup Notification System)** that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time to time to communicate general announcement or reminders. This service is provided by ~~School Reach~~ **Regroup Notification System**, a company specializing in school-to-parent communications. USD 261 will continue to report school closings due to snow or weather on local radio or television stations in addition to this system as an overlay to the public announcements.

# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

## COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

**"In Your Classroom or Area"**



**Students** are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

## SECURE

**"Get Inside. Lock outside doors"**



**Students** are trained to:
- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

## LOCKDOWN

**"Locks, Lights, Out of Sight"**



**Students** are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

## EVACUATE

**"To a Location"**



**Students** are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

## SHELTER

**"State Hazard and Safety Strategy"**



**Hazards** might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:
- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

# SECURE

**"Get Inside. Lock outside doors"**

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.




### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

# LOCKDOWN

**"Locks, Lights, Out of Sight"**

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

### SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.




Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

### CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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K12 2021 STANDARD RESPONSE PROTOCOL

STANDARD RESPONSE PROTOCOL

## INFORMACIÓN PARA PADRES/ MADRES DE FAMILIA Y TUTORES/AS LEGALES

Nuestra escuela ha adoptado el Protocolo de Respuesta Estándar (SRP por su sigla en inglés) desarrollado por "I Love U Guys" Foundation. Los/las estudiantes y el personal serán capacitados, practicarán y harán simulacros sobre el protocolo.

## LENGUAJE COMÚN

El Protocolo de Respuesta Estándar (SRP por su sigla en inglés) se basa en un método para todo tipo de riesgos en vez de para situaciones particulares. Al igual que el Sistema de Comando de Incidentes (ICS por su sigla en inglés), el protocolo SRP utiliza un lenguaje común claro al mismo tiempo que posibilita la flexibilidad en el protocolo.

La premisa es simple: durante un suceso se pueden activar cinco acciones específicas. Cuando se comunique, la acción usará un "término específico" que irá seguido de una "orden". Los participantes activos, incluidos estudiantes, empleados, docentes y personal de respuesta inmediata llevan a cabo la acción. El protocolo SRP se basa en las siguientes acciones: Hold (esperen), Secure (protejan), Lockdown (acceso bloqueado), Evacuate (evacuen) y Shelter (busquen resguardo).



### HOLD! (¡ESPEREN!)
**En su salón o área. Despejen los pasillos.**

**Se capacita a los/las estudiantes en lo siguiente:**

- Permanecer en el área hasta que se indique que la situación se ha resuelto
- Continúen con la actividad rutinaria

**Se capacita a las personas adultas en lo siguiente:**

- Cerrar la puerta y echen la llave
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



### SECURE! (Lockout) (¡PROTEJAN!)
**Vayan adentro. Echen llave a las puertas exteriores.**

**Se capacita a los/las estudiantes en lo siguiente:**

- Regresar adentro
- Continuar con la actividad rutinaria

**Se capacita a las personas adultas en lo siguiente:**

- Llevar a todas las personas adentro
- Echar llave a las puertas exteriores
- Mantener la alerta sobre lo que ocurre en su entorno
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



### LOCKDOWN! (¡CIERRE DE EMERGENCIA!)
**Echen llave, apaguen las luces, escóndanse.**

**Se capacita a los/las estudiantes en lo siguiente:**

- Desplazarse a un lugar donde no se les vea
- Guardar silencio
- No abrir la puerta

**Se capacita a las personas adultas en lo siguiente:**

- Llevar a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
- Echar llave a las puertas interiores
- Apagar las luces
- Desplácense a un lugar donde no se les vea
- No abrir la puerta
- Guardar silencio
- Contar a los estudiantes y a los adultos
- Prepararse para evadirse o defenderse



### EVACUATE! (¡EVACUEN!)
**(Es posible que se especifique un lugar determinado)**

**Se capacita a los/las estudiantes en lo siguiente:**

- Evacuar a un lugar determinado
- Llevarse sus teléfonos
- Cuándo se proporcionarán instrucciones sobre si deben llevarse o dejar sus pertenencias

**Se capacita a las personas adultas en lo siguiente:**

- Dirigir la evacuación a un lugar determinado
- Contar a los estudiantes y a los adultos
- Reporte lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde



### SHELTER! (¡BUSQUEN RESGUARDO!)
**Riesgo y estrategia de seguridad.**

**Los riesgos pueden incluir:**

- Tornado
- Materiales peligrosos
- Terremoto
- Tsunami

**Las estrategias de seguridad pueden incluir:**

- Evacuar a un área resguardada
- Sellar el salón
- Agacharse, cubrirse, agarrarse
- Dirigirse a terreno elevado

**Se capacita a los/las estudiantes en lo siguiente:**

- Estrategias adecuadas de seguridad y para situaciones de riesgo

**Se capacita a las personas adultas en lo siguiente:**

- Estrategias adecuadas de seguridad y para situaciones de riesgo
- Contar a los estudiantes y a los adultos
- Reporte de lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde

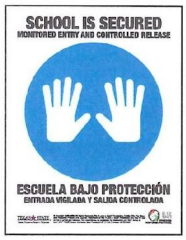
STANDARD RESPONSE PROTOCOL

## INDICACIONES PARA LOS PADRES/ MADRES DE FAMILIA

En caso de que se produzca un suceso real, es posible que los padres/madres de familia se pregunten qué papel pueden tener.

## SECURE (PROTEJAN)

### "Vayan adentro. Echen llave a las puertas exteriores"




La orden de proteger se acciona cuando pasa algo peligroso fuera del edificio. Los/las estudiantes y el personal irán adentro del edifico y se echará la llave a las puertas exteriores. Es posible que la escuela muestre un cartel que indique que el edificio está bajo protección (Building is Secured) en las puertas de entrada o en las ventanas cercanas a la misma. Dentro, se continuará con la actividad rutinaria.

**¿Deberían los padres/madres ir a la escuela cuando ocurra una situación de protección?**

Probablemente no. Durante una situación de protección se hará todo lo posible para seguir con las clases de forma normal. Además, es posible que se pida a los padres/madres que se queden fuera durante una situación de protección.

**¿Qué pasa si los padres/madres tienen que ir a buscar a sus hijos/as?**

Según la situación, es posible que dejar salir a los estudiantes suponga un riesgo. Si las circunstancias evolucionan, podría cambiarse la orden de situación de protección a entrada vigilada o salida controlada.

**¿Se notificará a los padres/madres cuando se active una situación de protección?**

Cuando la situación de protección sea breve o el riesgo de carácter no violento, como por ejemplo un animal silvestre en el patio de recreo, es posible que no sea necesario notificar a los padres/madres mientras la situación de protección se mantenga activada.

En caso de situaciones de mayor duración o peligro, es posible que la escuela haga saber a los padres/madres de familia que se han incrementado las medidas de seguridad.

## LOCKDOWN (CIERRE DE EMERGENCIA)

### "Echen llave, apaguen las luces, escóndanse"

La orden de poner en marcha un cierre de emergencia se acciona cuando pasa algo peligroso dentro del edificio.

Los estudiantes y el personal han sido instruidos para que accedan o se queden en un salón al que se le pueda echar la llave y permanezcan en silencio.

El cierre de emergencia solo se inicia cuando hay un peligro activo dentro o muy cerca del edifico.

**¿Deberían los padres/madres ir a la escuela cuando ocurra un cierre de emergencia?**

Durante un cierre de emergencia la inclinación natural de los padres/madres es dirigirse a la escuela. Aunque se entiende perfectamente, puede ser un problema. Si existe un peligro dentro del edificio, las autoridades policiales responderán a la situación. No es probable que se permita a los padres/madres acceder al edificio o ni siquiera al campus escolar. Si un padre o madre de familia ya se encuentra en la escuela, se le pedirá que participe en el cierre de emergencia.

**¿Deberían los padres/madres enviar mensajes de texto a sus hijos/as?**

La escuela reconoce lo importante que es la comunicación entre los padres/madres y sus hijos/as durante una situación de cierre de emergencia. No obstante, los padres/madres de familia deben saber que durante el periodo inicial de un cierre de emergencia es posible que enviar textos a sus padres/madres sea demasiado arriesgado para los/las estudiantes. Una vez que la situación se resuelva, se le pedirá a los/las estudiantes que comuniquen a sus padres/madres información actualizada de forma regular.

En algunos casos, es posible que se evacue a los/las estudiantes y se les lleve a un lugar fuera de la escuela para que se reúnan con los padres y madres.

**¿Se harán simulacros no anunciados?**

Es posible que la escuela realice simulacros no programados, no obstante es sumamente desaconsejable realizar simulacros sin aviso previo. Estos se conocen como simulacros no anunciados y pueden causar preocupación y estrés innecesarios.




Los padres/madres de familia deben saber que la escuela informará siempre de que se trata de un simulacro durante el aviso inicial.

Es importante explicar la diferencia entre un simulacro y un ejercicio. Un simulacro se usa para crear "memoria muscular" asociada con una acción practicada. No se hacen simulaciones de situaciones, solo se realizan las acciones. Un ejercicio simula una situación actual para probar la capacidad del personal y el equipo.

**¿Pueden los padres/madres observar o participar en los simulacros?**

La escuela no tiene ningún inconveniente en permitir a los padres/madres que lo deseen observar o participar en los simulacros.

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K12 2021 STANDARD RESPONSE PROTOCOL

# Changes in Elementary Certified Staff Handbook

Changed dates to 2023-2024 – throughout the document, page numbers will be updated pending BOE approval.

2023-2024 Calendar will be added

Updated pages 5 and 24 attendance to include reference of new attendance policy and added attendance policy as Appendix Q also added compulsory attendance policy as Appendix R

Appendix Q

**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.

**Chronic Absenteeism**: According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused, and unexcused absences, and truancy considers only unexcused absences. Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

**Excused/Unexcused Absences**
The definition of "excused absence" includes the following:
- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

**Unexcused Absences from School**: A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

**Excessive Absence:** Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from along-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps student out of school for at least four consecutive days.

**K.S.A. 72-3121 (d) (1):** Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

| USD 261 Excessive Absence/Truancy Procedure | |
|---|---|
| Time Frame | Intervention |
| Daily | An attempt will be made to contact parents for all unexcused absences. |
| 3 consecutive (in a row) unexcused absences | Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF. |
| 5 unexcused absences per semester | Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF. |
| 7 unexcused absences per year | Per state law, after seven unexcused absences per year, another truancy report will be made to DCF. |
| 10 excused or unexcused absences | A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences. |

**Vacations:** All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

**Healthcare Provider Appointments**: To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

**School-Sponsored Activities**: All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

**Military Families in Attendance**: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

**Significant Part of a School Day/Class**: An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

**Make-Up Work**: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

**Appendix R**

**COMPULSORY SCHOOL ATTENDANCE LAW, K.S.A. 72-3121**

K.S.A. 72-3121 (printed below) mandates that "each board of education shall designate one or more employees who shall report to the Secretary of Children and Families, or a designee thereof, or to the appropriate county or district attorney pursuant to an agreement as provided in this section, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law. School principals and assistant principals have been designated in our district to report truancy.

A child is considered in violation of the law where he/she is inexcusably absent on three (3) consecutive school days, five (5) or more school days in any semester, or seven (7) or more school days in a given school year.

The principals, as required by the law, shall serve written notice by person delivery or first class mail to the parent or guardian of the truant child prior to any report to DCF or the District Court.

72-3121 Same; noncompliance; duties of boards of education, secretary for children and families, county and district attorneys; agreements between secretary and county or district attorneys, duties; notification of absence to parents.

(a) Each board of education shall designate one or more employees who shall report to the secretary for children and families, or a designee thereof, or to the appropriate county or district attorney pursuant to an agreement as provided in this section, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or the designee thereof, all cases of children who are 13 or more years but less than 18 years of age and are not attending school as required by law. The designation shall be made no later than September 1 of each school year and shall be certified no later than 10 days thereafter by the board of education to the secretary for children and families, or the designee thereof, to the county or district attorney, or the designee thereof, and to the commissioner of education. The commissioner of education shall compile and maintain a list of designated employees of each board of education. The local area office of the Kansas department for children and families may enter into an agreement with the appropriate county or district attorney to provide that the designated employees of such board of education shall make the report as provided in this section for all cases of children who are less than 13 years of age and are not attending school as provided by law to the county or district attorney in lieu of the secretary, or the secretary's designee. If such agreement is made, the county or district attorney shall carry out all duties as otherwise provided by this subsection conferred on the secretary or the secretary's designee. A copy of such agreement shall be provided to the director of such area office of the Kansas department for children and families and to the school districts affected by the agreement.

(b) Whenever a child is required by law to attend school, and the child is not enrolled in a public or nonpublic school, the child shall be considered to be not attending school as required by law and

a report thereof shall be made in accordance with the provisions of subsection (a) by a designated employee of the board of education of the school district in which the child resides. The provisions of this subsection are subject to the provisions of subsection (d).

(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.

(2) Each board of education shall adopt rules for determination of valid excuse for absence from school and for determination of what shall constitute a "significant part of a school day" for the purpose of this section.

(3) Each board of education shall designate one or more employees, who shall each be responsible for determining the acceptability and validity of offered excuses for absence from school of specified children, so that a designee is responsible for making such determination for each child enrolled in school.

(4) Whenever a determination is made in accordance with the provisions of this subsection that a child is not attending school as required by law, the designated employee who is responsible for such determination shall make a report thereof in accordance with the provisions of subsection (a), provided that the report would not violate the terms of the memorandum of understanding approved by the superintendent of the school district pursuant to K.S.A. 72-6143(i), and amendments thereto.

(5) The provisions of this subsection are subject to the provisions of subsection (d).

(d) (1) Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as a parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as a parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

(2) Whenever a law enforcement officer assumes temporary custody of a child who is found away from home or school without a valid excuse during the hours school is actually in session, and the law enforcement officer delivers the child to the school in which the child is enrolled or to a location designated by the school in which the child is enrolled to address truancy issues, the designated employee of the board of education shall serve notice thereof upon a parent or person acting as parent of the child. The notice may be oral or written and shall inform the parent or person acting as parent of the child that the child was absent from school without a valid excuse and was delivered to school by a law enforcement officer.

(e) Whenever the secretary for children and families receives a report required under this section, the secretary shall investigate the matter. If, during the investigation, the secretary determines that the reported child is not attending school as required by law, the secretary shall institute proceedings under the revised Kansas code for care of children. If, during the investigation, the

secretary determines that a criminal prosecution should be considered, the secretary shall make a report of the case to the appropriate law enforcement agency.

(f) Whenever a county or district attorney receives a report required under this section, the county or district attorney shall investigate the matter. If, during the investigation the county or district attorney determines that the reported child is not attending school as required by law, the county or district attorney shall prepare a file and file a petition alleging that the child is a child in need of care. If, during the investigation, the county or district attorney determines that a criminal prosecution is necessary, the county or district attorney shall commence such action.

(g) As used in this section, “board of education” means the board of education of a school district or the governing authority of a nonpublic school. The provisions of this act shall apply to both public and nonpublic schools.

**Updated Staff travel to reflect reimbursement changes pg. 8 and Appendix K**

: The daily in-state allowance is ~~$30.00 ($7.00 for breakfast, $8.50 for lunch and $14.50 for dinner)~~ $50. The daily out-of-state allowance for meals during out-of-state conferences shall be ~~$40.00 ($8.00 for breakfast, $12.00 for lunch, and $20.00 for dinner)~~ $60. In addition, tips up to ~~15~~ 25 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages.

Appendix B Changed out Accident Reporting Form to the current Accident Reporting Form used by the district

HAYSVILLE SCHOOLS
USD 261

# EMPLOYEE ACCIDENT REPORT

*Completed by Employee*

Federal Employer's Identification Number: 48-0697340

Employer Name: Haysville School District, USD 261

Employer Mailing Address: 1745 W. Grand, Haysville, KS 67060

Employer Telephone: (316) 554-2206

Employee Name: _____

Date of Hire: _____ Building/Department: _____

Employee Home Address: _____

Employee Telephone Number: _____

Employee Birthdate: _____ Age: _____

Employee Social Security Number: _____

Date of Accident: _____ Time of Accident: _____

In your own words, please describe what happened:

_____

_____

_____

_____

_____

What physical problems do you relate to this injury? Please indicate the part of the body involved in the injury.

_____

_____

_____

_____

_____

Did you report this injury to your supervisor? ☐ Yes ☐ No
If not, why not?

_____

_____

_____

_____

Date Reported: _____ Supervisor Name: _____

Were you working at your regular job at the time of the injury? ☐ Yes ☐ No If not, please explain:

_____

_____

_____

_____

Were there any witnesses? ☐ Yes ☐ No
If yes, please list their names:

Witness Name: _____ Telephone Number: _____

Witness Name: _____ Telephone Number: _____

Witness Name: _____ Telephone Number: _____

Witness Name: _____ Telephone Number: _____

Any additional comments:

_____

_____

_____

_____

_____

Employee Printed Name: _____ Date: _____

Employee Signature: _____

***Please attach any additional supporting documentation related to this accident.***

# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

## COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

**"In Your Classroom or Area"**



**Students** are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

## SECURE

**"Get Inside. Lock outside doors"**



**Students** are trained to:
- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

## LOCKDOWN

**"Locks, Lights, Out of Sight"**



**Students** are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

## EVACUATE

**"To a Location"**



**Students** are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

## SHELTER

**"State Hazard and Safety Strategy"**



**Hazards** might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:
- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

# HHS Handbook Changes 2023-2024

Changing ~~Personalized Learning Plan (PLP)~~ to Individual Plan of Study (IPS)

Class Schedule changed to account for the alternate day schedule:

Monday-Thursday Seminar Day/Friday
Block 1 7:40-9:15 Block 1 7:40-8:30
Block 2 9:20-10:45 Block 2 8:40-9:30
Block 3(IPS) 10:50-11:35 Block 3(IPS) 9:35-10:25
Block 4 11:40-12:00 Block 4 10:30-11:20
Lunch Block 12:00-12:25 Block 5 11:25-12:15
Block 4 12:30-1:35 Lunch Block 12:15-12:40
Block 5 1:40-3:05 Seminar/PLP 12:45-2:30
Block 6 3:10-4:35
Detention & 3:10-3:55 Detention & 2:35-3:20
Tutoring Tutoring

Attendance Policy changed to match board policy

**Tardy Policy Update:**

4. After the first tardy, students will be assigned a fifteen-minute detention, to be served within 2 days, by their teacher in lieu of five points. Students who fail to serve the teacher assigned detention will be referred to the office for failure to serve. ~~(changed from 20 minute detention)~~ (added the 2 day requirement)

**Restroom Pass Policy:**

Change class period break from ~~five minutes~~ to six minutes.

**Discipline Point System:**

Remove ~~"or recommended to the PASS Program"~~

**Phones & Devices:** remove ~~"bluetooth earbuds"~~

**Dress Code:** Add "Blankets are allowed, but will not be pulled over the head, and may not be shared. Sleeping students may be asked to put blankets away during class."

**P.A.S.S. Students:** Fees changed from ~~$70~~ to $80

All dates changed to accommodate new district calendar

National Suicide Prevention Lifeline number updated to 988

## SCHEDULE FOR ~~2021~~ 2022 - 2023 SCHOOL YEAR

**Contract Day – 7:05 a.m. – 3:05 p.m. - Report/Duty Time – 7:05 – 7:35 a.m. & 2:50 – 3:05 p.m.**

| | | | | |
|---|---|---|---|---|
| **1st hour** | **7:35 a.m.** | **8:21 a.m.** | **46 minutes** | |
| Passing Period | 8:21 a.m. | 8:25 a.m. | 4 minutes | |
| **2nd hour** | **8:25 a.m.** | **9:11 a.m.** | **46 minutes** | |
| Passing Period | 9:11 a.m. | 9:15 a.m. | 4 minutes | |
| **3rd hour** | **9:15 a.m.** | **10:01 a.m.** | **46 minutes** | |
| Passing Period | 10:01 a.m. | 10:05 a.m. | 4 minutes | |
| **4th hour** | **10:05 a.m.** | **10:51 a.m.** | **46 minutes** | |
| Passing Period | 10:51 a.m. | 10:55 a.m. | 4 minutes | |
| **5th hour** | **10:55 a.m.** | **12:22 p.m.** | **87 minutes** | |
| Lunch A | 10:56<br>10:57<br>10:58 | 11:24 a.m.<br>11:25 a.m.<br>11:26 a.m. | 28 minutes | **(Staggered One Minute Apart in 3 Groups)**<br>**3 Minutes Travel Time** |
| Lunch B | 11:24 a.m.<br>11:25 a.m.<br>11:26 a.m. | 11:52 a.m.<br>11:53 a.m.<br>11:54 a.m. | 28 minutes | **(Staggered One Minute Apart in 3 Groups)**<br>**3 Minutes Travel Time** |
| Lunch C | 11:52 a.m.<br>11:53 a.m.<br>11:54 a.m. | 12:20 a.m.<br>12:21 a.m.<br>12:22 a.m. | 28 minutes | **(Staggered One Minute Apart in 3 Groups)**<br>**3 Minutes Travel Time** |
| Passing Period | 12:22 p.m. | 12:26 p.m. | 4 minutes | |
| **6th hour** | **12:26 p.m.** | **1:12 p.m.** | **46 minutes** | |
| Passing Period | 1:12 p.m. | 1:16 p.m. | 4 minutes | |
| **7th hour** | **1:16 p.m.** | **2:02 p.m.** | **46 minutes** | |
| Passing Period | 2:02 p.m. | 2:06 p.m. | 4 minutes | |
| **8th hour** | **2:06 p.m.** | **2:50 p.m.** | **44 minutes** | **Guided Study** |

### ADMINISTRATION OFFICE STAFF

~~Mr. Mark Foster~~ Insert New Principal Principal

# 2023-2024 HMS Proposed Handbook Changes

HMS is adopting HWMS' Student Handbook and will have identical languages with the exception of the following:

- The cover page will have the HMS Logo and mascot. All references to the school will reflect that it is HMS not HWMS. Staff names, email addresses, school phone number, address and fax number will reflect HMS.
- HMS & HWMS have adopted the Board Approved Absences and Excuses policy. Pages 4-6. HMS is keeping this procedural part of the old policy: Parents will be held responsible for contacting the school by telephone within 24 hours of the absence. Call: 554-2251 and ask for the attendance clerk. **Notes from parents will not be accepted**. Students who arrive at school after 7:35 a.m. must report to the office to sign in. Students who are habitually late to school will lose the ability to be excused.
- HMS does not use Agenda Books so this section and all references to Agenda Books has been deleted. The student handbook is electronic and available on the school website for reference. Page 6
- E-Hall Pass system replaces reference to agenda books for Hall Passes as HMS uses E-Hall Pass. Page 11.
- Deleted "Skateboards" under the Personal Property section. Page 14
- Replaced "Discipline-Slip" references with Office Discipline Referral (ODR). Page 19.
- Added the following: All student bookbags, backpacks, coats, and purses will be required to be stored in student lockers during academic day (Before School through the end of 8th Hour with the exception of those leaving early for school events or leaving the building early for an appointment). Pages 3 & 7 underneath the bell schedule on each page and in Personal Property section on page 15

  HMS Schedule Approved by HMS Staff in December 2022 (slightly different than that of HWMS) Pages 3 & 7. (We went from 3-minute to 4-minute passing periods).

**Schedule**

1st Hour……..7:35 – 8:21
2nd Hour…….. 8:25 – 9:11
3rd Hour…… 9:15– 10:01
4th Hour……..10:05 – 10:51
5th Hour……..10:55 – 12:22
6th Hour……12:26 – 1:12
7th Hour……..…1:16 – 2:02
8th Hour……..…2:06 – 2:50

# HWMS Student Handbook Revisions for 2023-2024

| Pg # | 2022-23 Handbook | 2023-24 Handbook Changes |
|---|---|---|
| 1 | 2022-2023 Student Agenda | 2023-2024 Student Agenda |
| 5 | Parents' Page – 2022-2023 | Parents' Page – 2023-2024 |
| 7 | *Under Absences Heading*:<br>Parents will be held responsible for contacting the school by telephone within 24 hours of the absence. Call: 554-2370 ~~and ask for the attendance clerk~~. **Notes from parents will not be accepted**. Students who arrive at school after 7:35 a.m. must report to the office to sign in. Students who are habitually late to school will lose the ability to be excused.<br>~~Students with inexcusable absences will be reported to the proper authorities as per KS 72-1113. According to the State of Kansas law 72-1113 (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 attendance of such child." Parents may obtain make-up work for extended absences by contacting the school office at 554-2370. In general, two days are allowed for each day of excused absence to complete make-up work. A maximum of five (5) days will be allowed for any extended absence. The individual classroom teacher can make exceptions to this time limit rule. Students taking vacations or trips with parents must make up the work in advance. With the instructor's permission, homework can be turned into the teachers no later than the first day back in class. Students who are suspended must turn in their work on the day that they return from their suspension.~~ | Parents will be held responsible for contacting the school by telephone within 24 hours of the absence. Call: 554-2370 for HWMS Front Office. **Notes from parents will not be accepted**. Students who arrive at school after 7:35 a.m. must report to the office to sign in. Students who are habitually late to school will lose the ability to be excused.<br><br>We added the new USD 261 Board Policy: Absences & Excuses (JBD) in its entirety under the above paragraph under the bulleted heading *Absences*. |
| 11 | *Under Crisis Plan Heading*:<br>The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crisis from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis~~. Persons wishing to know more about the crisis plan should contact their building administrator.~~ | The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crisis from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. The district uses the Standard Response Protocol procedures when announcing an emergency to staff and students and will use signage on the main doors if an emergency protocol is in progress.<br><br>We added this new paragraph: In the event of an actual crisis, we will follow The Standard Reunification Method to unite students and parents. This process may be necessary due to weather, a |

| | | |
|---|---|---|
| | | power outage, or if a crisis occurs at the school. Students will only be released to a parent or guardian who is identified through PowerSchool and has proper identification. Please make sure your PowerSchool account is updated regularly to ensure accuracy. Persons wishing to know more about the crisis plan should contact their building administrator. |
| 12 | *Under Directory Information Heading:*<br>**OPT OUT – If you do not want USD 261 to disclose directory information from your child's education records, you must notify the District in writing ~~by September 9, 2021. Send such notification to: Superintendent of Schools~~, 1745 W. Grand, Haysville, KS. 67060. If the refusal is not filed, USD 261 assumes there is no objection to the release of the above-mentioned information designated. ~~Annual notification is given per District policy JRB approved by BOE on July 7, 2003.~~** | **OPT OUT – If you do not want USD 261 to disclose directory information from your child's education records, you must notify the District in writing within two weeks of your enrollment date. Please send your written opt-out request to Adia Ludwig, Communication Director, 1745 W. Grand, Haysville, KS 67060. If the refusal is not filed, USD 261 assumes there is no objection to the release of the above-mentioned information designated. The district policy is reviewed annually by the Board of Education.** |
| 13 | *Under Drills Heading*: ~~Tornado, fire and building evacuation drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district crisis plan for these drills.~~<br>~~In the event of an actual emergency, parents/guardians may pick up your child at the designated evacuation site. We will not release children to other adults or by telephone calls from parents.~~<br>~~o **Fire Drills**:~~<br>~~o All personnel and students will participate in all fire drills. Drills will be held at regular intervals during the school year.~~<br>~~o Fire drills will not be announced in advance after the first drill.~~<br>~~o If a stairway or door is blocked, use the alternate route as assigned.~~<br>~~o At the sound of the fire alarm, students will leave all work immediately. All books and notebooks will be left on desks.~~<br>~~o When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least 50 feet away from the building.~~<br>~~o The teacher will be responsible for closing the classroom door and windows in addition to turning out all lights when the last student has made his/her exit. All teachers should take their laptops and follow their groups in the fire drill. Teachers should take role when arriving at their destination outside of the building.~~<br>~~o An announcement will be made to signal the all clear and okay to return to class. Do not enter the building until the all clear signal has sounded.~~<br>~~o **Tornado Drills:**~~ | The state requires schools to conduct a minimum of 9 crisis drills throughout the school year, including fire, tornado, and varied crisis drills. HWMS will follow the district's Standard Response Protocol procedures when conducting drills. |

| | | |
|---|---|---|
| | ~~o All students shall move with their classes, following the designated procedure as outlined for the specific class they are in at the time of the alert. Students not in a class (such as in the hall or going to the media center) shall proceed to any designated assigned area.~~<br>~~o Under no condition shall students run, but shall walk rapidly. Remain calm, alert, and quiet so announcements can be heard. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the all clear is given. All teachers should take their laptops and lead their group.~~ | |
| 15 | *Under Lockers Heading*:<br>The lockers in the district schools shall be under the supervision of the building administration and/or designee, and assigned to the student for the storage of school materials and personal belongings such as ~~coats and/or lunches~~. Each student will be assigned a locker. Combination locks are built into lockers. **Students should not share lockers or combinations**. **Students are not permitted to switch lockers with other students**. The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. **Each individual student is responsible for the contents of his/her locker at all times. Students will be held accountable for the contents of their assigned locker**. If a student is issued a PE lock, the student is responsible for returning the lock at the end of the semester. If it is not returned, the student will need to pay the replacement cost of $7.50 per lock. | The lockers in the district schools shall be under the supervision of the building administration and/or designee, and assigned to the student for the storage of school materials and personal belongings such as backpacks, purses, coats, student lunches, etc. Each student will be assigned a locker. Combination locks are built into lockers. **Students should not share lockers or combinations**. **Students are not permitted to switch lockers with other students**. The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. **Each individual student is responsible for the contents of his/her locker at all times. Students will be held accountable for the contents of their assigned locker**. If a student is issued a PE lock, the student is responsible for returning the lock at the end of the semester. If it is not returned, the student will need to pay the replacement cost of $7.50 per lock.<br><br>We added this paragraph under the "Locker" heading: For safety and security reasons, students are to store jackets/coats and bags in their lockers. Backpacks, purses, handbags, and jackets/coats are not to be carried or worn from class to class. Students are to utilize passing periods to store and retrieve needed classroom materials. |
| 17 | *Under Weather Heading:*<br>When inclement weather causes the school to close, it will be ~~announced on the following radio stations between the hours of 6:00 a.m. and 8:00 a.m. Radio stations are KFDI AM 1070 & FM 101.3, KTHR 107.3, KZCH 96.3, B98 98.3, and KZSN 102.1~~. All scheduled extra-curricular and co-curricular school activities will be cancelled on days when school is closed for inclement weather. School closing information can also be found at www.usd261.com/services and click on the **School Closings** link. ~~We will also use the schoolmessenger system when applicable.~~ | When inclement weather causes the school to close, it will be communicated through our local media outlets and our automated parent notification system. Please make sure your PowerSchool account is updated regularly to ensure accuracy. All scheduled extra-curricular and co-curricular school activities will be cancelled on days when school is closed for inclement weather. School closing information can also be found at www.usd261.com/services and click on the **School Closings** link. |

**Tri-City Day School**

**~~2022-2023~~ 2023-2024**

**Library ~~Clerk~~ Aide**

**Attendance Policy**

- ~~Students under the age of eighteen are required by law to attend school. A student is truant when he/she is not enrolled or has not attended school without a valid reason for more than three consecutive days, five days in a semester or seven total days in a school year. The Tri-City Day School administrator or designee will determine if the student's absence is excused or unexcused. Referrals will be made to the County Attorney or DCF for those who are truant. (Kansas Compulsory Education Law, KSA: 72-1111).~~

**~~Excused Absences~~**

~~The Tri-City Day School administrator or designee will determine whether an absence is excused or unexcused. A student will be excused for these reasons:~~

1. ~~Personal illness/injury.~~
2. ~~Personal/family matters that cannot be addressed outside of school time. For example: appointments with a doctor, dentist, therapist, social worker, probation officer or an appearance in court.~~

~~Absences will only be excused if a parent or guardian notifies us in advance by calling or coming by in person and by providing documentation from the appointment. Parents/Guardians are to call the school every day the student is absent. It is also the responsibility of the parent/guardian to provide the school with verification/documentation of the reason why the student was absent from school on a specific date. Staff may also call the student's parents or related support personnel to verify the appointment. An administrator has the authority to waive absences that are medically verified or a personal emergency.~~

**~~Unexcused Absences~~**

~~Absences will be considered **unexcused** and the student subject to penalties in the following situations:~~

1. ~~If a student's whereabouts are unknown to the staff or parents.~~
2. ~~Lack of verification/documentation from parent/guardian/agency upon return to school.~~
3. ~~A student has missed class for such events as, but not limited to:~~
    a. ~~babysitting~~
    b. ~~needed at home~~
    c. ~~hair appointments~~
    d. ~~shopping~~
    e. ~~personal business~~
    f. ~~lunch with others~~

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).

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.

Chronic Absenteeism:
According to the Kansas State Department of Education (KSDE), “being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout.” Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.
Excused/Unexcused Absences:
The definition of “excused absence” includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School:
A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence:
Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

K.S.A. 72-3121 (d) (1): Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

Vacations:
All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which

exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments:
To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

School-Sponsored Activities:
All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance:
Students of active-duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class:
An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

Make-Up Work:
It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

~~**Make-up work:** A student who has been absent is expected to request make-up work and submit it to the teacher. Each teacher will specify a deadline for make-up work.~~