STAFF

SCHEDULE FOR 2022~~1~~ - 2023~~2~~ 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.	8:24 a.m.	3 minutes	
2nd hour	**8:24 a.m.**	**9:10 a.m.**	**46 minutes**	
Passing Period	9:10 a.m.	9:13 a.m.	3 minutes	
3rd hour	**9:13 a.m.**	**9:59 a.m.**	**46 minutes**	
Passing Period	9:59 a.m.	10:02 a.m.	3 minutes	
4th hour	**10:02 a.m.**	**10:48 a.m.**	**46 minutes**	
Passing Period	10:48 a.m.	10:51 a.m.	3 minutes	
5th hour	**10:51 a.m.**	**12:40 p.m.**	**109 minutes**	
	10:51 a.m.	11:16 a.m.	25 minutes	**Lunch A**
	11:16 a.m.	11:19 a.m.	3 minutes	Transition
	11:19 a.m.	11:44 a.m.	25 minutes	**Lunch B**
	11:44 a.m.	11:47 a.m.	3 minutes	Transition
	11:47 a.m.	12:12 p.m.	25 minutes	**Lunch C**
	12:12 a.m.	12:15 p.m.	3 minutes	Transition
	12:15 p.m.	12:40 p.m.	25 minutes	**Lunch D**
Passing Period	12:40 p.m.	12:43 p.m.	3 minutes	
6th hour	**12:43 p.m.**	**1:29 p.m.**	**46 minutes**	
Passing Period	1:29 p.m.	1:32 p.m.	3 minutes	
7th hour	**1:32 p.m.**	**2:18 p.m.**	**46 minutes**	
Passing Period	2:18 p.m.	2:21 p.m.	3 minutes	
8th hour	**2:21 p.m.**	**2:50 p.m.**	**2948 minutes**	**Guided Study**

Typo Only

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TELEPHONE NUMBERS

HMS Office	554-2251	HWMS	554-2370
HMS Fax	554-2258	Nelson	554-2273
Superintendent	554-2200	Oatville	554-2290
Transportation	554-2213	Prairie	554-2350
Alternative High School	554-2231	Rex	554-2281
Campus	554-2236	Ruth Clark	554-2333
Freeman	554-2265		

BOARD OF EDUCATION MEMBERS

Mrs. Jennifer Bain
Mr. Jeremy Bennett
~~Mr. Jerome Crawford~~
~~Mrs. Paige Crum~~
Mr. Greg Fenster
Mr. Tom Gibson
Dr. Susan Norton
Mrs. Kelly Ramseyer
Mrs. Courtney Williams

ADMINISTRATION OFFICE STAFF

Dr. Mike Maurer	Principal
Mrs. Samantha Glover	Assistant Principal
Ms. Dawn Blue	Asst. Principal/AD

~~Mrs. Cathy Branum~~	Secretary
Mrs. Jessica Cooper	Secretary
Mrs. Cindy Williams	Secretary

COUNSELING OFFICE STAFF

Mrs. Sharon Streit	Counselor
Mr. Robert Taylor	Counselor
Mrs. Deborah Whitfield	School Psychologist
Mrs. Susan Bohanan	Secretary

USD 261 Mission Statement

The mission of the Haysville Public Schools is: "The relentless pursuit of excellence."

USD 261 Vision Statement

The vision of the Haysville Public Schools is: "To equip learners with 21st Century Skills to achieve excellence in a continually-changing world"

USD 261 - We Believe:

- Student success comes first.
- Learning is enhanced in a safe and caring environment.
- Students need a rigorous, relevant, and world-class curriculum.
- Exploration, collaboration, and innovation are essential.

USD 261 – Our Goals

- Student Learning and Success. To support staff through the systematic development and implementation of instructional tools, practices. And technologies to ensure student learning.
- Financial. To pursue and develop the financial resources to support the goals of the district.
- Community Partnerships. To strengthen community pride through strategic partnerships.
- High Quality Workforce. To recruit, develop, and retain a high quality workforce.
- Facilities and Infrastructure. To create and enhance modern, safe learning facilities to achieve excellence.

CONTINUOUS NON-DISCRIMINATION STATEMENT

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: Dr. Michael Clagg, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: mclagg@usd261.com

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ABSENCES

The negotiated agreement allows for sick/personal leave. The number of days used for personal leave or a combination of Sick/Personal leave within any school year shall not exceed the number of sick/personal leave days awarded for that contract year. Days contributed to the sick leave bank will be counted in this number. After the days awarded for the current year are used, only sick leave will be granted. Sick/Personal Leave requests shall be made in advance whenever possible. Planned Sick/Personal Leave of more than 2 days shall be submitted at least one week in advance

If it is impossible for a teacher to meet his/her class because of illness or other unforeseen cause, please contact AESOP, the USD 261 district absentee program. This contact can be made via online services at aesoponline.com , or the contact can be made via the telephone at 1-800-94-AESOP. All HMS staff members receive a detailed instruction card at the beginning of the school year. If this card becomes lost or misplaced, please contact Mrs. Cindy Williams in the office for a replacement. This information is essential for payroll purposes. Each teacher shall have detailed lesson plans, seating charts, attendance materials, grade book and

2. Supplemental materials, handouts, etc., must be in the ALC room prior to the day starting on the day that your student has been assigned to ALC.

ANIMALS AND PLANTS IN THE SCHOOL: BOARD POLICY ING

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

ARRIVAL TIME

Arrival time for the 20221-20232 school year will be 7:05 a.m. Duty times will be allocated as follows: 7:05 – 7:35 a.m., and 2:50 – 3:05 p.m. daily. ~~Teachers are required to initial the register located in the main office~~. Classrooms shall be opened at least fifteen minutes before the instructional day begins, unless a meeting has been scheduled during that time. Teachers are expected to be available to students, parents, fellow teachers and administrators during duty time. There are occasions of emergency when a teacher will need to leave early. Please check with an administrator prior to leaving early on any day. Teachers are required to check out and back in through the office on any occasion when they must leave during the school day. This can be accomplished by ~~signing out on the office register or~~ by calling the office.

ASSEMBLY SEATING

Teachers are to be in control of their students in the assembly. Teachers are expected to sit with their class during the assembly. Teachers will lead their class as they bring them to assemblies. This will minimize behavior problems and make the program more pleasing to all in attendance.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN: BOARD POLICY GARA

The board shall adopt an exposure control plan, which conforms with current regulations of the Kansas Department of Human Resources (KDHR). The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

CAPITAL OUTLAY ITEMS

Equipment of a permanent nature that costs more than $200 and would last more than 3 years must be purchased through capital outlay funds. Forms for major purchase capital outlay items must be filled out completely with the following information:

1. Possible Vendor
2. Catalog number
3. Description of item(s) to be purchased
4. Estimated cost
5. Justification for need of the item(s) to be purchased

CELL PHONE USE AT SCHOOL

A number of staff members carry cell phones to school for personal use. Ringers on cell phones are to be turned off during classroom time so that learning opportunities are not diminished. Personal calls should only be made during individual planning periods.

CLASS PARTIES

Class or activity parties are not to be scheduled on regular classroom time without the prior consent of the administration. All classroom parties and/or incentive parties MUST follow the HMS building wellness policy.

CLASSROOM AND HALL SUPERVISION

Students should never be left in a classroom or other area without the supervision of a teacher. Classrooms are to be locked whenever teachers are out of the room. When teachers leave classrooms for the day, the lights should be turned off and the door locked. All teachers have the responsibility of monitoring the hallways ~~both~~ before school, ~~and~~ after school and during passing periods. Teacher monitoring during these times should be in the area located just outside of their classroom. Teachers may place a student temporarily in

the hall during class time if the assignment is for non-disciplinary reasons and the student will be in the hall for 10 minutes or less. Students should not be left unsupervised in the hall for disciplinary reasons. This practice should only be used as a lost resort.

All instructional and paraprofessional staff should address inappropriate behavior of students in the classrooms and hallways. Students should be told to stop inappropriate behavior immediately. In most cases, this will resolve the situation. Should the student fail to cooperate or if the behavior is totally inappropriate, there is a classroom Behavior Management Form (BMF) and Office Discipline Referral (ODR) protocol in place. ~~the supervisor should send a written note to the office. The person sending the note to the office needs to tell the student what and why they are making a report to the office.~~

CLASSROOM DISRUPTIONS

Each classroom teacher will establish expectations that will be enforced within their classroom. Students who choose to disrupt the learning environment within the classroom will be dealt with in the following manner:

- **Major Disruptions**: This type of disruption will be referred to the ALC (Alternative Learning Center) room with an Office Discipline Referral. Consequences for these behaviors could include conferencing with the student and in many cases the parent, in-school suspension, out-of-school suspension, and out-of-school suspension with a due process hearing scheduled. The consequences at this level will be at the discretion of the administrator. The classroom teacher will make contact with the home for each "Discipline-Slip" that they write.
- **Minor - Repetitive Disruptions**: These are the behaviors, which continually diminish the quality of education in the classroom. The teacher will document the student behaviors and the strategies that he/she has used to correct them. The teacher will determine when it is appropriate to schedule a conference with the student to determine future expectations for the student in the classroom. The teacher will notify the parent of the problem and let him/her know that future problems will result in a teacher assigned in-school suspension from his/her classroom. Should an in-school suspension be enforced, a conference will be held during the time of the suspension to establish a probation procedure to be followed for the remainder of the class. Please note that this conference will be held during the school day. The parties to be present during this conference will include the student, parent/guardian, teacher, and administrator. A contract will be written during this conference which outlines future consequences for the student disrupting the classroom.

CLASSROOM EXPECTATIONS

Each classroom teacher is accountable for the climate established in the classroom. In the event student behaviors so warrant, the classroom Behavior Management Form (BMF), and/or the Office Discipline Referral Form (ODR) protocols shall be implemented. Expected behaviors include:

- Appropriate noise levels will be maintained.
- Students should be polite and not infringe on others, physically or emotionally.
- Students need to remain on task. Students should not be allowed to interfere with the learning opportunities of others.
- Students should come to class prepared to work. They need to be on time and have appropriate materials.
- Students should respect the property of the school and other students.

Children's Internet Protection Act: BOE Policy IIBGA

The district shall implement and enforce an internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

1) Access by minors to inappropriate matter on the Internet and World Wide Web.,
2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and

- If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.
BOE Reviewed and Approved KASB Recommendation: August 15, 2016
BOE Reviewed and Approved: KASB Recommendation: August 19, 2013
BOE Reviewed and Approved: KASB Recommendation: August 17, 2015

EQUIPMENT: BOARD POLICY KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal and will be refunded when the equipment is returned in working order.
Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the building principal.

EXCHANGE OR SALE OF ARTICLES

No student will be permitted to exchange personal possessions such as pens, jewelry, articles of clothing, etc. Students will not be allowed to sell articles (candy, cookies, cards, etc.) on school property unless they are a member of a school sponsored group and the sale has been approved through the principal.

EXTRA-DUTY ASSIGNMENTS

Staff members who are interested in working for pay at extra-curricular activities need to contact the athletic director. The athletic director will assign workers for the activities. Pay for working these activities will be per negotiated agreement.

FACILITY USE

All requests for use of school facilities outside of the normal school day need to be arranged through the office. A electronic building usage form must be filled out to ensure that multiple groups are not assigned to the same areas in the building. A building administrator must sign this form. Approval for such use of the building will be based upon BOE policy. School activities will have ~~first priority~~priority for school facilities.

FACULTY MEETINGS

Faculty meetings involving the total faculty will be held on an as needed basis. It is the expectation of the administration that all staff members not on duty or involved in an IEP/504 meeting be in attendance during these meetings.

EMERGENCY DRILLS

Tornado, fire, other crisis, 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.
In the event of an actual emergency, parents/guardians may pick up your child at the designated evacuation site outlined in your school's information packet. We will not release children to other adults or by telephone calls from parents.

Critical Incident Drills:
Standard Response Protocol

- **Student Safety**
  - **A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety**

are scenarios that are planned and trained for by students, teachers, staff and administration.

- **SRP**
  - **Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these ~~four~~ five actions. Lockout, Lockdown, Evacuate, ~~and~~ Shelter and Hold. In the event of an emergency, the action and appropriate directions will be called on the PA.**
- **Lockout** – "Secure the Perimeter"
- **Lockdown** – "Locks, Lights, Out of Sight"
- **Evacuate** – "To the Announced Location"
- **Shelter** – "For a Hazard Using Safety Strategy"
- **Hold!** – "In your classroom. Clear the halls."
- All drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real, and they are to act accordingly.

Fire Drills:

- All personnel and students will participate in all fire drills.
- Drills will be held at regular intervals during the school year.
- Fire drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real, and they are to act accordingly.
- If a stairway or door is blocked, use the alternate route as assigned.
- At the sound of the fire alarm, students will leave all work immediately. All books and notebooks will be left on desks.
- When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least 100 feet away from the building.
- 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.
- 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.

Tornado Drills:

- 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.
- 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 follow their group.

Fire and tornado drills will be conducted on a regular basis. Instructions for fire drills:
Fire drill instructions should be posted near the door of each classroom. Fire drills will be initiated with the sounding of the fire alarm.

1. Close all windows and doors. Do not lock the doors.
2. Teachers will need to take their computer outside with them.
3. Staff members need to accompany their class at least 100 feet from the building. The class should be kept together and supervised at all times.
4. Students should walk out of the building in a single file line. Students should walk fast, but not run.
5. Classes should not return to the building until an "all-clear" signal is given by an administrator.
6. Once the "all-clear" signal has been given, classes should return to the building in an orderly fashion.
7. Instructions for exiting classes will be provided at the beginning of each school year.

Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

GRADE BOOKS

Grade books are essential for maintaining accurate records on student progress. They are also necessary to take accurate attendance. Each teacher should keep their grade book (computer) in a secure place where students do not have access. Students should never be allowed to see another student's grades in the grade book. Oral reading of grades is not allowed. These situations would be violations of the Family Privacy Act.

Your grade book, through the means of PowerGrade and PowerSchool, should also be used as a communication tool for USD 261 patrons. It is reasonable to request that assignments be posted on a daily basis so that parents are able to determine if their child had homework for the day. It is also reasonable to specify that all grades be posted as soon as possible and if delays are to exist, those delays need to be communicated through the means of the description of said assignment. Grades shall be updated at least once per week, preferably prior to the weekend.

GRADING PROCEDURES

Arrived at through the means of staff discussion, implementation, and constant evaluation, Haysville Middle School holds the expectation that missing assignments are not an acceptable practice. To this end, it is the responsibility of staff to allow students to turn in missing work from each grading Period. The formal timeline for this feature; the work must be turned in no later than one full week following the close of the grading Period in question. The only exception to this process would be the end of the school year and the need for grades to be determined for promotion and/or retention purposes as quickly as possible. In the event that an individual teacher wants to extend this timeline, that teacher has the authority to do such. The timeline cannot be shortened, nor can the provision to not give credit be altered.

This student work will be given credit for this work. Students will not be expected to turn in this work for no credit. If no credit is given for this work, then the assignment will not count for any student in that specific class.

GRADING PROCEDURES – END OF THE YEAR FINAL GRADE CALCULATION

Each individual grading Period will be assigned a point value on the four-point scale, A=4, B=3, C=2, D=1, and F=0. For a student to meet the promotion criteria, that student must accumulate 4 total points and receive teacher recommendation. In the event a student does not accumulate 4 total points, that student may be promoted on the teacher recommendation component alone.

GUIDED STUDY PERIOD

This period will be during 8th hour of the day and should be used for student homework purposes. A child may request to see another teacher during this time for additional individual help.~~separated into two 24-minute blocks of time. One 24-minute block will be dedicated to Guided Study, which is a time for students to complete homework. The other 24-minute block will be called Hawk Time and be used to complete the many different district mandated initiatives currently in place. Both periods will be held sacred to the intent in which they have been established.~~

Most staff members will be assigned to a Guided Study and will assist students with this task. Each staff member is expected to check individual student grades, and inform students of any outstanding and/or missing work.

Health Services

The school health aide advises and assists the principal and teachers in planning and carrying on a school health program. The school nurse **DOES NOT** diagnose any condition.

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Prescribed medication is given at school only upon written request from both the lawful custodian and the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated. Prescription medication that is being administered by the school must be in the original container, be properly labeled and be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by physician's orders and parental permission and a newly labeled pharmacy container.

Requirements to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

Aspirin and oral homeopathic medications will continue to require a physician order

She/he administers over the counter or prescribed medication in the original container. Medication forms are available in the health room or the physician's order may be faxed to the school. The health nurse plans, schedules, and assists with all school screening examinations she/he interprets and follows up on all matters pertaining to the health of the pupil.

No medications, including over-the-counter medications (e.g., aspirin, cough syrup, and cough drops) will be maintained on school premises except when prescribed. Over-the-counter medications shall not be supplied by school employees or kept in athletic areas. Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment. Unauthorized administration of un-prescribed medications shall not be practiced by any school personnel including school nurses. As stated on all prescription medication labels, "Federal law prohibits the transfer of any prescription drug to any person other than the patient for which it was prescribed."

Permission to Possess and Self-Administer Medication:

To permit a student to carry and self-administer medication the following conditions must be met:

- A Request by Student to Possess and Self-Administer Medication form must be completed. The form must be signed by the parent and the physician.
- The medication must be in a protective manner that it cannot be accidentally left or forgotten. Should the medication be located or found outside of the student's possession the permission to carry medication may be revoked.
- Controlled medications are excluded and may never be carried by the student. If you are unsure if a medication is controlled, contact your pharmacy or the health room.

In order to protect students from possible serious complications and to protect other students from possible exposure to diseases, students who are ill should not come to school. It is the duty of the school to exclude any child who appears to be ill or is suspected of having an infectious or contagious disease. It is the responsibility of the parent to make such arrangements that the ill or injured student be picked up by a parent, or by the person designated to do so. Students are not allowed to walk home, ride their bike or drive themselves home. School health rooms are to care for those pupils who become ill or injured at school and the school can only offer **TEMPORARY** care and first aid. **Except in emergencies, students should always report to class first, obtain a pass and then go directly to the health room when ill. Students are not to stop between classes unless given permission by the health nurse.** Students who are too ill to remain in the classroom will be sent home. The health nurse will determine if the student is too ill to remain in school. (See medications at school)

~~HEALTH ROOM~~

~~The Nurse does not administer medication of any kind except to children on continued medication who have specified orders from their physician and a prescription bottle with that child's name on it. They must also have a note from the parent(s) and the physician. These medications must be kept in the health room and administered by the health aide or nurse.~~

~~For minor injuries, first aid is administered by the health aide, but never by one child to another.~~

~~No child will be taken or sent home until a parent or another designated responsible person is contacted at home or at work. At no time will an ill child be permitted to walk home. Parents must leave a telephone number of a neighbor or relative to be contacted when the parents cannot be reached; however, they are to be sure the person whose number is given is aware of this responsibility.~~

Combined with Health Services

~~Requirements to take over the counter (OTC) medications in school:~~

- ~~An OTC medication form is completed and signed by the guardian.~~
- ~~Medication is provided the original container.~~
- ~~Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.~~
- ~~Medication will be stored in a locked cabinet in the health room. If you would like your child to self carry medication a separate form and physician order will be required.~~

~~*Aspirin and oral homeopathic medications will continue to require a physician order*~~

HOMEWORK REQUESTS BY PARENTS

Parents may request homework when their child has extended absences. An email notice is sent out to notify classroom teachers who normally assign homework. Homework should be sent to the office by the end of the school day on which the request was made.

IN-SERVICE EDUCATION: BOARD POLICY GBRC

There shall be a program of in-service education for employees, which meets minimum statutory and state board of education requirements. The program shall promote continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff about in-services.

All appropriate employees shall attend in-service education sessions unless excused by the superintendent. In-service programs may utilize all or a portion of the workday.

INTERROGATIONS AND SEARCHES: BOARD POLICY JCAB, JCAB-R, JCABB, JCABB-R, JCAC, JCAC-R

JCAB **Searches of Property** **JCAB**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

JCAB-R **Searches of Property** **JCAB-R**

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

JCABB **Searches of Students** **JCABB**

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

JCABB-R **Searches of Students** **JCABB-R**

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal or

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

INVENTORY

Each teacher should have an inventory of the equipment and materials in his/her classroom. Within the first month, each teacher should add to his/her inventory those permanent pieces of equipment, which were added to the classroom during the summer. A new complete inventory is requested each May before checking out. Equipment or furniture should not be moved from the classroom unless authorized by the principal.

KEYS

Each staff member will be issued keys necessary to lock and unlock their assigned areas. Building keys ~~will are~~ no longer be issued. Individuals may gain entrance to the building through the use of the District Issued Badge. This process keeps a record of entry electronically. The principal must be notified immediately if any key, or District Issued Badge is lost. In both cases, if lost, there will be a $20 replacement fee. Duplicate keys are not to be made. Teachers who use the facility after school hours must check all doors used to ensure that they are secured and locked when they leave. Keys or ID Badges should never be handed to a student.

LESSON PLANS

It is an expectation by administration at Haysville Middle School that all teachers complete weekly lesson plans, and if requested, submit those to the administration. All staff new to the building should submit lessons plans to Mrs. Glover weekly until told otherwise. Lesson plans should be turned in prior to the first instructional period, of the first instructional day each week. Every teacher should have a set of emergency lesson plans located in their desk. These plans should include enough information for at least 3 to 5 days' worth of work. There are many occasions when individuals are called out of town in emergency situations. When this occurs, it is much easier to have plans available in your room. This saves writing plans prior to your leaving town.

LIBRARY – Media Center

The Library Media Center contains a wide variety of books and other material to help you succeed at Haysville Middle School. There are materials that can be used for assignments and for your personal recreational reading. Students come to the Media Center each week at a regularly scheduled time with their language arts teacher. You may come at other times with permission from your classroom teacher. Your student identification card is required when you check out material. You will not be able to use your card if it is defaced so that your photo is not recognizable, or so that the barcode cannot be scanned. The Library Media Center does not charge fines for late books, however, you will be charged for any material that you lose or damage. You are responsible for everything that is checked out on your id card. Do not check out books for others- if you do, and they lose the item, you will be held responsible for it. You may have three items checked out at a time. Books from the general collection are usually due back in two weeks. Back issues of magazines may be checked out for three days. One magazine may be checked out at a time. During breaks, magazines may not be checked out. If you are sent to the Library Media Center by yourself, or in a small group, you MUST have your agenda or a pass which is signed by your teacher, and which has the time that you left your classroom. When you arrive in the Library Media Center, please stop by the counter and have your pass initialed by a member of the Library Media Center staff, or a student aide.

The Library Media Center is open to students from 7:30 a. m. until 2:50 p.m. Students may come in earlier or stay after school if they have written permission from a staff member. Please enter and leave the Library Media Center through the door in "A" hall. There is a security system in the Library Media Center, so if you exit the room, and do not have material properly checked out, the alarm will sound. If that happens, please return to the circulation counter. If you remove materials from the Library Media Center without having them checked out, you could be subject to disciplinary actions. A card is put in the pocket of each book that you check out. Keep the card in the pocket at all times. You will be charged .25 if you do not return the card when you return the book. If you misuse computers, or other electronic equipment in the Library Media Center, you will be subject disciplinary actions, according to building and district policies.

MAIL BOXES

Each teacher is assigned a mailbox. These boxes should be checked at least once per day for various information and messages. Telephone messages will be put in these boxes. Please keep the boxes clean, as they are not designed to be used for storage.

MEDICATIONS AT SCHOOL

Moved to Health Services

Prescribed medication is given at school only upon written request from both the lawful custodian and the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated. Prescription medication that is being administered by the school must be in the original container, be properly labeled and be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by physician's orders and parental permission and a newly labeled pharmacy container.

No medications, including over the counter medications, will be maintained on school premises except when prescribed. Over the counter medications shall not be supplied by school employees or kept in athletic areas. Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment. Unauthorized administration of un-prescribed medications shall not be practiced by any school personnel including school nurses.

Requests to allow a student to possess and self-administer prescription medication can only occur through an official appeal to the Board of Education.

Requirements to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

Aspirin and oral homeopathic medications will continue to require a physician order

Permission to Possess and Self-Administer Medication:

To permit a student to carry and self administer medication the following conditions must be met:

- A Request by Student to Possess and Self-Administer Medication form must be completed. The form must be signed by the parent and the physician.
- The medication must be in a protective manner that it cannot be accidentally left or forgotten. Should the medication be located or found outside of the student's possession the permission to carry medication may be revoked.
- Controlled medications are excluded and may never be carried by the student. If you are unsure if a medication is controlled contact your pharmacy or the health room.

PAY CHECKS

Paychecks will be issued as per negotiated agreement.

PHYSICAL FORCE: NEGOTIATED AGREEMENT, ARTICLE XII: SECTON B

While in the course of his/her employment, a teacher may use a reasonable physical force against a pupil to protect him/herself, to protect other persons, to prevent the destruction of property, or to prevent any illegal overt act on the part of the pupil.

POWERSCHOOL

PowerSchool and PowerGrade are tools that enable staff to record grades and attendance; however, they also serve as a communication tool for our patrons. It is the expectation of the administration at Haysville Middle

School that all staff use both of these programs to meet both stated needs, record keeping and communication. As stated in the grading section previously, it is a reasonable request for staff to post each days assignment in PowerGrade so that a patron may check their child's grades to determine if homework were assigned for that specific day. **It is also a reasonable request that grades for such work be posted as soon as possible, no later than five days following that assignment.**

PROFESSIONAL CONFERENCES – BOARD POLICY GAN, GAN-R

Staff members seeking to attend professional conferences should plan on attending meetings that have a direct correlation between their teaching assignment or our building improvement plan. Prior to attending professional meetings the following materials must be completed and turned into the office:

1. Request for leave to attend the conference through the means of MyLearningPlan.com.
2. Submit an electronic requisition (e-req) to cover the registration fee.
3. Submit and electronic requisition (e-req) to cover hotel accommodations.
4. Transportation requests if a district owned vehicle is required.
5. Per Diem's are no longer allowed due to Internal Revenue Services (IRS) regulations. Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. These claims must be submitted on a district approved travel expense claim for reimbursement. Claims for reimbursement may be made up to, but should not exceed, the following amounts: The daily in-state allowance is $30.00 ($7.00 for breakfast, $8.50 for lunch and $14.50 for dinner). The daily out-of-state allowance for meals during out-of-state conferences is $40.00 ($8.00 for breakfast, $12.00 for lunch, and $20.00 for dinner). In addition, tips up to 15 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages.

PROFESSIONAL HOURS

Teachers are assigned one plan Period, ~~and~~ six teaching Periods, and one Guided Study period. The plan Period shall be used for school purposes on campus unless otherwise provided for by the principal. This Period should be used to plan the instructional program, prepare tests, correct papers or run material off for class. With the implementation of core content teams, and common plan time for those teams, there is an expectation of team planning. Currently this cannot and will not be mandated due to the language in the negotiated agreement. It is simply an expectation. All teachers will be assigned a Guided Study Period. Administrative discretion does allow for a non-assignment of this Period as well. ~~This period will be a block of 100 minutes built into the schedule in the middle of the day. The 100-minute block of time will be split into four 25-minute periods. Each child will have one period for Advisory, one period for Lunch, and two periods to be used for enrichment and/or intervention activities. The Study Skills curriculum will continue to be implemented during the Advisory period within this format.~~

Per the negotiated agreement, each secondary teacher will have one school Period of time each day for planning during which time the teacher will have no assigned responsibilities with students. At times, it will be necessary to ask a teacher to take another teacher's class. In the event that this happens during the assigned plan time, compensation per the negotiated agreement will be in place.

PROMOTION AND RETENTION

The HMS staff assumes the responsibility for designing and providing the educational plan for each and every student enrolled at Haysville schools. Included with this responsibility is the need to either "promote" or "retain" individual students for the following school year. Students shall be required to successfully complete the requirements:

1) Three of the four core classes (language arts, math, science, and social studies), and
2) Reading (unless student is exempt from, then this would be considered as an additional elective), and
3) One of the two electives enrolled in for the school year. (Could be two of the three electives if exempt from Reading)

If the above criteria are not met, successful completion in five of the seven classes, the student will not be considered for promotion and will be scheduled for retention in the next school year. Guided study Period will not be a graded consideration for promotion and/or retention purposes. Summer school may be an option offered for a fee. **Eighth grade students who have not met the requirements to be promoted to the 9th grade or who have outstanding obligations/fees will not be allowed to participate in the 8th grade recognition/promotion night.**

SECURITY AND SAFETY: BOARD POLICY EBC

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

- Any pupil who has been expelled for conduct, which endangers the safety of others.
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

No board of education, board member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

School Based Health Clinic

KU Wichita Pediatrics, KU Wichita Medical Practice Association and USD 261 Haysville Public Schools are excited to announce our school-based health clinic (SBHC) to serve students and staff within the Haysville District.

It is our hope the SBHC will make access to health care easier for Haysville students and staff and eliminate the need to drive out of town for health care. This may decrease school absences for students and reduce missed work time for parents and staff members.

The clinic will be open in the USD 261 administrative building at 1745 W Grand, Monday through Wednesday from 7:30 AM to 11:30 AM and Thursday and Friday from 12:30 PM to 4:30 PM. Krista Weaver, APRN, will be the health care provider on site. The SBHC will function similar to other primary care clinics and will provide services for district students including comprehensive and acute care. This will include well-child visits (including vaccinations), as well as the evaluation of acute illness or injury such as sports injuries, cough, cold, fever, rashes, headaches, urinary tract infections, acne, COVID-related concerns, and others. Screening, assessment, treatment and referral for mental health concerns can also be provided through the SBHC. Student sports physicals are also provided through the SBHC. The clinic will provide acute care services to USD 261 staff. Additionally, several onsite laboratory services will be provided through LabCorp for students when needed. To schedule an appointment, call the clinic at (316)554-2317.

KU Wichita Medical Practice Association bills for all services provided by the SBHC USD 261 Haysville. Most major insurances including Medicaid/KanCare are accepted. Your services will be billed to your insurance on file and any remaining deductibles or co-insurance will be billed to the responsible party. If you have any concerns regarding payment for services,

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New - Linda Long

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please reach out to us. All USD 261 students will be seen regardless of the ability to pay. If your child does not have health insurance, the SBHC can assist through our partnership with Healthy Kansas Kids. Contact us at (316)554-2317 for more information. Our goal is to provide care to all who need it, and to assist you with obtaining health insurance coverage whenever possible.

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SCHOOL PSYCHOLOGIST

The school psychologist may counsel directly with a student or act as a consultant to the counselor(s)/teaching staff. Generally, he/she is not involved in helping students with vocational or course choices.

SEXUAL HARASSMENT – BOARD POLICY (GAAC – EMPLOYEE & JGEC – STUDENT)

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Sexual harassment shall include, but not be limited to:

A. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
B. Subtle pressure or requests for sexual activity;
C. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
D. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
E. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
F. Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

SOCIAL WORKER SERVICES

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District social workers are available to assist students with social, emotional, personal, or behavioral needs. School social workers are the link between home, school and community by promoting students' academic and social/emotional success. They work with students in one-on-one, small group, and large group settings during the school day. Social workers support the collaboration between school and the community mental health agencies. The social workers provide resources to students and families to help with a specific need and work closely with both families and the staff at school to create a safe and appropriate environment in which each student can learn.

New – Cathy Michael

STAFF-STUDENT RELATIONS: BOARD POLICY GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

Staff/Student Social Media Guidelines

The Haysville USD 261 board of education encourages positive, appropriate staff-student relations and communications. Staff-student relations and communications via digital means shall be positive and appropriate.

STUDENT SOCIAL EVENTS

All middle school events must end by 10:00 p.m. on nights followed by a school day and 11:00 p.m. on weekends.

STUDENT TARDY

Students will be counted tardy if they are not in the classroom before the bell rings for the start of class. On the 3rd tardy, and each tardy thereafter, the student will receive an "ODR". Consequences for tardies will be assigned as follows:

- Detentions will be held in ALC either before or after school.
- 3rd and 4th Tardy- 30 minute detention
- 5th and 6th Tardy- 1 hour detention
- All tardies will start over at the beginning of each new grading Period.

STUDENT TRANSFER REQUEST

It is the expectation of district leadership for the children of USD 261 to attend their assigned boundary school. In the event special circumstances need consideration, the following protocols shall be followed.

Transfers requests are based on the following stipulations:

1) All secondary students (grades 7-12) who transfer from one school to another shall be subject to all eligibility rules of the Kansas State High School Activities Association (KSHSAA) and the Haysville Board of Education. Questions should be addressed to the sending school's administration.
2) Students' schedules may vary depending on class availability at the new school.
3) Transportation services will not be provided to students attending a school outside their designated attendance areas.
4) Requests for transfers for all students must be submitted annually. It should be noted that approval one year is not a guarantee for future approvals.
5) An approval of transfer for a student does not automatically apply to siblings. Siblings need to apply separately for transfers and will be subject to the same stipulations as all other transfers.
6) Parents are responsible for requesting any refunds of enrollment fees that may be applicable.
7) Transfer applications, approvals or denials will be communicated via the U.S. mail.
8) All requests for upcoming school year are due before May 1 for priority consideration. The requesting party will be notified in writing of the decision by June 15.
9) All requests received after May 1 will be reviewed in August after the August enrollment Period ends, and will be analyzed on a space available basis.
10) Complete sections A & B of the student transfer request document and forward this form to the sending school principal of the current attendance center.
11) The Haysville School District reserves the right to suspend or revoke a transfer request approval at any time for student truancy and/or student misconduct.
12) Failure to sign this form will result in not being considered for transfer approval.

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STUDENT WITHDRAWAL

Withdrawing students are requested to remain in school for the entire day previous to withdrawal to obtain required teacher signatures during their scheduled class Period.

Procedure:

1. The student will receive a transfer form (Withdrawal Form) from the counseling office before the start of school on their last day.
2. The student will report to the library to return all books and obtain a clearance signature from the librarian.
3. The student will report to the health room to pick up a copy of their immunization records and obtain a clearance signature from the health aide.
4. The student will return books to teachers and obtain the teacher's signature. The teachers are to indicate any fees owed by the student. If the textbook has been lost, the full replacement cost of the text should be indicated.
5. The student will need to return their physical education lock to their physical education teacher.
6. The completed withdrawal form should then be brought to the office to obtain the signature of the principal or the principal's secretary.

4. In grade 9 through 12, no videotapes other that G, PG, or PG-13 may be shown
5. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended Periods of time.

Challenges of Materials (See IKD, KN)

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form, which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:
The building principal, media specialist, two subject area specialists and two community members.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and

Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Removing Challenged Materials

Challenged materials shall not be removed from use during the review Period.

WEATHER--NO SCHOOL

When inclement weather causes the school to close, it will be announced on the following radio and television 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. Television stations are KAKE-TV 10, KWCH-TV 12, and KSN-TV 3. A School Messenger message will go out to all staff as well. 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.

WEAPON/INTRUDER ALERT PROCEDURE

If the situation arises that a weapon/intruder is present at school, and poses threat or harm, the following procedure will be implemented: an announcement will be made stating that either "There is an intruder in the building" or "There is an intruder outside of the building". When this ~~occurs~~occurs, you need to follow the Standard Response Protocols, as stated in the Emergency Drills section of this handbook and re-stated below.:

- **Standard Response Protocol (SRP). The SRP is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate directions will be called on the PA.**
  - **Lockout** – "Secure the Perimeter"
  - **Lockdown** – "Locks, Lights, Out of Sight"
  - **Evacuate** – "To the Announced Location"

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- **Shelter** – "For a Hazard Using Safety Strategy"
- **Hold!** – "In your classroom. Clear the halls."

~~1. Lock your door.~~
~~2. Turn off all classroom lights. Please make sure that you have a flashlight available.~~
~~3. Move students to a corner of the room away from the door. Open closet doors that are next to your hall door to cover the view of the classroom from the hall.~~
~~4. Instruct the students to be silent.~~
~~5. Explain to students what is happening and the importance of their cooperation.~~
~~6. Do not use the intercom except for an emergency.~~

~~If you see a person with a weapon in your vicinity, call the office with the exact observation and location. The office will then take the necessary measures.~~

When the situation has ended, an announcement will be made stating "The building is secure." ~~and you may resume with your schedule."~~