2022-2023
Changes for the Elementary Parent and Student Handbook
and Elementary Staff Handbook

The 2020-2021 Elementary Staff Handbook and the Elementary Parent and Student Handbook are available online for your review – changes will be made for 2022-2023

Changes: In addition to specific changes noted below, pages numbers have been updated and various typographical errors and spacing errors have been corrected and fixed.

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 2022-2023
Add District Calendar for 2022-2023

Changes noted on the following pages:

Page 1-2	Update Names and Positions –Administrative Staff
Page 6	Daily Schedule arrival time updated to reflect change
Page 8	Updated school hours for elementary school
Page 19	Updated the requirements of which grade takes 2 doses of Hep A
Page 21	Added School Social Worker Services description
Page 28	Updated information on fire and tornado drill to reflect new required drill #'s from state.
Page 43-44	Added Elementary Outdoor Recess Guidelines
Page 45	Added School Based Health Clinic

- Actual Changes are shown on the next few pages

Changes to Elementary Student/Parent Handbook

Pg. 6 currently reads 2021-2022

DAILY SCHEDULE

No students will be permitted on the school grounds earlier than 8:00 a.m. except those registered and attending the morning Latchkey program. By then the teachers will have reported for duty and can properly supervise the children as they report to class.

Pg. 6 now **reads for 2022-2023**

DAILY SCHEDULE

No students will be permitted on the school grounds earlier than 8:10 a.m. except those registered and attending the morning Latchkey program. By then the teachers will have reported for duty and can properly supervise the children as they report to class.

Pg. 8 currently reads for 2021-2022

SCHOOL HOURS

Pre- Kindergarten : 8:25 a.m. – 11:25 a.m. (Morning session)
12:50 p.m. - 3:50 p.m. (Afternoon session)

Grades Kindergarten – 5th: 8:25 a.m. - 3:50 p.m.



Pg. 8 Now reads for 2022-2023

SCHOOL HOURS

Pre- Kindergarten : 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.



Pg. 19 currently reads for 2021-2022

6) Two (2) Doses Hepatitis A – Effective August 2, 2021 New Requirement for KDG and Grade 1 Two Doses required. First dose on or after first birthday, and a minimum interval of 6 months between the first and second dose.

Pg. 19 now reads for 2022-2023

6) Two (2) Doses Hepatitis A – Effective August 2, 2022 PreK through Grade 5, Two Doses required. First dose on or after first birthday, and a minimum interval of 6 months between the first and second dose.

Pg. 21 Social Worker Description New addition to parent/student handbook

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.

Pg. 28 currently reads for 2021-2022

FIRE
At least once a month fire drills are held at each school to acquaint our students and staff with proper evacuation procedures in case of fire.

TORNADO
During the period of the year when there is general concern regarding tornado weather conditions, and two other times during the year (total 3), a drill is held at school to acquaint students with procedures in taking protective cover. Each school has developed plans to place students where the least likelihood of harm will occur. Checking out students during a tornado is not recommended and is strongly discouraged. Safe rooms at Rex, Nelson, Freeman, Oatville, and Prairie require doors to remain closed during emergency situations such as tornados and chemical spills (shelter in place as recommended by authorities).

Pg. 28 now reads for 2022-2023

FIRE
At least four fire drills are held at each school to acquaint our students and staff with proper evacuation procedures in case of fire.

Tornado
During the period of the year when there is general concern regarding tornado weather conditions, and one other time during the year (total 2), a drill is held at school to acquaint students with procedures in taking protective cover. Each school has developed plans to place students where the least likelihood of harm will occur. Checking out students during a tornado is not recommended and is strongly discouraged. Safe rooms at all buildings require doors to remain closed during emergency situations such as tornados and chemical spills (shelter in place as recommended by authorities).

The Outdoor Recess Guidelines and School Based Health Clinic are added in the elementary parent/student handbook and the Elementary Staff Handbook and show below.

Haysville Elementary Outdoor Recess Guidelines

- ## Cold-Related Conditions

  Regular outdoor recess will be held if:
  - Outside air temperature and/or wind chill is **20° (F) or greater**
  - There is no falling precipitation
- **Limited outdoor recess** will be held if:
  - Outside air temperature and/or wind chill is between 10° and 19° (F)
  - There is no falling precipitation
- **Indoor recess** will be held if:
  - Outside air temperature and/or wind chill is lower than 10° (F) or there is falling precipitation
-
- ## Heat-Related Conditions

  Regular recess:
  - If the outside temperature or heat index is less than 95° (F)
- **Limited outdoor recess:**
  - Students may go out for a portion of their normal recess during the school day using the following guidelines for students and staff when the temperature or heat index is between 95° and 99° (F)
  - Make sure abundant water is available and frequent breaks are given.
  - Consider allowing students to use water bottles in order to pre-hydrate.
  - Watch for signs of heat cramps, heat exhaustion or heat strokes.
- **Indoor recess:**
  - It is recommended that students and staff remain inside for recess when the temperature or heat
    Index is 100° (F) or greater.

The heat index, also known as the apparent temperature, is **what the temperature feels like to the human body when relative humidity is combined with the air temperature. This has important considerations for the human body's comfort. When the body gets too hot, it begins to perspire or sweat to cool itself off.*

Weather Guidelines for Children

Understand the Weather

Wind-Chill



- 30°is ***chilly*** and generally uncomfortable
- 15°to 30° is ***cold***
- 0° to 15° is ***very cold***
- -20° to 0° is ***bitter cold*** with significant risk of ***frostbite***
- -20° to -60° is ***extreme cold*** and ***frostbite*** is likely
- -60° is ***frigid*** and exposed ***skin will freeze*** in 1 minute

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature \ Wind Speed in mph	Calm 5		10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play

Caution

Danger

Heat Index



- 80° or below is considered ***comfortable***
- 90° beginning to feel ***uncomfortable***
- 100° ***uncomfortable*** and may be ***hazardous***
- 110° considered ***dangerous***

Heat Index Chart (in Fahrenheit %)

Air Temperature (F) \ Relative Humidity (Percent)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									

All temperatures are in degrees Fahrenheit Weather Guidelines for Children

2010

(New) **Pg. 45**



USD 261 HAYSVILLE SCHOOLS | KU SCHOOL OF MEDICINE WICHITA MEDICAL PRACTICE ASSOCIATION The University of Kansas

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 similarly 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 coinsurance will be billed to the responsible party. If you have any concerns regarding payment for services, 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.

Changes in Elementary Staff Handbook

Changed dates to 2022-2023 throughout the document

Pg. 4 Added Social Worker Services description

Pg. 4 Updated Testing Program to reflect current practices

Added Appendix O Elementary Outdoor Recess Guidelines

Added Appendix P School Based Health Clinic

Changes to Elementary STAFF Handbook

Pg.4 Staff Handbook currently reads 2021-2022

Pg. 4 New addition Social Worker Services description

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.

Testing Program II	The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, AimsWeb, Literacy First data, Common Assessments, district group achievement tests, and state required tests (Kansas State Assessment

Pg. 4 Now reads for 2022-2023

Testing Program II	The district educational testing program is utilized to measure student achievement, progress, and areas of need. USD 261 uses the following assessments: FastBridge, Phonological Awareness Skills Test (PAST), Phonics Assessment, iReady (Math) Diagnostic, Social-Emotional Surveys, and State Required Tests.

(New) Appendix O

Haysville Elementary Outdoor Recess Guidelines

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94	97	100	103	106	110	114	119	124	129	135			
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2010

(New) **Appendix P**



USD 261 HAYSVILLE SCHOOLS | KU SCHOOL OF MEDICINE WICHITA MEDICAL PRACTICE ASSOCIATION The University of Kansas

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