

STUDENT

Haysville Middle School

900 W. Grand
Haysville, KS. 67060
(316) 554-2251
Fax: (316) 554-2258

Student Handbook 2021-2022

This agenda book belongs to:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Phone: _____

In case of an emergency, please notify:

Name: _____ Phone #: _____

Not needed.

HMS is a member of the Patriot League. The Patriot League includes: North Division – Augusta, Circle, El Dorado, Haysville, Haysville West, Prairie Hills; South Division – Ark City, Clearwater, Mulvane, Rose Hill, Wellington, Winfield; East Division – Ark City, Augusta, Circle, El Dorado, Haysville, Winfield; West Division – Clearwater, Haysville West, Mulvane, Prairie Hills, Rose Hill, Wellington. Information about our league can be found at www.patriotleague.org

<https://www.patriotleagues.org/>

League re-organization



This handbook has been prepared to enable students and their parents or guardians to know and understand the procedures, policies, and regulations of Haysville Middle School. It is not intended to be an all-inclusive listing of rules and regulations. **Items that fall outside those listed in this handbook will be handled at administrative discretion.** To the best of our ability, every effort will be made to recognize the human dignity and worth of each individual student attending Haysville Middle School. It is the responsibility of each student/parent to become familiar with the contents of this handbook. This handbook can be accessed online at www.usd261.com and go to the middle school link.

Haysville Middle School - Parent's **FAQ** Page – 2024 - 2025 School Year

Student Name: _____

(Please remove this page from the agenda book and place near your home telephone for easy reference.)

- **Arrival and Departure**
 - Students are to arrive at school no earlier than 7:00 a.m. Doors to the building will be opened at 7:10 a.m., earlier in the event of inclement weather conditions and report to the cafeteria for breakfast or to their designated gymnasium, commons until 7:15 a.m. otherwise. Students are to be out of the building by 3:00 p.m. each day. Exceptions to these times are athletic practices or other extracurricular activity practice. There may also be periods of time during the school year where the facility is opened earlier, those situations will be determined as deemed necessary by administration.
- **Lunch**
 - HMS has a closed lunch period. Checking a student out for lunch counts against his/her classroom attendance.
- **Absences**
 - Parents will be held responsible for contacting the school by telephone or personal visit within 24 hours of the absence. Call: 554-2251 and leave your message with one of the office staff. Excessive absences may require a note from a physician.
- **School Messenger**
 - HMS uses this computerized program to make telephone calls, emails and text messages in a matter of minutes to our population. In order for this program to be successful, it is vital that the office has an accurate contact number at all times.
- **Change of Address or Telephone**
 - Inform the main office of any address or telephone number changes immediately. The office must maintain current information in the event of an emergency.
- **Parent-Teacher Conferences**
 - Conferences will be conducted on the same dates with similar schedules for the both elementary and middle schools, with the elementary and high school may be different being slightly different. Please refer to the district's school calendar for scheduled fall and spring conferences.
- **Telephone**
 - Due to the overwhelming number of calls the office receives, we request that you please make all arrangements with your child prior to school. In the event of an emergency, to be determined by the administration, it is possible that a message may be delivered to your child. HMS will not impede the educational process and call your child out of class to take a telephone call.

Welcome Hawks!

On behalf of the teachers and staff of Haysville Middle School, I would like to welcome you to a new school year. We recognize that this is both an exciting and challenging time for you as you develop interests, attitudes, and personal standards that will direct your behavior in the years ahead. We want to provide you with the best education that we can; however, this cannot be done without your help. One way you can help is by accepting responsibility for your education by making a commitment to attend school daily, completing assignments on time, and behaving appropriately. In doing so, you are also making your transition from the grade school to the secondary setting a successful one.

The first step in accepting this responsibility is to become familiar with this document agenda book. It provides information on rules, procedures, activities and services at our school. I encourage you to read this handbook carefully and discuss it with your parents. **All students and parent/guardians are responsible for knowing the contents of this handbook.** We also believe the student agenda is a valuable study skills tool. By consistently using the agenda book daily to record assignments, projects, and tasks, you will find yourself more successful with the academic challenges you will face.

We want your time with us at the middle school to be enjoyable as well as educational. Our concern for you goes beyond your academic success, so if there is any way we can be of assistance to you throughout the upcoming school year, please let us know.

Respectfully,
Dr. Michael Maurer, Principal

Office/Secretarial Staff

Administration

Dr. Michael Maurer – Principal
Mrs. Samantha Glover – AP
Ms. Dawn Blue – AP/AD

Mrs. Cindy Williams – Principal's Secretary
~~Mrs. Cathy Brannum~~ – Attendance
Mrs. Jessica Cooper – Athletic Secretary

Position not filled

Counseling Office Staff

Mrs. Sharon Streit - Counselor
Mrs. Deborah Whitfield – School Psychologist

Mr. Robert Taylor - Counselor
Mrs. Susan Bohanan – Secretary/Registrar

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~~

School Telephone Numbers

HMS Office	554-2251	Nelson	554-2273	Supt. Office	554-2200
HMS Fax	554-2258	Oatville	554-2290		
Campus	554-2236	Prairie	554-2350		
Freeman	554-2265	Rex	554-2281	Transportation	554-2213
Haysville West	554-2370	Ruth Clark	554-2333		

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.

What should I do if . . .

I lose my ID card?

Check with the office to see if found, if not, purchase a new ID for \$5.00 or 30 "Hawk Bucks"

I lose my planner?

~~Purchase a new planner from the office at a cost of \$10.00 or 50 "Hawk Bucks"~~

I forgot my locker combination?

Check with the main office. The locker combination is listed in PowerSchool on the Grades/Attendance page, and can be found by scrolling to the bottom of the page.

My locker is jammed?

Report to class ~~so as to go~~ not be counted tardy, then ask to be allowed to report to the office.

I need to check in or out of school?

Report to the main office and use the electronic check-in/out protocols.

I am feeling sick?

Ask your teacher to fill out an e-pass for a ~~pass~~ to the health room.

I need to place money on my lunch account?

Go to the cafeteria before school or during passing period prior to 5th hr. **NO MONEY MAY BE PLACED ON A STUDENT'S LUNCH ACCOUNT DURING 5TH HOUR.**

Something gets stolen?

~~Complete an electronic incident report on Hawk Central. Make a Crime Stoppers report by dropping a note in the Crime Stoppers box located in F Hall (main hall).~~

I have a question about athletics and/or activities?

Report to Ms. Blue, assistant principal, or the appropriate coach and/or sponsor.

I need to report harassment?

Report the incident to an adult, complete the electronic incident report form on Hawk Central, to the office; the appropriate paperwork will then be given to the grade-level assistant principal.

I have lost my PowerSchool Password?

Report to the office and the secretaries will obtain that information for the student.

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

General Information

Absences

K.S.A. 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 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. 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 the 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 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

3. Two (2) school days are given to make up work for each day of excused absence. Students may be required to make up tests scheduled in advance upon their return to school.

Unexcused Absences:

1. Examples of unexcused absences are oversleeping, hair appointments, missing the bus, car trouble, running errands, personal business, job interviews, and staying home to work on homework.
2. Leaving school without permission and/or skipping school.
3. No make-up work will be allowed for unexcused absences.
4. Any student who is absent for a significant portion of a school day without a valid excuse for three consecutive days, five (5) days in a semester, or seven (7) days in a school year are considered truant and will be reported to the district or county attorney.

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

Significant Part of a School Day

An absence of four or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

BOE Approved KASB Recommendation: June 20, 2016

An absence is simply a loss of the opportunity to gain the knowledge for that specific day. Regardless of the reason, if your child is not in attendance, they miss out on the educational opportunity being presented. It is critical, that your child is in school.

Activities

An athletic director is available for scheduling and organizing athletic events and related school-sponsored activities. The athletic director also has the necessary form and information concerning student participation and eligibility for interschool athletics and academic competitions. A well-rounded program of activities is available for grades 7 and 8. In order to be eligible to participate in school activities an individual must:

- Demonstrate satisfactory work in all subject matters and be in good standing.
- Demonstrate proper conduct in and out of school. Your sponsor will explain to you the specific requirements as to proper conduct and citizenship.
- Have on file in the office a completed physical form, (may be obtained at www.usd261.com) provided by the Kansas State High School Activities Association and signed by both a doctor and a parent. Physical exams must occur after May 1 each year to be valid for the following school year.

Attending activities is considered to be a privilege. Students, who are asked to leave a school-sponsored activity for violations of any nature, may not be allowed to attend future events.

Activity/Athletic Trips

All students who ride the bus on activity and/or athletic trips must return on the bus. Any exceptions must be cleared through the athletic director 24 hours prior to the activity. If the activity should fall on a Monday, notice needs to be given to the athletic director on the previous Friday. Parents must also make contact with the coach after the game to pick up their student. No exceptions can be, nor will be made to the provision that all participants must ride district provided transportation to the event in question. All students who do ride the bus back to school must be picked up at the school within 30 minutes of arriving at school. Any student that has been suspended from the bus by the transportation department may not participate in any school activity that requires bus transportation.

Agenda Books

~~The student agenda is now an electronic document. All teachers require students to have their HMS agenda book with them and use it daily. The agenda book is a requirement. The agenda book, a learning and organizational tool, is intended to enhance academic performance. The agenda book also contains the Parent/Student Handbook. Replacement cost for each agenda is \$40.00 or 50 "Hawk Bucks".~~

Announcements

Announcements are read daily during Guided Study.

Arrival and Departure

Students are to arrive at school no earlier than 7:00 a.m. ~~Doors to the building will be opened at 7:10 a.m., earlier in the event of inclement weather conditions~~ and report to their assigned gymnasium; Grade 6 – Gym 1, Grade 7 – Gym 2, and Grade 8 – Gym 3. Students may report to the cafeteria to participate in the breakfast program at ~~approximately~~ 7:10 a.m. Students are to remain in either of these locations until 7:25 a.m. when they will be allowed to enter the hallways and prepare for their first hour class. Students are to be out of the building by 3:00 p.m. each day. Exceptions to these times are athletic practices, other extracurricular activity practice, detentions or tutoring. ~~in the~~

~~event COVID-19 protocols are still in place, students will report to their first hour classroom if not participating in the breakfast program.~~

Assembly Conduct

Assemblies are presented during the year at times advantageous to the student body. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In keeping with good school spirit, the following rules will be observed:

- Students will sit in groups as assigned by the teacher or administration.
- All students will enter and leave the auditorium promptly.
- Courtesy and proper conduct must be maintained at all times.

Bicycles – Skateboards – Scooters - Etc.

Before you enter the school grounds, dismount from your bicycle/scooter/skateboards. Bikes must be pushed to and parked at the racks provided about the building. Leave your bike upright. It is your responsibility to lock your own bike. Scooters/skateboards need to be carried as soon as you reach the school grounds. When you leave, push or carry your bike/scooter/skateboard to the street before getting on. Remember to be courteous, cautious, and alert so as to protect others as well as yourself. The school is not responsible for lost or stolen items.

Bus Schedule and Regulations

Bus transportation will be provided to and from school for those students who qualify. Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. Reports of unacceptable behavior may result in parental contact. Consequences for receiving a school bus discipline referral will be determined by the transportation supervisor and implemented by the school administration. At any time during the process when there is a question about the incident, the administrator will refer the parent to the transportation supervisor. Transportation can be reached at 316-554-2213.

JGGA Use of Video Cameras (See JR and JRB)

JGGA

The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information.

School Messenger®

HMS uses this computerized program to make telephone calls in a matter of minutes to our population. In order for this program to be successful, it is vital that the office has an accurate contact number at all times. This would also include an accurate email address.

Care of Property

Students should refrain from marring desks, tables, hall lockers, wall, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property.

Change of Address or Telephone

Inform the main office of any address or telephone number changes immediately. The office must maintain current information in the event of an emergency.

Character

Good character involves understanding, caring about, and acting upon core principles such as caring, honesty, fairness, responsibility, attitude, tolerance, citizenship, trustworthiness, leadership, and respect for self and others. HMS believes today's students need to learn life skills to successfully manage tasks, form relationships, solve everyday problems, and adapt to the demands of simply growing up. We stand committed to character development for every student's academic, emotional and social growth.

Chromebook Policy

Haysville Middle School

1:1 Chromebook Policy and Agreement

2021 - 2022

The focus of the USD 261 one-to-one (1:1) Chromebook initiative is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be readily available and seamlessly integrated throughout the educational program. Increasing student access to technology is essential and one of the current learning tools available is the Chromebook.

Computer Use

The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It shall be the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

Computer systems and networks are for educational and professional use only. Violations of this policy would include, but are not limited to the following: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address.

The district retains the right to discipline any student, up to and including expulsion, for violations of this policy. Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Email, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

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.

Counseling Services

A staff of two counselors provides guidance services. Their purpose is to aid in solving problems, making adjustments to various situations they meet such as personal problems, academic difficulty, schedule changes, and interpret various assessments.

Crime Stoppers Hotline

Students with information helpful in solving crimes at HMS may call the HMS Crime Stoppers Hotline with their anonymous tip. Call 554-2251, and then enter extension 91525.

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Crisis Plan

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, drills will 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.

Dances

Only HMS students will be allowed to attend HMS dances. At times, HWMS and St. Cecilia students are allowed to attend, and they MUST also have a current school ID. Students must have the current year's ID for admittance. In the event that a dance will be held allowing both middle schools' students to attend, each student will be required to have the current year's ID from their specific school for admittance. In the event that a fifth-grade dance is sponsored by HMS, then only current USD 261 fifth-grade students will be allowed to attend. **Students MUST have a current HMS student photo ID for admission to all dances.** Admission prices for dances will be determined as dances are scheduled. All school policies concerning behavior and dress codes apply.

Delivering – Bringing Flowers, Balloons and other Items to School

In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to schools, HMS places the following restrictions on such items:

- The school strongly discourages the delivery of flowers, balloons, or other gifts.
- Latex deliveries of any kind **WILL NOT** be accepted.
- The internal distribution of items by students or faculty groups must be approved in advance by the principal.

Does not work

- The commercial delivery of food will only be allowed with prior administrative approval.

Detention Procedures

Detentions can be assigned for both academic and disciplinary purposes.

- Detentions may be served on Tuesday and/or Thursday from **7:00 – 7:25 a.m., or from 2:50 – 3:20 p.m.** **The preferred detention time is during the morning offering and is served in the ALC classroom.**
- If a student does not show up for their assigned detention, they will be placed in ALC for a whole day.
- If the student must attend an afternoon detention to fulfill the hour requirements, they will then have to wait outside till their parents come to pick them up.

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Directory Information

USD 261 will be releasing information and photos to the media throughout the coming school year of various activities and programs. For purposes of the Family Educational Rights and Privacy Act (FERPA), USD 261 as designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, and photographs. Such information may be used in publications such as yearbook, honor roll lists, playbills, web-site, media releases, and newsletters. OPT OUT information is on the top of the next page.

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 7. Send such notification to: Superintendent of Schools, 1745 W. Grand, Haysville, KS. 67060. If the refusal is not filed, USD 261 assumes there is not 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.

Distribution of Grade Cards

Grade cards are distributed at the conclusion of each grading period. Grade cards are mailed home following the conclusion of the fourth grading period. This distribution takes place as quickly as possible following the conclusion of each grading period.

Dress Code

The Haysville Middle School Dress Code is to enhance the educational atmosphere in which students may develop to their greatest individual potential. Pupils should develop acceptable standards that reflect appropriateness for the occasion, which do not create a disturbing influence in the educational setting, and which are not contrary to public good taste.

Proper clothing and good grooming play an important part in the educational growth and development of all age students. The guidelines provided will help students evaluate their appearance. The following is to be used by students and administration (when it becomes necessary) to make judgment on the acceptability of students' appearance.

- Clothing is expected to fit properly and be worn in good taste. "Sagging" is not an acceptable practice at HMS.
- Footwear is to be worn at all times.
- **Dress displaying messages contrary to school supported programs and ideals will not be considered appropriate.**
- Items of apparel displaying alcoholic beverage, drug advertisements, sexual suggestive language, and/or any association with gang involvement or racially motivated issues are all considered inappropriate for school dress.
- Unnatural hair color is strongly discouraged.
- Face painting will not be allowed.
- Students will not wear these items once they enter the building and will refrain from doing so until they exit the building.
 - hats, bandanas
- Common sense and good judgment is to prevail in all modes of dress.
- Some items of clothing such as but not limited to, are considered inappropriate
 - Halter tops - Bare midriffs – Spaghetti strap shirts - Muscle shirts - Net t-shirts – Pajamas - Slippers
 - Showing of cleavage on young ladies, and low pants on young gentlemen is not allowed.
 - Showing of undergarments is not acceptable.
- For safety and security reasons, students are to store jackets/coats and bags in their lockers. **This would include scooters if used to commute to school. Backpacks, purses, handbags, blankets and jackets/coats are not to be carried or worn from class to class.** Exceptions may be made on an individual by individual basis. Students are to utilize passing periods to store and retrieve needed classroom materials.

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Students who are in violation of the dress code will receive consequences ranging from being asked to change, alter their clothing, or suspension. Students whose clothing violates the district racial harassment and intimidation policy will receive a three day out-of-school suspension for the first infraction, three to five day out-of-school suspension with a possible expulsion hearing for the second offense, and suspension from school pending an expulsion hearing for a third violation.

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, **Shelter and Hold and Shelter**. 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. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a drill.

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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. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a drill.
- 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.

Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those that are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - We have prior written consent for disclosure;
 - The information is considered directory information and you have not objected to the release of such information, and
 - Disclosure without consent is permitted by law.
- The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 261 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 261 policies for complying with FERPA. A copy may be obtained from your school office or by contacting the Human Resources Office at 1745 W. Grand in Haysville, or at 554-2200.

Flag Salute - Participation in the flag salute is not mandated, yet highly encouraged.

Fundraising

The purpose of fundraising is to raise money for projects and activities of an organization, club, or class to benefit student activities beyond what is allowed by the Board of Education subsidy. School organizations provide an important extracurricular opportunity to develop student leadership and involvement through the attainment of worthwhile goals designed to accomplish the organization's purpose--fund raising should not be for individual gain, membership parties, etc. Guidelines encourage student involvement with "checks and balances" designed to provide accountability and protection for all parties handling fundraising products and monies. They also recognize the need for funds by "many" organizations operating in a limited market.

Grading System

There will be a total of four formal grading reports during the year.

Guided Study

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. All assemblies will be held during this period, so instructional time is not lost.

Hall Behavior and Passes

When permission is granted to be away from a classroom, students **MUST** use the e-hall pass electronic system, passes provided in their agenda book. Such passes must be fully attached and intact to the agenda book. Students are not to use other students' agendas. The student must comply with the above regulation; otherwise he/she may not be granted permission to leave the classroom. When permission is granted, the student must report back to his/her teacher before the end of the period. No student is to be in the halls without their agenda.

Hallway Expectations

Always walk to the right side of the hallways. Running, pushing, shoving, and yelling are completely unacceptable. Students are cautioned against this type of activity as it may endanger their own safety as well as the safety of others. Students are to remain in hallways where they have classes or hallways that are the most direct route to their next class. (See PBIS pg. 13)

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)

HMS Bell Schedule

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	

4 th hour	10:02 a.m.	10:48 a.m.	46 minutes	
Passing Period	10:48 a.m.	10:51 a.m.	3 minutes	
5 th 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	
6 th hour	12:43 p.m.	1:29 p.m.	46 minutes	
Passing Period	1:29 p.m.	1:32 p.m.	3 minutes	
7 th hour	1:32 p.m.	2:18 p.m.	46 minutes	
Passing Period	2:18 p.m.	2:21 p.m.	3 minutes	
8 th hour	2:21 p.m.	2:50 p.m.	29 minutes	Guided Study

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Homebound

Homebound instruction is designed to help students maintain educational progress during the time they are physically and/or emotionally incapable of attending school. It is available to students whose medical condition prohibits attendance in a regular or alternative school program and who are under medical care for an illness or injury. A physician's order must be submitted to the principal as a prerequisite to any potential homebound services will be provided.

Homework

Students are responsible for completing and returning homework assignments on time. Allowing students to NOT turn in assigned homework is not an acceptable practice at HMS. Zeros are not acceptable. However, late work will receive a penalty as deemed appropriate by the classroom teacher and approved by the building principal. As a general building rule, the only homework a child may have is work that is not completed in the classroom. There may be an occasional exception to this guideline and must be approved by an administrator.

Honor Roll

Honor rolls are determined on the 4.0-point system. The Academic Excellence honor roll is for students that have a 4.0 grade point average (GPA). The Principal's honor roll is for students who accumulate a 3.7 to 3.99 GPA. The Academic honor roll is for students with GPA's of 3.0 to 3.69. Any student with a grade of an "F" on their grade card will not be eligible for any of the honor roll programs.

ID Cards

It is required by administration that the student have their photo ID in their possession at all times during school hours. Student photo ID cards are used, to check out books from the media center, and as the student lunch card. Lost, defaced, or destroyed student photo ID cards must be replaced at a charge of \$5.00 or 30 "Hawk Bucks" per card. ID cards are required for admittance to all school activities. The student ID may be downloaded to their Chromebook or smartphone if the child has a valid working email address. This provision works in the same manner as the actual ID card. Labels for student agendas will be provided and distributed by staff for use in the event the student does not have their photo ID. Lost, defaced, or destroyed label must be replaced at a charge of \$1.00 per label. These labels can only be used with an intact agenda, and only in the media center and cafeteria. The use of the label in student handbooks is not an acceptable form of ID for school activity entrance.

Insurance

Any injury or accident that occurs while on school property or at a school activity, must first be filed on the parent/guardian insurance plan. HMS does not carry an accident insurance policy on its students. Parents are encouraged to review the student accident package available through the school district and to enroll their child. Low-cost plans are available for the school day alone or 24-hour coverage. Information is available in the main office of the school.

Lockers

All students will be assigned a locker to store personal belongings. Students will continue to be allowed to carry back packs throughout the day. Access to lockers by students may be limited to will take place before school, during 5th hour (lunch), and after school if deemed necessary by the administration. Hallways will be monitored during passing periods, and students will not be allowed access to lockers at any time not listed above.

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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. Each student will be assigned a

locker. Combination locks are built into lockers. **Students should not share lockers or combinations.** A charge of \$2.00 will be assessed each time that a combination must be changed. Requests for a change in the combination should be made in the office. **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. If a student is issued a key lock, the student is responsible for returning the key at the end of the school year. If the key is not returned, the student will need to pay the replacement cost of the lock in the amount of \$10.00.

Lost, Stolen, and Found

Any articles found should be turned into the lost and found immediately. Lost or stolen articles should be reported to the office immediately. The lost and found is located in the main commons area near the counseling office. Items that are not claimed are periodically donated to some charitable organization.

Lunch

Lunch is served and priced by the USD 261 Food Service entity. HMS has a closed lunch period. Checking a student out for lunch counts against his/her classroom attendance. Free or reduced lunches are available by application through Food Service, 554-2219. Per federal regulations, free and reduced lunch cards may only be used for the published meal only, may only be used by the person owning the ID card, and only be used once per day. In the event any student does not have their ID card, or their planner so as to purchase a lunch, an alternative lunch may be served. An additional acceptable means for lunch line speed is the physical placement of the child's bar code on their cell phone for scanning purposes. This does not include a picture of the ID card or bar code on the phone itself. **Lunch Funds** - Money may be placed on the student ID card before school from 7:10 – 7:35 a.m. No money may be placed on a student's lunch account during 5th hour. Students may also place money on their card if they are at the end of their line as their class proceeds through the lunch line.

Lunch Food Delivery - Delivery of food to a student must go through the main office.

- **Lunch Room Behavior – HAWK Pride**
 - Preparation – 1) Stand quietly in designated line. 2) Make meal selections quickly. 3) Have ID or money ready
 - Respect – 1) Demonstrate proper manners. 2) Respect ALL authority
 - Integrity – 1) Clean up all messes and throw away all trash. 2) Be honest and sincere
 - Discipline – 1) Control hands, mouth, and feet. 2) Sit at assigned table. 3) Once seated, remain seated
 - Excellence - 1) Keep cafeteria clean, quiet, and orderly
- **Lunch Balance for students may be found at www.usd261.com/parents by logging into PowerSchool. Parents must have their username and password information to be able to log onto the system to utilize this feature.**

Media Center

The Library Media Center is open to students from 7:25 until 2:50 daily. Students may come in before 7:25 if they have permission from a teacher or the librarian. The library contains a wide variety of books and other materials to help students succeed. Students come to the media center each week at a regularly scheduled time with their language arts teacher. Student ID cards or their planner is required in order to check out materials. However, if the card photo is not recognizable or the barcode cannot be scanned, the student will not be allowed to check out materials. Books are checked out for ~~two-week~~two-week periods. Students are not fined for late materials; however, students will be charged for any materials that are lost or damaged. At the time of checkout, a card is placed in the front pocket of the book/magazine. If the card is not returned with the book, there will be a \$.25 charge to replace the card. If you misuse computers, or other electronic equipment in the Library Media Center, you will be subject to disciplinary actions, according to building and district policies.

Medications at School

~~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.~~

Moved to
Health Services
section

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- ~~— 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*~~

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Permission to Possess and Self-Administer Medication:

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- ~~➤ 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.~~

Parental Rights

Parental rights concerning access to student records –KAR 91-12-44, 45, 56.

- Right to inspect and review records; or to have their representative inspect and review records; and possibly make copies of those records;
- Right to be informed of all types and locations of records being collected, maintained or used by the agency;
- Right to a response to reasonable request for an explanation of any item in the records;
- Right to ask for an amendment of any record on the grounds it is inaccurate, misleading or violates privacy rights;
- Right to a hearing if the agency refuses to make a requested amendment;
- Right to enter into records your comments or reasons for disagreeing with the hearing decision;
- Right to restrict access to their child's records by withholding consent to disclose records;
- Right to be informed before information in their child's file is to be destroyed;
- Right to be told to whom information has been disclosed; and,
- Student's Rights Policy – The rights accorded to the parent and the rights of permission and consent are accorded to only the student provided that he/she:
 - Is married or declared emancipated by the court, or
 - Has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll. (1996 FERPA Regulations - November 21, 1996)

Nine-Week Student Grade Check

~~A two-page document for grade check/tracking by the student, has been included at the back of the agenda.~~

Parent – Teacher Conferences

Conferences will be conducted on the same dates with similar schedules for ~~both the elementary and middle schools,~~ ~~with the~~ ~~The elementary and~~ high school ~~schedules may be being slightly~~ different. Please refer to the district's school calendar for scheduled fall and spring conferences.

PBIS – Positive Behavior Interventions and Supports

- Classroom and Hallways – HAWK Pride
 - Preparation – 1) Have appropriate materials. 2) Be to class on time.
 - Respect – 1) Demonstrate proper manners. 2) Respect ALL authority.
 - Integrity – 1) Do what is right even when no one is watching. 2) Be honest and sincere.
 - Discipline – 1) Control hands, mouth, and feet.
 - Excellence – 1) Keep hallways clean, quiet, and orderly.

Personal Property

Students should not bring personal items such as; laser pointers, wallet chains, digital cameras, skateboards, or electronic games to school unless they have been requested by a teacher and are a useful part of their class work. This list is not meant to be all inclusive and additional items of concern will be dealt with on an individual basis by the principal. Students can be in possession of a cell phone at HMS. Cell phone use during the school day is restricted to the classroom rules of the individual teachers. As a rule, cell phones are to be turned off and in the student's locker from 7:35 to 2:50. Students who are in violation of the above policy will receive consequences ranging from being asked to put items in their locker to parents being required to pick items up. The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds. Use of electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in sexual or racial harassment, or classroom cheating may result in suspension and/or expulsion for school.

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.

Physical Education

All HMS students are required to be enrolled in a minimum of one semester of P.E. each year. Students may elect to enroll in more. Requirements for all students participating in Physical Education classes are as: All 7th and 8th grade students enrolled in P.E. need to have a uniform which can be purchased at HMS at a cost of \$15.00. Sixth grade students are not required to change clothing for P.E. class. Due to safety concerns, shoes need to be worn properly at all times. Also due to safety concerns, jewelry is not permitted to be worn in any P.E. class. Wearing the P.E. uniform as normal clothing for the day is not an acceptable practice. Effective use of daily deodorant is suggested for good personal hygiene. If any middle school student is unable to participate in gym class because of an illness or accident, a parent's note and/or school nurse will be acceptable for only one day. After the first day, a doctor, RN or LPN note will be required or by administration for the student to be given permission not to participate. An alternative assignment may be given to the student to complete for points, if parent or doctor notes are given to the teacher.

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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 these 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 six 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.

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Not enforced in the past. If parade only, cannot be enforced.

School Resource Officer

The SRO is a full-time law enforcement officer who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

- Positive Role Model – for children who are not exposed to many such role models in today's society.
- A Law-Related Teacher – who can provide class length presentations on various topics.
- A Resource - acting as a link to support services in and out of the school setting.
- An Advisor - providing guidance regarding law enforcement questions.
- A Law Enforcement Officer – whose primary purpose is to "keep the peace."

School Violence Hotline

The State of Kansas, in conjunction with all local Kansas schools, has established a statewide school safety hotline. The hotline will be staffed by the Kansas Highway Patrol and is designed to allow students or parents to report impending school violence. The caller will be interviewed over the phone, and all information will be forwarded to the local police. It is important to remember that the phone calls are directed to the Kansas Highway Patrol and must be legitimate in nature. The hotline number is: 1-877-626-8203

Sportsmanship "High Five"

Participants:

- Accept the responsibility and privilege of playing for your school and community.

- Treat opponents with respect as they are your guests.
- Exercise self-control at all times.
- Accept both victory and defeat with pride and compassion, never being boastful or bitter.
- Live up to the high standards of sportsmanship established by your coach.

Fans:

- Help develop a community reputation for good sportsmanship.
- Give encouragement to athletic teams and recognition of good plays by everyone.
- Be a role model by being positive in every manner possible.
- Support those playing, coaching and officiating.
- Respect the judgment and strategy of the coach.

Everyone:

- Show respect for the opponents at all times.
- Show respect for the officials.
- Know, understand and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate skill in performance regardless of the affiliation.

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 Relations

Students are expected not to show their affection to others while on school premises. These behaviors are not appropriate for the educational environment. This includes school sponsored activities.

Student Tardies

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
- (See Detention Procedures Pg. 6)

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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.

Transfer 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 this document and forward the 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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Telephone Use

Due to the overwhelming number of calls the office receives, we request that you please make all arrangements with your child prior to school. In the event of an emergency, to be determined by the administration, it is possible that your child may be called out of class; however, the preferred means of communication would be a

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.

Narcotics, Alcoholic Beverages, and Stimulant Drugs

BOE Policy (JCDA-R)

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- On the school grounds during or immediately before or immediately after school hours,
- On the school grounds at any other time when the school is being used by any school group, or
- Off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. In all cases where students are suspected of unlawfully using or possessing drugs or narcotics on the school premises, the building principal shall conduct an investigation to ascertain any available facts. Upon the finding of any facts that support a reasonable belief that the suspicions are warranted, the principal shall immediately suspend the student(s) from school for a period of five (5) days. Such suspension shall be administered in accordance with the policies of the board of education. The proper law enforcement authorities shall be notified of the drug or narcotic violation.

Racial Harassment

BOE Policy (GAACA & JGECA)

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially 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.

Racial harassment shall include, but not be limited to:

- Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the recipient.
- Harassing conduct (e.g., physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
- Treatment, which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her principal, building Title VI coordinator, counselor, or another certified staff member. Initiation of a racial 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.

- In general, incidents of racial harassment shall result in:
- 1st offense - warning
- 2nd offense - 1 day in-school suspension
- 3rd offense - 3-day out of school suspension
- 4th offense - 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion

It should be noted that the step process could be jumped at any time based upon the seriousness of the offense and the need for immediate action to prevent further incidents of harassment.

Repeated Violations of School Rules

Repeated student assignments to the Alternative Learning Center (ALC) are not an acceptable educational environment. In the event that this materializes, alternative means of education may be pursued any of the parties involved.

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

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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, 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.

Sexual Harassment

BOE Policy (GAAC & JGEC)

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:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- 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
- 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.

In general, incidents of sexual harassment shall result in:

- 1st offense - warning
- 2nd offense - 1 day in-school suspension
- 3rd offense - 3-day out of school suspension
- 4th offense - 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion

It should be noted that the step process could be jumped at any time based upon the seriousness of the offense and the need for immediate action to prevent further incidents of harassment.

Social Worker Services

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.

Student Academic Dishonesty Policy

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic assignment in question. The building administration should be advised of any action taken by the faculty member regarding academic dishonesty. The student has the right to appeal the charge of academic dishonesty; to initially begin with the faculty member issuing the charge, and

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- Students are expected to attend all practices and contests. Written verification of excused absences may be required. Students may be required to make up excused absences in accordance with team policies.
- Students may be required to make up unexcused absences in accordance with team policies. Unexcused absences shall result in a loss of playing time in accordance with team policies.

Playing Time:

- Reasonable efforts will be made to provide playing time to all participants in good standing; however, playing time shall be solely at the coach's discretion.

Transfer (Rule 18)

- **TRANSFER PURPOSE**—The purpose of the Transfer Rule is to protect students from being displaced by those who change schools for interscholastic activity reasons. It is devised to eliminate "school shopping" after a student has initially chosen the school of his/her choice. This avoids transfers when the motivation is for activity purposes and prohibits recruitment. Students transferring who do not meet the criteria or one of the exceptions listed in Sections 1, 2, or 3, would otherwise be taking the place of a student in interscholastic competition who has met those requirements.
- **NOTE:** In addition to the transfer rule, the student must meet all other rules and regulations, such as Age, Scholarship, Bona Fide Student in Good Standing, etc.

First Nine Weeks Grade Tracker

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	Extra
ELA										
Math										
Science										
Social Studies										
Reading										
Elective										
Elective										
Elective										
Guided Study-- Hawk Time										

Not used

Second Nine Weeks Grade Tracker

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	Extra
ELA										
Math										
Science										
Social Studies										
Reading										
Elective										
Elective										
Elective										
Guided Study-- Hawk Time										

Not Used

Third Nine Weeks Grade Tracker

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	Extra
ELA										
Math										
Science										
Social Studies										
Reading										
Elective										
Elective										
Elective										
Guided Study-- Hawk Time										

Fourth Nine-Weeks Grade Tracker

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	Extra
ELA										
Math										
Science										
Social Studies										
Reading										
Elective										
Elective										
Elective										
Guided Study-- Hawk Time										

Not Used