2020-2021
Changes for the Elementary Parent and Student Handbook
and Elementary Staff Handbook

The 2019-2020 Elementary Staff Handbook and the Elementary Parent and Student Handbook are available online for your review – changes will be made for 2020-2021

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 2020-2021
Add District Calendar for 2020-2021

Changes noted on the following pages:

Page 1-2 Update Names and Positions – BOE members and Administrative Staff

Pages 3-6 Update attendance policies to match K.S.A. 72-3121 Compulsory School Attendance

Page 7 Latchkey fees will be updated pending HAC notification

Page 13 Tobacco Products – added the words (this includes e-cigarettes)

Pages 15-20 Health Services – updated immunizations and communicable disease regulations to reflect the same language as Kansas Dept. of Health Education

Changes in Elementary Staff Handbook

Changed dates to 2020-2021 – throughout the document

Pg 5 and Pg 24 Update attendance polices to match K.S.A. 72-3121 Compulsory School Attendance

Page 10 Tobacco Products – added the words (this includes e-cigarettes)

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

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

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

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

current staff handbook 2019-2020 attendance

Report Cards
JF

All teachers will be expected to maintain student grades and records on Power School and Power Teacher. Report cards shall be issued to each student at the end of each 9 week grading period. Reasons for deficiencies and/or failures shall be given.

Attendance (Student)
JB

Daily attendance records shall be maintained on Power School for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher using Power School which is prescribed by the district superintendent. See "Attendance Policy," p. 24.

Student absentees should be reported on Power School or sent to the office by 9:00 a.m. each morning. If using a paper absentee form, please list the names of absent students in alphabetical order, last name first. Contact the principal if a student has accumulated either three consecutive days or five days total unexcused absences.

Contact the principal when a student is absent from school for a significant part of three consecutive school days or five school days in a semester without a valid excuse.
K.S.A. 72-1113 (Compulsory School Attendance Law.)

Accidents
JGFG

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program, the health aide or the district nurse. See "First Aid," page 21.

If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete.

Current staff handbook 2019-2020 Tobacco

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, and Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions which may be taken under existing board policies or the negotiated agreement.

Use of Tobacco products
GAOC

The use of tobacco products is prohibited at all times in or on all district owned or leased personal or real property.

Relations with Students
GAF / GAEA

Complaints of Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or employment in the district's program and activities is prohibited. The Superintendent of Schools at 1745 W. Grand, Haysville, Kansas 67060, Telephone (316) 554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints against the Superintendent should be addressed to the board of education. Complains of discrimination will be resolved using the district's discrimination complaints procedure.
Revised and approved: June 5,1995

current staff handbook 2019-2020

JGECA, JDD, EBC	Bullying is prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8205 or subsection (e) of K.S.A. 72-8205 and amendments thereto. Any act or encouragement of bullying is prohibited and therefore subject to disciplinary action. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.
Attendance Policy	Refer to Parent and Pupil Guide. Student absentees should be reported on Power School or sent to the office by 9:00 a.m. each morning. If using a paper absentee form, please list the names of absent students in alphabetical order, last name first. Contact the Principal when a student is absent from school for all or significant part of three consecutive school days or five school days in a semester without a valid excuse.
Tardies	Students arriving late shall report to the Office.
Corporal Punishment JDA	Refer to Board Policy.
Suspension/Expulsion JDD	A student may be suspended or expelled, for reasons set forth in Kansas law and board policy, by the following certified personnel: superintendent, principal, assistant principal. If a teacher believes a student has committed an act which should result in a suspension or expulsion, the teacher shall report the incident to the principal using the Elementary Office Discipline Referral (ODR) form. Refer to Appendix F. <u>In-School Suspension</u> In school suspension shall be coordinated with the principal. It is the teacher's responsibility to provide assignments to students assigned to in-school suspension.
Permission Slips	See "Field Trips," page 18. Also, refer to Appendix E for the Consent to Participate in Field Trip or Activity and Consent for Treatment form.

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Contact the principal when a student is absent from school for a significant part of three consecutive school days, five school days in a semester, or seven (7) days in a given school year without a valid excuse.
K.S.A. 72-3121 (Compulsory School Attendance Law.)

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If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or designated representative.

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Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

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The use of tobacco products (this includes e-cigarettes) is prohibited at all times in or on all district owned or leased personal or real property.

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STUDENT INFORMATION

Changes for 2020-2021 Parent Student Handbook attendance

AGE REQUIREMENTS FOR ADMISSION TO SCHOOL

PRE-KINDERGARTEN - Child must be 3 years old and qualify for special education services to attend. Child must be 4 years old on or before August 31, 2020 and meet the At-Risk grant requirements to be eligible for the 4-year-old program.

KINDERGARTEN – Child must be 5 on or before August 31, 2020.

FIRST GRADE – Child must be 6 on or before August 31, 2020.



ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates and invertebrates, may be brought into the classroom for educational purposes. (See pages 34 - 42)

ATTENDANCE

When a student is absent, parents should telephone the proper school office before 9:00 a.m. to report the absence. In addition, if phone contact has not been made on the day of the absence, please call before your child returns to school. If a telephone is not available, a note from the parents will be accepted.

Your fullest cooperation is solicited in notifying the school of your child's absence: Freeman 554-2265, Nelson 554-2273, Oatville 554-2290, Rex 554-2281, Ruth Clark 554-2333, and Prairie 554-2350 when your child is to be absent. The law is very specific in that parents have the obligation to see that their children are in regular attendance. Irregular attendance is often followed by failing grades or poor grades.

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

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

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

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

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

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

(b) Whenever a child is required by law to attend school, and the child is not enrolled in a public or nonpublic school, the child shall be considered to be not attending school as required by law and a report thereof shall be made in accordance with the provisions of subsection (a) by a designated employee of the board of education of the school district in which the child resides. The provisions of this subsection are subject to the provisions of subsection (d).

(c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

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

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

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

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

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

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

(e) Whenever the secretary for children and families receives a report required under this section, the secretary shall investigate the matter. If, during the investigation, the secretary determines that the reported child is not attending school as required by law, the secretary shall institute proceedings under the revised Kansas code for care of children. If, during the investigation, the secretary determines that a criminal prosecution should be considered, the secretary shall make a report of the case to the appropriate law enforcement agency.

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

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

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.

DAMAGE TO SCHOOL PROPERTY

Any student who shall intentionally or accidentally destroy or damage any school property or who shall deface (by cutting or with writing or pictures, etc.) any fence, furniture, building, or other school property, shall immediately compensate for such damage, or upon refusal, may be suspended from school until compensation has been made.

EXCHANGE OR SALE OF ARTICLES

No student will be permitted to exchange or sell items such as pens, jewelry, articles of clothing, etc., at school.

FIELD TRIPS

Field trips, an integral part of the curriculum, are permissible and authorized by the Board of Education. All field and school trips must have the approval of the principal and come within the administrative rules and regulations established by the superintendent. It shall be the responsibility of the principal to see that every teacher or sponsor of a field trip or school trip exercises the kind of control, which will minimize the hazards of travel and maximize the safety of students while on the trip. All school trips shall have a school official in attendance. In order to help safeguard those in our care, the Haysville School District conducts criminal background history checks on all school employees and volunteers. This includes parents who are supervising on field trips.

GIFTS

The giving of gifts to a teacher by students or the giving of gifts to students by teachers is discouraged by the Board of Education. Such practices lead to embarrassment to some students and cause excessive expenditures at holidays, when parents, as well as teachers, have many other expenses.

A change to Parent student handbook 2020-2021 Tobacco

e. Conduct at school, on school property, or a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult;

f. Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

TOBACCO PRODUCTS

The use of tobacco products (this includes e-cigarettes) is prohibited at all times in or on all district owned or leased personal or real property.

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days.), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of policy JDC (Probation).

As used in this policy, the term "firearms" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

EXPLANATION:

The possession of any weapon or destructive device will immediately result in an out-of-school suspension. A weapon in the parking lot, even if meant for hunting purposes after school, will result in suspension with the possibility of expulsion. Any facsimile of a weapon or destructive device will result in the same suspension. This policy supports the contention that there will not be weapons (or facsimiles) on school grounds or at events.

Examples of weapons including, but not limited to: firearms-loaded or unloaded-including BB guns and pellet guns; knives that have a blade of two and one-half inches or more; any knife which can be opened by means of a switch, button or spring mechanism or which is displayed in any manner which tends to threaten, intimidate, frighten or harass another person; brass knuckles or other objects placed on the fist; nun chucks or any other martial arts weapon; slingshots; bludgeons, including any instrument intended to strike another person.

Weapon also means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its intended or threatened use.

Other examples of weapons include, but not limited to: rocks, bottles or can, chains, shoes, belt, belt buckles; aluminum or wooden ball bats, ropes, mace or similar noxious chemical substances used in a threatening or improper manner.

changes to parent student handbook 2020-2021 Health info.

Facsimile or replica of a deadly weapon is considered under this policy if used in a threatening, intimidating, violent or improper manner. Examples of facsimile or replica weapons include, but are not limited to: water pistols; cap guns; or any "look-alike" weapon.

STUDENT COMPUTER USAGE (Refer to BOE policy IIBG; also GAAB, JCE, and JCOA)

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: 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 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.

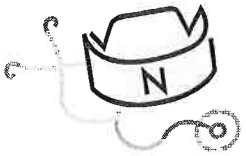
E-mail, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the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

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 is 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.

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.

STUDENT HEALTH SERVICES



COMMUNICABLE DISEASE REGULATIONS:

Haysville Unified School District #261 must comply with the Public Regulations regarding the control of communicable diseases.

Public Health Regulations for the Control of Communicable Diseases:

1. No person having an infectious or contagious disease shall be admitted to any public, parochial, or private school, or in any other public place. A child who has any of the following diseases shall be excluded from school, other public places, and contact with other children until a written release is obtained from:

A. Wichita-Sedgwick County Health Department

(1) Whooping Cough (2) Diphtheria (3) Meningitis
(4) Typhoid Fever (5) Smallpox (6) Tuberculosis (7) Any unusual disease

B. Either the Wichita-Sedgwick County Health Department or from a private physician:

(1) Streptococcal infections, including strep throat: Excluded until 24 hours after appropriate antibiotic therapy has begun or for duration of symptoms, if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy may cause permanent damage.

(2) Ringworm of the skin and scalp: Excluded until child has been under active treatment by a physician for the period of time deemed necessary.

2. For the following diseases, no health department release is necessary; however, the child shall be excluded from school, all other public places, and contact with other children according to the following regulations:

A. Measles: Excluded until 4 days after rash appears. Unvaccinated students who were exposed must receive the MMR vaccine within 72 hours of exposure or the student will be excluded from school for 21 days from the date of exposure.

B. Chickenpox: Excluded until every little spot is crusted/scabbed over. Unvaccinated students that were exposed must receive the varicella vaccine within 72 hours of exposure or the student will be excluded from school for 21 days from the date of exposure.

C. Mumps: Excluded for nine (9) days from onset of symptoms and five days following the onset of swelling. Unvaccinated students that were exposed will be excluded from school from day 12 to day 25 after exposure.

D. Rubella: (German Measles): Excluded until seven (7) days after appearance of rash. Unvaccinated students who were exposed will be excluded from school for 21 days from the date of exposure.

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

F. Scabies: Excluded until adequately treated with scabiticide.

G. Pediculosis (Head Lice): A student with lice may finish the school day once identified. To be readmitted when free of lice.

H. Impetigo: Excluded until 24 hours after beginning antibiotic treatment.

3. A child may be excluded for an additional period of time if the principal or other school personnel designated by such feel it is necessary for the child's protection or for the protection of the other children.

4. Certification by a licensed physician that a child does not have a communicable disease after having been suspected by non-physician personnel of having such disease requires re-admittance.

DISPENSING OF MEDICATION

A. School nurses, health aides or school personnel designated by such do not administer medications of any kind except to students on continued medication who have specific orders from their physicians or dentists. These medications must be in prescription containers for a specific student for who the medication was ordered, and be accompanied by a written note from both the student's physician or dentist and legal guardian(s). It is the lawful custodian's responsibility to assure that the medication and dosage in the container is the same as is

described by the label. The lawful custodian can call the doctor for instructions for medication to be given at school and have the doctor's office send the written instructions to school. This written statement will be kept on file at the school for the duration of the stated treatment. Long-term treatment shall be updated annually. A change in medication dosage requires a new written notification with the attending physician's signature.

B. The medications must be kept in a locked cupboard and administered by the school nurse, health aide, or school personnel designated by such.

C. The administration of non-prescription (over the counter) medications shall not be dispensed by school nurses, health aides, or school personnel designated by such unless:

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

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

D. The doctor or dentist and legal guardian(s) should understand that the school will only be custodians of the medication, and are not to be liable for the student appearing at any specific times to take the medications.

E. The school nurse, health aide, or school personnel designated by such will keep a log concerning the dispensing of designated medication.

F. At no time are students, pre-school through twelfth grade, allowed to have any kind of medication, including non-prescription (over the counter) medicines, on their person, in purse, in locker, or on school premises except when enroute to the health room or leaving school.

G. Students may carry prescribed medications on their person (such as inhalers or anaphylaxis injection) with a doctor's written permission and a parent signature on a USD 261 waiver form. This form needs to be updated annually.

H. Student found with medications, including non-prescription (over the counter) medication not taken to the health room, will receive disciplinary action from the school.

EXCUSES FROM PHYSICAL EDUCATION

Physical education instructors may require a doctor's permit for students to be temporarily excused from participation, except in emergency cases, where a note from home signed by the health nurse or an administrator will be accepted until a doctor's permit can be obtained. A health nurse or an administrator can only give a two-day extension from participating in physical education. After this two-day period, a doctor's permit must be submitted to excuse a student from participation in physical education.

STUDENT HEALTH SERVICES



HEALTH NURSE AND HEALTH AIDES

The district health nurse will coordinate health services and supervise special health programs, as well as perform regular school health nurse duties.

Health aides will be employed as required. A health aide is not a registered nurse, but is a person with some knowledge of health issues and problems. The aide will help maintain health records and check

students referred by teachers. A health aide is assigned full time to Freeman Nelson Oatville, Prairie, Rex, and Ruth Clark Elementary Schools, Haysville West Middle School, Haysville Middle School, and Campus High School.

HEALTH SERVICES

Accident and Illness – In case of illness of a student during the school day, the student is to report to the health room. If, as a result of accident or illness, medical attention is required, the following procedures are followed:

A. The parents or relatives are contacted immediately.

B. The student is under the direct care of the school health aide until the parent can be reached.

C. If the parents or relatives cannot be contacted in case of illness or injury, 911 will be called and the service of the police, county rescue squad and/or the sheriff's office will be enlisted.

D. Students who exhibit symptoms of illness should not be sent to school. Health aides or school nurses reserve the right to decide whether the student should remain in school.

E. Under no circumstances are students to spend an unreasonable amount of time in the health room. Students are not to call parents to pick them up unless the health aide authorizes them to do so.

F. The school district's policy is that if a student feels too ill to remain in class, the parent or guardian should pick up that student at school as soon as possible.

G. No student will be taken or sent home until the parent or another designated responsible person is contacted at home or at work. The parent or guardian must leave a telephone number of a relative or neighbor to be contacted when the parent or guardian cannot be reached; however, the parent or guardian must be sure the person whose number is given is aware of this responsibility.

H. On the first day of an absence, parents or guardians should notify the student's school by 9:00 a.m. to report a student absence.

FREEMAN – 554-2265	**PRAIRIE – 554-2350**	**NELSON – 554-2273**
OATVILLE – 554-2290	**REX – 554-2281**	**RUTH CLARK – 554-2333**

I. Students who are absent for more than three days because of illness or accident must report to the health room before returning to the classroom.

INOCULATIONS



The Board of Education requires that all students in Unified School District #261 shall provide the superintendent or his designated representative proof of immunization of disease as required by Kansas State Law. Students who fail to provide said documentation as required by law may be suspended or expelled from school by the superintendent or his designated representative until proof of immunization is given to the appropriate administrator.

IMMUNIZATION REQUIREMENTS (Immunization Regulation 28-1-20)

As of March, 2004, Kansas requires all children entering school for the first time in Kansas to provide the school their immunization records and a health assessment prior to admission to and attendance at school. For the 2020-2021 school year, the Kansas Department of Health and Environment **requires all 5 -18 year old** students to provide proof of having received the following immunizations **prior to** admission to, and attendance at school. A doctor or health department needs to sign the immunization record. **In order to meet the immunization requirements, each individual dose for each type of immunization must be recorded for school entry. A Doctor or health department needs to sign the immunization record.**

1) Five (5) doses of DTaP/Tdap (Diphtheria, Tetanus, Pertussis) with a minimum of **four weeks** between the first three doses and a minimum of **six months** between the third and fourth doses. Four doses acceptable if dose 4 was given **on or after the fourth birthday**. Six (6) doses is the limit, regardless of schedule.

2) Four (4) doses of Polio (IPV or OPV Schedule) with a minimum of **four weeks** between each dose, regardless of age given. Three doses acceptable if dose 3 was given **on or after the fourth birthday**. Five (5) doses is the limit, regardless of schedule.

3) Two (2) doses of MMR (Measles, Mumps, Rubella) **on or after the first birthday**. There must be a minimum of **four weeks** between first and second doses.

4) Two (2) doses of Varicella required for grades Kindergarten through twelfth for 2020-2021 school year. The first dose must be **on or after the first birthday**. None needed if Varicella disease verified as follows:
   A) Signature of physician indicating history of disease and date of illness; or
   B) Laboratory evidence of Varicella immunity.

5) Three (3) doses of Hepatitis B (required through Grade 12 for 2020-2021 school year) with a minimum of **four weeks** between first and second doses, **eight weeks** between the second and third doses, and **sixteen weeks** between the first and third doses. The third dose must be given **after twenty-four weeks** of age.

6) Two (2) Doses Hepatitis A – Effective August 2, 2020 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.

7. Pre-K students also have some additional vaccine requirements

Haemophicus influenza type b (Hib) Three to four doses required for children less than 5 years of age. Brands of vaccine approved for a three-dose series should be given at 2 months, 4 months, and 12-15 months. Brands of vaccine approved for a four-dose series should be given at 2 months, 4 months, 6 months and 12-15 months. Total doses need for series completion is dependent on th type of vaccine administered and the age of the child when doses are given.

Pneumococcal conjugate (PCV) Four doses required for children less than 5 years of age. Doses should be given at 2 months, 4 months, 6 months, and 12-15 months. Total doses needed for series completion is dependent on the age of the child when doses were given.

PHYSICAL ASSESSMENT

In addition to the required immunizations mentioned above, as of May 5, 1994, a child health assessment is now required for any school entry for children ages eight (8) and under. The physical health assessment must be signed by a physician (M.D.) or by a Doctor of Osteopathy (D.O.). This applies to children not previously enrolled in any Kansas school.

REGULATIONS FOR STUDENTS ENROLLING IN KANSAS

Any student enrolling in school for the first time in this district or currently enrolled in the district shall be required to present to the appropriate school authorities certification from a physician or local health department that such student has received prior to entering the school system such tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment, designated as: Measles, Mumps, Rubella, Polio, Diphtheria, Pertussis (Whooping Cough), and Tetanus. Tuberculin skin testing is no longer required for school entry. Any student not in compliance will be excluded from school until a completed record is submitted to the health room personnel.

As an alternative to the certification required above, a student shall present:

1. Annual certification from a licensed physician stating that the physical condition of the child to be such that the tests or inoculations would seriously endanger life or health of such child, or

2. A written statement, signed by one parent or guardian, that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

If the parents or guardians lack the means to pay for these required inoculations, they can be obtained by the parents or guardians through the Sedgwick County Health Department. If such is the case, the following schedules indicate the location and times such services are available.

SEDGWICK CO. HEALTH DEPARTMENT

2716 West Central
Wichita, Kansas 67212
Telephone: (316) 660-7300

Days and Hours of Operation:

Monday, Tuesday, Wed. and Friday
8:00 a.m. – 6:00 p.m.
Thursday – 12:00 p.m. to 6:00 p.m.

OR
Children's Clinic
(Call for an appointment)

Mon., Tues., Wed. and Friday
3:30 – 6:00 p.m.

OTHER STUDENT SERVICES

GUIDANCE COUNSELORS

The Haysville Unified School District has guidance counselors serving its elementary population. The guidance and counseling program attempts to meet the social, emotional and personal needs of the elementary school population. The counselors provide both immediate and long term counseling to those students in need of such assistance and work closely with both parents and teachers in attempting to create an appropriate environment in which each child can learn.