"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"

- **Arrival and Departure**
  - Students are to arrive at school no earlier than 7:00 a.m. and report to the cafeteria for breakfast or to the commons until 7:25 a.m. otherwise. Students are to be out of the building by 2:55 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.

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"

Agenda Books
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 $10.00 or 50 "Hawk Bucks".

Dress Code
- 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. Backpacks, purses, handbags and jackets/coats are not to be carried or worn from class to class. Students are to utilize passing periods to store and retrieve needed classroom materials.

Guided Study
As the final period of each school day, a 43 minute period has been established to give each student the opportunity to complete homework, tests, and/or receive help from a teacher prior to being released for the day. Students will be required to have a pass from a teacher if they are traveling to a different classroom during this time. A grade check will be done once a week on Monday in Guided Study to check on the students' academic achievement. Guided Study is also used to organize student portfolios

ID Cards
It is required by administration that the student have their photo ID in their position 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**. 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.

Classroom Disruptions – Positive Behavior Intervention Supports (PBIS)
Omitted- Students who reached the "step" levels on the behavior management form during the first semester will have a reduced number of incidents allowed during the second semester.

Computer usage
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.

Dates and Names
All dates and names will be changed as needed before being sent to the publisher.