

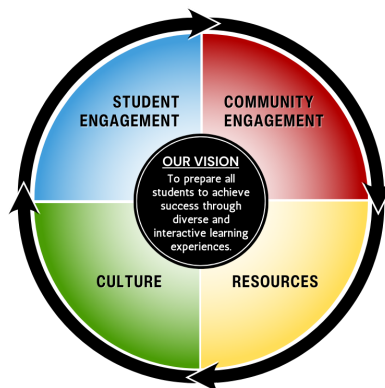


Elementary Student and Parent Handbook

Mission Statement

"Relentlessly pursuing excellence."

Vision



HAYSVILLE U.S.D. #261
1745 West Grand
Haysville, Kansas 67060

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School Calendar

Haysville Public Schools

2025-26 District Calendar

2025

July					August					September				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				4					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29	29	30			

October					November					December				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					3	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
27	28	29	30	31						29	30	31		

January					February					March				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					2	3	4	5	6	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
26	27	28	29	30						30	31			

April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
										1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	27	28			

- School not in session
- No school - 1/2 Building Inservice- 1/2 Work Day
- No school - Teacher work day
- No school - Professional Development District Collaboration Day
- No school - Collab PD/Building
- No school - District Inservice
- No school - Building Inservice
- BOE Meetings

This calendar may be altered at the discretion of the Board of Education and/or the administration. The policies of the Board of Education of USD 261 prohibit discrimination based on race, color, national origin, disability, religion, and sex in all programs and activities of the district. Additionally, discrimination based on age is prohibited in employment. Equal Opportunity Employer.

Adopted by the Board of Education 3/10/2025.



July	
8	Online registration begins
August	
6	District Inservice
7	Building Inservice
8	1/2 Collaboration- 1/2 Work Day
11-12	Teacher Work Days
13	1st day of school Pre-K-6, 9
14	1st day of school 7-8 and 10-12
September	
1	Labor Day/ All offices closed
12	District PD Day/ No school
October	
10	End of 1st Nine Weeks/ No school
10	1/2 Collaboration- 1/2 Work Day
13-15	Parent/Teacher Conferences
16-17	No School/ All offices closed
November	
24-28	Thanksgiving break
December	
19	End of 2nd Nine Weeks
19	Winter Break
January	
5	Teacher Work Day
6	1/2 Collaboration- 1/2 Work Day
7	First Day of Second Semester
19	MLK Day/ All offices closed
February	
9-11	Parent/Teacher Conferences
12-13	No School/ All offices closed
16	President's Day/ All offices closed
March	
13	End of 3rd Nine Weeks/ No School
13	1/2 Collaboration-1/2 Work Day
16-20	Spring break
April	
3 & 6	No School/ All offices closed
27	District PD Day/ No school
May	
19	End of 4th Nine Weeks
19	Last day of School/ No Lunch Served
20	1/2 Teacher Work Day
25	Memorial Day
June	
19	Juneteenth/ All offices closed

CHS Graduation - May 17 @ WSU Koch Arena
HHS Graduation - May 17 @ Bethel Life Center
HWMS 8th grade parade - May
HMS 8th grade parade - May

Welcome to Haysville Elementary Schools

This handbook serves as a guide to help you understand the policies and guidelines we ask students to follow. Our goal is to create a safe and supportive learning environment, ensuring a successful school year for all.

Haysville Schools encourages communications between the school and families. We encourage you to peruse the district website, <https://www.usd261.com/> to learn more about our district. The website is updated frequently with a variety of information. Each elementary school's website can be found under "School's".

SCHOOL CONTACT INFORMATION

Freeman Elementary 7303 South Meridian Haysville, KS 67060 316-554-2265	Prairie Elementary 7101 S. Meridian Haysville, KS 67060 316-554-2350
Nelson Elementary 245 Delos Haysville, KS 67060 316-554-2273	Rex Elementary 1100 West Grand Haysville, KS 67060 316-554-2281
Oatville Elementary 4335 S. Hoover Wichita, KS 67215 316-554-2290	Ruth Clark Elementary 1900 W. 55th Street South Wichita, KS 67217 316-554-2333

OTHER CONTACTS

District Office: 554-2200 Early Childhood Center: 554-2233 Food Services: 554-2219 Latchkey: 529-5922 School Based Health Clinic: 554-2317 Special Education Office: 554-2222 Transportation Office: 554-2213	BOE Members Jeremy Bennett: jbennett@usd261.com Jennifer Bain: jbain@usd261.com Greg Fenster: gfenster@usd261.com Barbar Walters barbara.walters@usd261.com Tosha White: tosha.white@usd261.com Kelly Ramseyer: kellyramseyer@usd261.com
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Haysville USD261 Strategic Plan

Student Engagement

Haysville Public Schools will:

- ensure every student has access to an innovative and robust learning experience from birth through graduation that prepares all students to successfully navigate the workforce or post-secondary opportunities.
- attract, hire, and retain world-class staff members and provide them with the resources to promote student success.
- provide all students access to curricular and extra-curricular learning opportunities outside of the traditional classroom. These opportunities include, but are not limited to, academic events, career and technical student activities, athletics, school clubs, and the arts.

Culture

In an effort to promote a positive culture, Haysville Public Schools will

- provide a student-centered learning environment focused on building relationships that promote a positive school experience for all students.
- ensure all staff receive professional development that provides each person with the tools necessary to build positive relationships with all students.
- work to maintain a positive culture that is welcoming to all members of the community.

Resources

Haysville Public Schools is committed to focusing resources that will

- provide students and staff with an environment that is safe and conducive to learning.
- advocate at the state and national levels to ensure staff have access to the resources necessary to meet the diverse learning needs of all students.
- pursue community partnerships to support learning opportunities for students and staff.

Community Engagement

To ensure community engagement Haysville Public Schools will:

- communicate to all stakeholders in a timely and effective manner.
- utilize a variety of resources to celebrate the accomplishments of students and staff.

Notice of Nondiscrimination

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 non-discrimination policies: **Mrs. Gillian Macias Assistant Superintendent for Personnel, 1745 West**

Grand, Haysville, Kansas 67060 Office Phone (316)–554–2206, Email:

gmacias@usd261.com

Student Information

Admissions Requirements

Early Childhood: Child must be 3 years old and qualify for special education services to attend. Children must be 3 years old on or before August 31, 2025 and meet the At-Risk grant requirements to be eligible for the at risk program.

Kindergarten: Child must be 5 on or before August 31, 2025.

First Grade: Child must be 6 on or before August 31, 2025.

Animals and Plants in Schools

Individuals wishing to bring animals or plants onto school grounds or into the classroom must obtain prior permission from the building principal to ensure compliance with Board of Education policies.

Attendance

Please notify the school of your child's absence by 9:00 a.m. the day of the absence. If we are not notified, you will receive notification that day of the child's absence. This is to ensure the safety of the child. Attending school every day will help children as they progress through their academic career. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school.

Attending school every day will help children as they progress through their academic careers. Helping your child get to school on time every day is an important way you can promote your child's academic success. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school (see statute below).

Chronic Absenteeism

According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused, and unexcused absences, and truancy considers only unexcused absences.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Unexcused Absence

A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excused Absence

Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

Vacations

All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments

To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

School-Sponsored Activities

All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance

Students of active-duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of School Day/Class

An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5).

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed

due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

USD 261 Excessive Absence/Truancy Procedure	
Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive (in a row) unexcused absences	Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF.
5 unexcused absences per semester	Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF.
7 unexcused absences per year	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF.
10 excused or unexcused absences	A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences.

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.

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

(6) (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.

(7) 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.

(d) 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.

(e) 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.

(f) 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 8:10 a.m. except those registered and attending the morning Latchkey program. By then the teachers will have reported for duty and can properly supervise the children as they report to class.

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 of 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 are an essential part of the curriculum and authorized by the Board of Education. All trips must be approved by the principal and follow the superintendent's administrative guidelines. Teachers and sponsors are responsible for maintaining control to ensure student safety. A certified staff member must be present on all trips. To protect students, the Haysville School District conducts criminal background checks on all employees and volunteers, including parents supervising field trips.

GEI

At each building, the General Education Intervention (GEI) team meets when a student is not making expected gains academically or behaviorally. Initiation of a team meeting is a result of teacher referral, parent referral or school-wide screening procedures. During the initial meeting, the classroom teacher and the GEI team work on a consultative and supportive basis to identify the student's specific need(s). The team will determine what interventions should be put into place, setting specific goals, and aligning data collection to assist with the need. Typically, after six to eight weeks of intervention and data collection, the GEI team will reconvene to discuss student progress and determine if the intervention is allowing the student to progress in the general education curriculum. If the student is not making adequate progress, the team will make a determination to either change the intervention or, if there is a suspicion of a disability, the student may be considered for a special education evaluation. The evaluation is multidisciplinary, that is, conducted by a team of professionals qualified to assess areas of the suspected disability. Input from parents and any information provided by parents from others will be considered as part of the comprehensive evaluation of the student.

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.

Homework

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Keeping Students After School

Whenever it becomes necessary that a student be kept after school for disciplinary reasons or to complete unfinished assignments, a conference will be arranged with the parents' consent. Transportation will be the parents' responsibility in the event of an arranged work conference or if a student is kept after school for discipline reasons.

Latchkey Program: (Provided at each school by the Haysville Recreation Department)

Before and after school latchkey services will be provided at each elementary school for the 2025-2026 school year. Information packets will be available at enrollment by the Haysville Recreation Department or online at www.haysville-ks.com. Open registration will be taken throughout the school year at the HAC. *Latchkey services are not available for Pre-Kindergarten students*

For more information, [Contact the Haysville Activity Center at \(316\) 529-5922](tel:3165295922).

Parties

All school parties and projects require approval. Parents bringing birthday refreshments should coordinate with the teacher to find a convenient time.

Personal Property

Students are not allowed to bring to school such personal property as toys, laser pointers, radios, tape recorders, battery operated games or any article that may be considered dangerous or harmful to others. Those articles are often damaged or lost when at school and the school assumes no responsibility for their safety or security. ***All students are required to turn off and place all "Personal Devices" in their backpacks upon arrival at school. These devices may only be retrieved and used after students have exited the building.***

Playground Equipment

Students should not bring to school those articles of playground equipment which are normally provided by the school (balls, bats, etc.).

Release of student during the school day

In recognition of the responsibility of the school district to parents for the health, welfare and safety of students, building principals will not release a student during the school day except to a student's lawful custodian as defined by Kansas law and whose identification is verified to

the satisfaction of the principal or upon written or verbal request of the parent/guardian. The name, address, and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBH and JBH-R. **Parents are required to come into the building and sign students out if they leave early.**

School Hours

Early Childhood	Morning Session: 8:35 a.m. - 11:35 p.m. Afternoon Session: 1:00 p.m. - 4:00 p.m.
Kindergarten -5th grade	8:35 a.m. - 4:00 p.m.

Student Arrival and Departure

Where a school has a published time schedule for students' arrival and departure from school, neither the school nor the teacher will assume responsibility for the welfare and safety of students who come to school before the beginning of the time set for arrival without special permission to do so. Likewise, the school will not assume responsibility for the safety and welfare of students who return to the school site after being dismissed to go home, if the activity or play is not under the supervision or direction of the school.

Student Bicycles

Students are permitted to ride their bicycles to school. Bicycle racks are provided for safekeeping. Students are asked to place their bicycles in the rack at all times and to be sure they are locked. The exception to riding bicycles is at Ruth Clark.

Student Dress

It is recognized that the student and the parent are primarily responsible for proper dress and grooming. The school will become involved only as this responsibility is neglected. The goal is to maintain the best learning situation possible and the rights of the students to dress and groom themselves as they please will be recognized, as long as doing so does not interfere in maintaining such a learning situation. The school principal will make the final determination relative to appropriateness of dress. Clothing should adequately cover and cannot depict or allude to drugs, sex, violence, or alcohol.

Student Progress Monitoring and Reports (Available online with PowerSchool)

Student academic progress can now be monitored by parents on a daily and weekly basis by accessing the information through PowerSchool. This is an online program with access through the district website at www.usd261.com. The purpose of progress monitoring and progress reports to parents is to help children develop their full capacity within the school situation. The value of PowerSchool as a means of communication with parents as well as the aims and objectives of the reporting system need to be understood. Information relative to these topics are explained during parent-teacher conferences.

Student Teachers

USD #261 participates with area universities and colleges to include the use of student teachers in classrooms. The personnel office and building principals work with area universities and colleges to assure quality.

JDDC Bullying (see also EBC, GAAB, JCE, JDD, JGEC and JGECA)

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Students Who Move

Students who move and are being transferred to another school district will be checked out through the school's office. Please notify your child's school prior to the last day of attendance. Providing forwarding information is very helpful to the office.

Upon recommendation of the principal and approval of the superintendent, any student, regularly enrolled in a school, who transfers his/her residence either within the district or to another district, may continue to attend such school until the end of the current report period. It shall be understood that the parents will assume complete responsibility for the regular and punctual attendance of the child.

A student living in one attendance area may not enter school in another attendance area without the recommendation of the principals involved and with the approval of the superintendent.

Textbook Rental

Rental books will be available for students in grades kindergarten through fifth (K-5). All textbooks and workbooks are furnished under the rental plan. All other supplies are furnished by the student.

All materials supplied under this plan must be returned at the end of the school year or if the student moves from the district. Any damage in excess of normal wear or loss of such materials, must be paid before credit will be allowed or final grades issued. If a student should move from the district before December 31, an adjustment on rental charge will be made by the school.

Fees Charged

Subject to Change

Pre-Kindergarten Instructional Fees	
5 Day Program	\$125
3 Day Program	\$75
2 Day Program	\$50

Grades K - 5	
Instructional Fee (Chromebook Rental, Instructional Material, Planner & Lunch ID)	\$100

Yearbooks can be purchased for an additional fee that is determined each year by yearbook sales.

Free Textbooks

Whenever the parents or guardians of any child attending any of the public elementary, middle school, or high schools in the State of Kansas are unable to purchase textbooks or provide fees for said child, the local district where the child resides shall, if written application is made and the district finds the application meritorious, furnish said child with the regular adopted textbooks free of cost.

Use of School Telephone

Parents are encouraged to call the school with any concerns regarding their child. To minimize disruptions, messages for teachers or students will be taken, and they can return calls at a convenient time. In some cases, a message may be relayed to the teacher or student without interrupting instruction. Students will only be called from class for urgent matters and may use the phone only in cases of serious need, as frequent use disrupts office operations. Many calls can be avoided if parents and children discuss daily plans before school.

Visiting School

Parents are always welcome and encouraged to visit the school. To minimize disruptions to student learning, teacher appointments should be scheduled in advance.

All visitors to the building must report to the main office. Visitors will be asked to provide a current state ID with photo to be logged into our visitor system and will be given a name tag to be worn in full view for the duration of the visit. In addition, buildings are maintaining a safe environment for students and staff by locking exterior doors during the school day. Several doors are equipped with video cameras and electronic locking devices which are monitored in the offices. Office personnel monitor doors and provide remote access. Please use the remote access button to gain entry during the school day when the exterior doors are locked. Thank you for your cooperation with these procedures.

Volunteers

School volunteers continue to play an important and valuable role in the Haysville School system. Students, staff, parents, and the community benefit from the work of individuals who freely share their talents and resources with the schools. All prospective volunteers, who will be volunteering on a regular basis, must complete a School Volunteer Application form which is available in the school office or online on the district website. In order to help safeguard our staff and students, the district conducts background checks on all school volunteers. Volunteers must also complete a volunteer authorization and disclosure form. Information obtained will be handled in a confidential manner.

Student Regulations

Positive Behavior Interventions and Supports (PBIS)

The Haysville School District implemented PBIS as a district initiative to improve student behavior. Each building develops a PBIS plan which includes specific procedures and routines for student behavior. This involves instructing students on appropriate behaviors and routines as well as reinforcing appropriate behaviors. Office discipline referrals (ODRs) will be utilized for major infractions.

Bullying

Refer to BOE policies JDDC (see also EBC, GAAB, JCE, JDD, JGEC, and JGECA)
Bullying is behavior that is intentional and involves an imbalance of power leading to intimidation, fear, or harm. It can be written, verbal, physical, property damage or cyber related. Bullying is prohibited by the board of education of the Haysville school district in policies concerning bullying adopted pursuant to
K.S.A. 72-8205 or subsection (e) K.S. A. 72-8205 and amendments thereto. Any act or encouragement of bullying is prohibited and therefore subject to disciplinary action.

JDDC Bullying (see also EBC, GAAB, JCE, JDD, JGEC and JGECA)

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Interrogations and Searches Refer to BOE policies JCB-R, JCABB, and JCABB-R

- Building principals shall have the authority and duty to conduct investigations and to search students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. When it has been determined by the building principal that there is a reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building principal's office. The student may be requested to empty items such as but not limited to, pockets, purses, book bags and shoulder bags.

- **JCAB Searches of Property**

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

- **JCAB-R Searches of Property (cont.)**

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

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

Physical Force

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

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of students of the district by students, certificated and support personnel, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, for a student to sexually harass an employee, or for any employee to discourage anyone from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Any student or employee who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. The initiation of a student's complaint shall not adversely affect the status of the student or the job security or status of any employee or student until a fact-finding determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definition: It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of any employee by an employee or non-employee. Sexual harassment may include, but not limited to:

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

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

Racial Harassment

District employees shall not racially harass, or permit racial harassment of a student by another student, employee, 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:

- a. 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.
- b. 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.
- c. 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, 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.

Suspension and Expulsion

The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:

- a. Willful violation of published regulation for student conduct adopted or approved by the Board of Education;
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school
- c. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- d. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- 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.

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.

Student Health Services

Communicable Disease Regulations

Exclusion Policy



Exclusion Policy

No person having an infectious or contagious disease shall be admitted to any public, parochial, or private school, or to any other public place according to Sedgwick County Department of Community Health.

Illness	Readmit*
COVID	Improvement of symptoms and fever free for 24 hours without fever reducing medicine. Masking for the 10 days after symptoms began is encouraged, but not required.
Fever	Fever-free for 24 hours without fever reducing medication. A fever is 100.4 degrees or higher.
Pinkeye	Excluded until treatment is started.
Lice	Student may finish the school day, but must return the following day free of live lice. No exclusion for nits.
Diarrhea (2 or more loose or watery stools)	Diarrhea-free for 24 hours or per disease protocol
Vomiting	Free of vomiting for 24 hours
Fifth Disease	No exclusion.
Impetigo	Exclude until 24 hours after antimicrobial therapy has begun and without fever. Those who do not receive appropriate treatment shall be excluded for 10 days following the onset of symptoms.
Ringworm	May finish the day with area covered. May attend with no need to cover when receiving treatment. Exclude from physical activities with skin-to-skin contact until lesions are healed.
Strep throat	Exclude until 24 hours after antimicrobial therapy has begun and without fever. Those who do not receive appropriate treatment shall be excluded for 10 days following the onset of symptoms.
Influenza	Improvement of symptoms and fever free for 24 hours without fever reducing medicine.
Mononucleosis (Mono)	No exclusion. Should avoid strenuous activity and contact sports for 3-4 weeks after onset of symptoms.

A child may be excluded for an additional period of time if the school nurse or public health official feel it is necessary for the child's protection or for the protection of the other children.

*Exclusion criteria may change depending on public health recommendations. Exclusions are subject to follow Kansas Department of Health and Environment (KDHE) and Sedgwick County Health Department (SCHD) guidelines.

3/18/2024

Dispensing of Medication

When medication needs to be administered at school, the following guidelines must be followed:

- **Prescription Medications:** A written order from the prescribing healthcare provider is required for any prescription medication to be administered at school. The medication must be provided in its original prescription bottle from the pharmacy.
- **Over-the-Counter Medications:** Parents must grant permission for over-the-counter medications by completing a Request for Medication Administration form, which can be obtained from the school nurse. The form includes a medication policy that must be followed, and a written note on any other paper will not be accepted. Parents are responsible for providing the medication in its original container. All medications will be stored in the health room and administered by school health staff. Any improper use, abuse, or distribution of medications, whether prescription or over-the-counter, may result in disciplinary action. Students are not allowed to carry medication while at school, and medications to reduce fever will not be administered. The school nurse or administrator has the authority to deny the administration of any over-the-counter medication if deemed inappropriate for the student.
- **School nurse or Health Aid:** will keep a written digital log concerning the dispensing of designated medication
- Any student found with medications, including non-prescription (over the counter) medication not taken to the health room, will receive disciplinary action from the school.

Self-Administration of Emergency Medication

Students may self-administer emergency medication for conditions such as, inhalers, EpiPens, and medication to manage diabetes, provided they meet all requirements of the school's plan. This includes a physician's order signed by the student's physician, parent provides written permission for their child to self-carry, and the student can demonstrate the ability to self-administer and self-carry. The student has to be trained in self-administering the medication and understand that any violation of this agreement may result in the loss of this privilege. Contact your school nurse for questions.

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.

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. A registered nurse (RN) or health aide

will be employed as required. The RN or aide will help maintain health records and check students referred by teachers.

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 an accident or illness, medical attention is required, the following procedures are followed:

- A. The parents or relatives are contacted immediately by the school health aide or nurse.
- 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.

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 Regulations 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 2025-2026 school year, the Kansas Department of Health

and Environment requires all Early Childhood-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 2025-2026 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 Laboratory evidence of Varicella immunity.
5. Three (3) doses of Hepatitis B (required through Grade 12 for 2024-2025 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, 2025 Early Childhood through Grade 12. Two Doses required. First dose on or after the first birthday, and a minimum interval of 6 months between the first and second dose.

Pre-K students also have some additional vaccine requirements

1. Haemophilus 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 the type of vaccine administered and the age of the child when doses are given.
2. 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 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
(316) 660-7300

School Based Health Clinic



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

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

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

To schedule an appointment, call the clinic at (316)554-2317.

KU Wichita Medical Practice Association bills for all services provided by the SBHC USD 261 Haysville. Most major insurances including Medicaid/KanCare are accepted. Your services will be billed to your insurance on file and any remaining deductibles or coinsurance will be billed to the responsible party. If you have any concerns regarding payment for services, please reach out to us. All USD 261 students will be seen regardless of the ability to pay. If your child does not have health insurance, the SBHC can assist through our partnership with Healthy Kansas Kids. Contact us at (316)554-2317 for more information. Our goal is to provide care to all who need it, and to assist you with obtaining health insurance coverage whenever possible.

Other Student Services

Guidance Counselor

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.

School Psychologists

A school psychologist will work with students and staff providing psychological services including testing and evaluating to determine eligibility for special education services; serve as chairperson of the evaluation team consisting of the classroom teacher, principal, pupil service teacher, and others as appropriate; and act as consultant with students and staff.

School Social Worker

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.

Speech Clinicians

Speech clinicians provide services to students who have communicative disorders. A communicative disorder may range in severity from mild to profound and may be developmental or acquired. A speech disorder is an impairment of voice, articulation of speech sounds, and /or fluency. A language disorder is the impairment of deviant development of language comprehension or communication. The clinicians work with students individually and in small groups and provide consulting services to parents and teachers regarding speech language disorders.

Special Education Classes

Special Services are here to provide support to families and students in the Haysville community. Students will be provided with sound academic opportunities to facilitate their developmental, emotional, social, and vocational potential. It is our task to provide demanding programs appropriate for all levels of ability. Special education and related services are based upon a student's individual needs and are provided on a continuum. The goal of Special Services is to implement this philosophy into practice for students with disabilities and to ensure that children with disabilities receive a free and appropriate public education in the

least restrictive environment.

Special Education Parental Rights

The parents of children who are or may be exceptional have certain rights, which are guaranteed by state and federal law. If you would like further explanation of these rights, please contact your local principal, school district administrator, director of special education or the Kansas State Department of Education, 120 S.E. 10th Avenue, Topeka, KS 1-800-203-9462. Copies of these rights in Braille, audiotape and other languages are available upon request. For more information about your rights, you may request a copy of the Parent and Professional Resource Manual: Active Participation in the Special Education Process from Families Together, Inc. (785) 233-4777 or (800) 264-6443.

Both you and the school district share in the education of your child. If you or the school has issues or concerns about the education of your child, you and your child's teacher should hold open discussions about the issues. You are urged to be actively involved in your child's education process.

Breakfast & Lunch Program

District Wellness Plan

The Haysville School District adopted a wellness plan, as mandated by legislation, which promotes a healthy lifestyle for children. The goal is to improve the health and well-being of our students. Key points in the wellness plan include providing nutrition education to students and parents, providing healthy meals and snacks for students as well as encouraging more physical exercise and movement during recess. At several buildings, students will be participating in a fitness program which includes a walking program during a portion of their recess time.

In addition, parents are asked to assist by following guidelines for providing healthy items in their child's sack lunch as well as healthy snacks for parties and special occasions. While parties are a time to celebrate, providing healthy items can still be fun. This also includes snacks which are sent with children on a regular basis. When providing beverages for parties, please refrain from sending high calorie beverages or soft drinks. Fruit beverages should contain at least 50% fruit juice with no additional sweeteners. Clear liquids are preferred due to carpeting in the classrooms.

Approved snacks include the following items:

- cereal bars, granola Bars
- trail mix or assorted nuts
- crackers with cheese
- crackers with peanut butter
- Rice Krispie treats
- fruit snacks (100% fruit)
- fresh fruit, dried fruit such as raisins
- beef jerky
- rice snacks, rice crackers
- animal crackers
- Teddy grahams
- pretzels or popcorn
- fresh vegetables

For special parties, be creative and consider some of the following items:

- veggies and dip
- pizza with low fat toppings
- string cheese
- meat and cheese with crackers
- yogurt cups
- fresh fruit kabobs or parfaits
- pudding cups
- salsa and low-fat chips
- or various other healthy items
- fresh fruit with fruit dip

If you have questions or would like a copy of the district wellness plan, please speak with your child's teacher or call the school office. More information will be sent home each month regarding The district's wellness plan. Again, the staff appreciates your understanding and willingness to comply with our district's wellness plan.

LUNCHROOM RULES AND REGULATIONS

The school district provides each student with the opportunity to participate in the school lunch program. An account must be created at myschoolbucks.com in order to add money to their child's lunch count. Free or reduced-price lunches are available for students who qualify under school district, state, and federal guidelines and regulations governing the program. Each student is allowed one free or reduced-price breakfast and one free or reduced-price lunch per day.

Under the National School Lunch Program

Schools must offer five food components: milk, fruits, vegetables, grains, and meats or meat alternatives. Students may decline up to two of these components but must select at least ½ cup of either a fruit or a vegetable. The remaining food components must be chosen in the quantities provided. Allowing students to decline certain items helps reduce food waste and gives them the opportunity to select foods they prefer to eat. However, it is important to remember that a school lunch provides approximately one-third of a student's daily nutritional needs. The fewer items a student selects, the less nutritional benefit they receive. Therefore, while students have choices, we encourage them to take a full meal whenever possible.

Lunch/Food Allergies or Intolerances

Substitutions

Substitutions of food items may be made on a case-by-case basis only when supported by a completed meal modification form signed by a physician, physician assistant, or nurse practitioner. The parent or guardian may be asked to provide the substitute food item prescribed by the physician or recognized medical authority.

Lunches for Students with Disabilities School

Food Service Authorities are required to make meal substitutions for students with disabilities who cannot consume certain food items from the standard school menu, in accordance with Child Nutrition Program regulations. A child is considered to have a disability if they have a physical or mental impairment that substantially limits one or more major life activities. When a licensed physician prescribes a dietary accommodation, the student must be provided with appropriate food substitutions. Parents are encouraged to participate in planning their child's prescribed meals. Food service providers must offer these special meals at no additional cost beyond what is charged to non-disabled students.

Principals and teachers from buildings will set the rules and regulations pertaining to the lunchroom procedures. Lunchroom and noon recess paras are employed by the district to provide supervision of students.

School Bus Transportation

Boarding the Bus

- Students need to be at the bus stop at least 5 minutes prior to stop time.
- Never stand in the roadway
- If the student must cross the street to board the bus, do so only after directed by the driver and after the student has looked both ways before entering the street.
- If the student is on the same side of the street as the bus stop, wait back 10 feet from the roadway and approach the bus only after the door has been opened.

Leaving the Bus

- Follow the bus driver's directions
- If the student must cross the road, only do so 10 feet in front of the bus, after the bus driver gives the hand signal, the student should then stop at the left corner of the bus and look to see if the road is clear of traffic.
- Always look carefully.

Students will be subject to the school's behavior code while riding school buses. Parents are urged to help their children understand the importance of these rules as they relate to their personal safety. The rules apply any time the student is riding a school bus.

The bus driver is in charge of all passengers while they are riding, loading, or unloading from the bus. They are responsible for maintaining safe conditions on the bus and for the safety of all, students are required to follow the driver's instructions promptly and cheerfully. ·

The bus driver is required to assign seats.

- All passengers must remain properly seated: upright, facing forward and scooted back in their seat.
- The aisle is to be kept clear of feet, backpacks etc.
- No items of a hazardous nature will be allowed on the bus. This includes, but is not limited to, glass, skateboards, animals, flowers, balloons etc. All sports equipment must be stored in school bags or backpacks. If these items are too large for the student to hold without depriving another of their seat, then the student must make other arrangements for transportation. ·
- Students are not allowed to eat or drink on the bus. ·
- Students are responsible to help keep the bus clean and safe for all passengers. · Damage to seats, or any other part of the bus will be paid for by the offender(s) and should immediately be reported to the driver. ·
- Do not throw any object out of the bus window. · Do not extend arms, hands or other body parts outside the bus window. ·
- Possession of alcohol, tobacco products, e-cigs, weapons or any other item banned from school property will be strictly prohibited on school buses.
- Absolute quiet at Railroad crossings is an essential safety requirement. · Conversations should be appropriate and soft and when necessary, the drivers may ask for silence from passengers in order to proceed safely. ·
- Treat drivers and other students with respect and courtesy; obscene gestures,

profane language, physical contact, verbal harassment or bullying will not be tolerated. Pushing, fighting, tripping, or spitting is also considered unacceptable behavior.

- Keep personal property in your book bag at all times.

Bus Discipline Reports

Since riding the bus is a continuation of the school day, students are expected to observe the school's behavior code and follow verbalized and posted bus rules. Unacceptable behavior may result in a discipline report possibly resulting in the following consequences:

- First Report – Parent or Guardian may be called about the students behavior.
- Second Report – Parent or Guardian will be called and informed that the student continues to misbehave.
- Third Report - Parent or Guardian will be called and informed that the student is suspended from the bus for three (3) to five (5) days and a letter will be sent home.
- Fourth Report– Parent or Guardian will be contacted informing them that their student is suspended from the bus for the remainder of the semester or the rest of the year and a letter will be sent home.

One or more of these steps may be omitted in dealing with severe discipline problems. At any time during the process when there is a question about the incident, the administrator will refer the parent to the transportation supervisor so that he/she can meet with the parent. The transportation supervisor (554-2213) may choose to establish a parent/school administration/transportation meeting.

Use of Video Cameras

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. Videos that are records of student behavior shall be secured until the video is either reused or erased. The video shall be considered a student record and shall be subject to current law for the release of student record information.

Use of Facilities and Grounds

The Operations & Facilities Department is responsible for the physical management of schools and buildings in USD 261. Our goal is to maintain and improve all district facility buildings and grounds in a manner which positively contributes to the learning experience of each student by providing a safe, clean, sustainable, and healthy environment.

Facility Request Guidelines

Any employee, person, persons, or outside organization desiring to use the buildings or grounds must submit for approval, an electronic facility use request (see below) and agree to the guidelines for the use of district facilities as outlined by the USD 261 Board Policy KG no less than fourteen (14) days in advance of the intended use. Please review the above document for the fees associated with the different venues. Reservations for next school year will not be accepted until August, 1st of that year. A certificate of insurance will be required to provide adequate proof of liability insurance before a request is approved.

BOE_Guidelines_for_Use_of_District_Facilities

Civil Preparedness-School Crisis Plan

Each building in the district maintains a current Crisis Plan complete with emergency procedures. In the event of a crisis or an emergency, school personnel will ensure the safety of all students. Students and staff frequently review school procedures and familiarize themselves with the building crisis plans. In addition, staff members and students are asked to be observant of visitors and strangers in the buildings. All visitors should report directly to the office upon entering the building. Please contact the building principal for more thorough evacuation plans and additional building specific information.

Fire

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

Tornado

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

National Emergency

The school will cooperate with all authorized Civil Preparedness Agencies in their plans for the total community in the event of an emergency. Information concerning this can be obtained from the local Civil Preparedness Director.

Visitors To District Property / Events

(Public Conduct on District Property)

The Board encourages parents and other members of the public to visit district buildings and attend district events and activities; however, inappropriate behavior or conduct will not be tolerated.

Examples of inappropriate conduct include, but are not limited to:

1. Possessing or being under the influence of any alcoholic beverage or illegal substance.
2. Possessing a weapon in violation of Board policy.
3. Violating Board policy or the posted or stated rules of the event.
4. Fighting or otherwise striking or threatening another person.
5. Failing to obey the instructions of a security official or school district employee.
6. Engaging in any illegal or disruptive activity.

The principal may seek to deny future admission onto district property to any person by verbally notifying them or mailing a notice by first-class mail and by certified mail with return receipt requested. The notice should contain:

1. A description of the conduct.
2. The proposed time period for which admission to district events will be denied.
3. Instructions regarding the procedure for requesting to address the Board.

Unless the principal notifies the visitor otherwise, the visitor may be on district property for the limited purposes of:

1. Attending open public meetings of the Board of Education and its committees.
2. Transporting his or her child to and from school and school activities.
3. Attending scheduled conferences or meetings with district personnel pertaining to the visitor's child.

The principal will notify appropriate district staff of any individuals who are prohibited from being on district property, including the dates of the ban and any applicable exceptions.

Once a decision has been made to ban a person from district property the building principal or designee is authorized to file a trespassing complaint with local law enforcement if the person enters district property.

Kansas Emergency Safety Interventions

Emergency Safety Interventions GAAF (See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto. *“Chemical Restraint”* means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention. *“Law enforcement officer”* and *“police officer”* mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement. *“Parent”* means:

1. a natural parent;

2. an adoptive parent;

Emergency Safety Interventions GAAF-2 3. a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

4. a legal guardian;

5. an education advocate for a student with an exceptionality;

6. a foster parent, unless the student is a child with an exceptionality; or 7. a student who has reached the age of majority or is an emancipated minor. "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met:

1. the student is placed in an enclosed area by school personnel;
2. the student is purposefully isolated from adults and peers; and
3. the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students: ●

Using face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;
- Emergency Safety Interventions GAAP-3** • Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication; • Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device; o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be **Emergency Safety Interventions GAAP-4** subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

Emergency Safety Interventions GAAF-5 (A) The events leading up to the incident;

(B) student behaviors that necessitated the ESI;

(C) steps taken to transition the student back into the educational setting;

(D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;

(E) space or an additional form for parents to provide feedback or comments to the school regarding the incident;

(F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and

(G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

1. a copy of this policy which indicates when ESI can be used;
 2. a flyer on the parent's rights;
 3. information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
 4. information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.
- Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the **Emergency Safety Interventions GAAF-6** parent the same day using the parent's preferred

method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs. Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and ● Whether the student had a behavior intervention plan at the time of the incident. All such documentation

shall be provided to the building principal, who shall be

responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances. Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

Emergency Safety Interventions GAAF-7 For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend

the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. The Board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the **Emergency Safety Interventions GAAF-8** report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department

of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report

the findings of fact and recommended corrective action, if any, to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

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

BOE Approved KASB Recommendation: August 15, 2016

BOE Approved KASB Recommendation: August 19, 2013

BOE Approved KASB Recommendation: August 17, 2015

BOE Reviewed and Approved: January 23, 2023

English Speakers for Other Languages Program

The goal of ESOL services at Haysville USD 261 is to provide support for qualifying students to attain grade-level content standards while increasing their ability to listen, speak, read and write English.

What is ESOL?

- ESOL stands for English for Speakers of Other Languages. ESOL teaches academic language skills to support students' success in the classroom.
- ESOL curriculum is aligned with the grade-level reading/language arts curriculum.
- ESOL teachers meet regularly with grade-level teams and/or classroom teachers to ensure that ESOL services support and supplement content taught in the classroom.
- The ESOL program provides instruction in reading, writing, listening, and speaking academic English to build Cognitive Academic Language Proficiency (CALP.)

Who is eligible for ESOL?

Federal law requires all parents to complete a home language survey. Anytime there is another language spoken in the student's life, the student will be assessed to determine eligibility for ESOL services. The language assessment will determine the language support needed for each ESOL student.

Parents/Guardians are notified, and the student begins ESOL support. Haysville USD 261 wants to see all students succeed in their education with our help.

ESOL services can be provided in the following way:

- Students may be pulled out during school-wide scheduled intervention times to receive small group instruction.
- Classroom teachers who are ESOL certified provide modifications in the classroom.
- ESOL paraprofessional support may be provided to students in/out of the classroom.
- During core subjects, the ESOL teacher may work in the classroom to co-teach.
- High school students may enroll in ESL English and Survival Skills classes for course credits.

Haysville Elementary Outdoor Recess Plan

Cold-Related Conditions

Regular outdoor recess will be held if:

- o Outside air temperature and/or wind chill is **20° (F) or greater**
- o There is no falling precipitation

Limited outdoor recess will be held if:

- o Outside air temperature and/or wind chill is between 10° and 19° (F)
- o There is no falling precipitation

Indoor recess will be held if:

- o Outside air temperature and/or wind chill is lower than 10° (F) or there is falling precipitation

Heat-Related Conditions

Regular recess:

- o If the outside temperature or heat index is less than 95° (F)

Limited outdoor recess:

- o Students may go out for a portion of their normal recess during the school day using the following guidelines for students and staff when the temperature or heat index is between 95° and 99° (F)
- o Make sure abundant water is available and frequent breaks are given.
- o Consider allowing students to use water bottles in order to pre-hydrate.
- o Watch for signs of heat cramps, heat exhaustion or heat strokes.

Indoor recess:

- o It is recommended that students and staff remain inside for recess when the temperature or heat index is 100° (F) or greater.

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

Understand the Weather

Wind-Chill



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

Heat Index



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

All temperatures are in degrees Fahrenheit
Weather Guidelines for Children

Weather Guidelines for Children

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



Comfortable for out door play



Caution



Danger

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

Standard Response Protocol



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



