Haysville Middle School Staff Procedure Guide

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SCHEDULE FOR 2026-2027 SCHOOL YEAR

Contract Day – 7:05 a.m. – 3:05 p.m. - Report/Duty Time – 7:05 – 7:35 a.m. & 2:50 – 3:05 p.m.

1st hour	**7:35 a.m.**	**8:21 a.m.**	**46 minutes**	
Passing Period	8:21 a.m.	8:25 a.m.	4 minutes	
2nd hour	**8:25 a.m.**	**9:11 a.m.**	**46 minutes**	
Passing Period	9:11 a.m.	9:15 a.m.	4 minutes	
3rd hour	**9:15 a.m.**	**10:01 a.m.**	**46 minutes**	
Passing Period	10:01 a.m.	10:05 a.m.	4 minutes	
4th hour	**10:05 a.m.**	**10:51 a.m.**	**46 minutes**	
Passing Period	10:51 a.m.	10:55 a.m.	4 minutes	
5th hour	**10:55 a.m.**	**12:22 p.m.**	**87 minutes**	
Lunch A	10:56 10:57 10:58	11:24 a.m. 11:25 a.m. 11:26 a.m.	28 minutes	**(Staggered One Minute Apart in 3 Groups)** **3 Minutes Travel Time**
Lunch B	11:24 a.m. 11:25 a.m. 11:26 a.m.	11:52 a.m. 11:53 a.m. 11:54 a.m.	28 minutes	**(Staggered One Minute Apart in 3 Groups)** **3 Minutes Travel Time**
Lunch C	11:52 a.m. 11:53 a.m. 11:54 a.m.	12:20 p.m. 12:21 p.m. 12:22 p.m..	28 minutes	**(Staggered One Minute Apart in 3 Groups)** **3 Minutes Travel Time**
Passing Period	12:22 p.m.	12:26 p.m.	4 minutes	
6th hour	**12:26 p.m.**	**1:12 p.m.**	**46 minutes**	
Passing Period	1:12 p.m.	1:16 p.m.	4 minutes	
7th hour	**1:16 p.m.**	**2:02 p.m.**	**46 minutes**	
Passing Period	2:02 p.m.	2:06 p.m.	4 minutes	
8th hour	**2:06 p.m.**	**2:50 p.m.**	**44 minutes**	**Guided Study**

TELEPHONE NUMBERS

HMS Office	554-2251	HWMS	554-2370
HMS Fax	554-2258	Nelson	554-2273
Superintendent	554-2200	Oatville	554-2290
Transportation	554-2213	Prairie	554-2350
Alternative High School	554-2231	Rex	554-2281
Campus	554-2236	Ruth Clark	554-2333
Freeman	554-2265		

BOARD OF EDUCATION MEMBERS

Mrs. Jennifer Bain
Mr. Jeremy Bennett
Mr. Greg Fenster
Ms. Tosha White
Mrs. Barbara Walters
Mrs. Kelly Ramseyer
Mrs. Courtney Williams

Haysville Middle School Staff Procedure Guide

ADMINISTRATION OFFICE STAFF

Mr. Jarrod Craig	Principal
Mrs. Samantha Glover	Assistant Principal
Mrs. Kimberly Hansen	Assistant Principal/Athletic Director
Mrs. Kelly Livingston	Head Secretary
Ms. Taylor Baty	Athletic Secretary
Mrs. Katie Taylor	Attendance Secretary
Mrs. Lori Jackson	General Secretary

COUNSELING OFFICE STAFF

Mrs. Sharon Streit	Counselor
Mr. Robert Taylor	Counselor
Mr. Adam Rorabaugh	School Psychologist
Mrs. Cynthia Martin	Secretary

USD 261 Mission Statement

The mission of the Haysville Public Schools is: “The relentless pursuit of excellence.”

USD 261 Vision Statement

The vision of the Haysville Public Schools is: To prepare all students to achieve success through diverse and interactive learning experiences.

USD 261 - We Believe:

- Student success comes first.
- Learning is enhanced in a safe and caring environment.
- Students need a rigorous, relevant, and world-class curriculum.
- Exploration, collaboration, and innovation are essential.

USD 261 – Our Goals

Student 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.

CONTINUOUS NON-DISCRIMINATION STATEMENT

Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mr. Jordan Funk, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: jfunk@usd261.com

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ABSENCES

The negotiated agreement allows for sick/personal leave. The number of days used for personal leave or a combination of Sick/Personal leave within any school year shall not exceed the number of sick/personal leave days awarded for that contract year. Days contributed to the sick leave bank will be counted in this number. After the days awarded for the current year are used, only sick leave will be granted. Sick/Personal Leave requests shall be made in advance whenever possible. Planned Sick/Personal Leave of more than 2 days shall be submitted at least one week in advance.

If it is impossible for a teacher to meet his/her class because of illness or other unforeseen cause, please the absence into AESOP, the USD 261 district absentee program. All absences must be entered prior to 6:00 am or contact must be made in the office advising of his/her absence. Each teacher shall have detailed lesson plans, seating charts, attendance materials, grade book and other necessary materials visible for substitute teachers. When it is necessary for teachers to be absent for an hour or two, whether it is because of illness or professional duty, period substitutes will be assigned by one of the office staff.

Reporting an emergency absence, the expectation is for staff to notify administration, athletic secretary (handles substitutes), and your department chair and buddy teacher that you will be gone and where your substitute folder is located in your classroom.

ACCIDENT REPORTS

All accidents, which occur on the school premises to either students or staff members, should be reported to the health aide and to the administration immediately. The person who administers help at the scene of the accident will make a written report. If a staff member is injured, Workman Compensation forms must be completed.

ACCOUNTING, THE TEACHER'S ROLE

Reporting absences correctly is very important. Records of all absences should be recorded in your grade book through the means of PowerGrade on your laptop computer. This must be done on a daily basis so that all attendance records are accurate. Exceptions to this practice need prior approval through the administration.

When a student is absent, his/her parent(s) should telephone 554-2251 before he/she returns to school. This should normally be done on the day of the absence. Having one's parent call the school regarding an absence does not guarantee an excused absence; it merely furnishes assurance that the parents know about the absence. An attempt will be made by the attendance clerk to notify the parents whenever a student is absent. However, it is the responsibility of the parents to see that their child is in regular attendance. The law is very specific that the parent(s) has the obligation to see that his/her child is in school. The school assumes that a student who is absent because of illness will also be unable to work, to participate in an activity or to attend social functions later in the same day. Whenever it is necessary for a student to be absent from school for a cause such as a dental or doctor appointment, the parent must consult the principal before the absence occurs if they wish for the child to attend a school function later that day. Students are to return to school after a dental or doctor appointment whenever possible with verification from the doctor or dentist office. Absences, which are clearly unavoidable, are classified as excused and the student is entitled to credit for make-up work if it is completed within the prescribed time limit. In general, two days are allowed for each day of excused absence to complete make-up work. A maximum of five (5) days will be allowed for any extended excused absence. The individual classroom teacher can make exceptions to this timeline. Students are held responsible for learning what the make-up work is and for getting it in on time.

Our school must and will operate under the requirement of State of Kansas law 72-1113 (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 attendance of such child." Students less than 13 years of age who are in violation of this law will be reported to Social and Rehabilitation Services. Students 13 or more years of age but less than 16 years of age who are in violation of this law will be reported to the appropriate county or district attorney.

ALTERNATIVE LEARNING CENTER (ALC)

The alternative learning center is used for students who are disruptive to the learning environment in the school. Students who receive an Office Discipline Referral (ODR) should report immediately to ALC. Students who are assigned to ALC will receive work to complete from their regular classroom instructors. This work may include classroom assignments, review assignments, enrichment assignments and tests. The ALC supervisor will notify the sending teacher when a student arrives with a discipline slip.

Teacher responsibilities for the alternative learning center (ALC):

1. **Classroom assignment materials. Reference books are available in the ALC room.**
2. **Supplemental materials, handouts, etc., must be in the ALC room prior to the day starting on the day that your student has been assigned to ALC.**

ANIMALS AND PLANTS IN THE SCHOOL: BOARD POLICY ING

The Board of Education supports the appropriate use of animals and plants in schools when they enhance student learning, support student or staff well-being, or provide accommodations under state and federal law. All animals permitted on district property—including service animals, therapy animals, classroom animals, and visiting animals—must meet district health, safety, vaccination, supervision, and behavioral requirements. The district reserves the right to restrict or remove any animal that poses a safety concern, disrupts the educational environment, or fails to comply with district guidelines. Staff members are responsible for obtaining prior approval, maintaining proper documentation, and ensuring the safe care and handling of animals while on school property. There is an application process that is required by the district that must be completed prior to any animals being in buildings/classrooms as well an insurance component.

ARRIVAL TIME

Arrival time for the 2026-2027 school year will be 7:05 a.m. Duty times will be allocated as follows: 7:05 – 7:35 a.m., and 2:50 – 3:05 p.m. daily. Classrooms shall be opened at least fifteen minutes before the instructional day

begins unless a meeting has been scheduled during that time. Teachers are expected to be available to students, parents, fellow teachers, and administrators during duty time. There are occasions of emergency when a teacher will need to leave early. *Please check with an administrator prior to leaving early on any day*. *Teachers are required to check out and back in through the office on any occasion when they must leave during the school day.* This can be accomplished by calling the office.

ASSEMBLY SEATING

Teachers are to be in control of their students in the assembly. Teachers are expected to sit with their class during the assembly. Teachers will lead their class as they bring them to assemblies. This will minimize behavior problems and make the program more pleasing to all in attendance.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN: BOARD POLICY GARA

The board shall adopt an exposure control plan, which conforms with current regulations of the Kansas Department of Human Resources (KDHR). The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

CAPITAL OUTLAY ITEMS

Equipment of a permanent nature that costs more than $200 and would last more than 3 years must be purchased through capital outlay funds. Forms for major purchase capital outlay items must be filled out completely with the following information:

1. Possible Vendor
2. Catalog number
3. Description of item(s) to be purchased
4. Estimated cost
5. Justification for need of the item(s) to be purchased

CELL PHONE USE AT SCHOOL

A number of staff members carry cell phones to school for personal use. Ringers on cell phones are to be turned off during classroom time so that learning opportunities are not diminished. Personal calls should only be made during individual planning periods.

CLASS PARTIES

Class or activity parties are not to be scheduled on regular classroom time without the prior consent of the administration. All classroom parties and/or incentive parties MUST follow the HMS building wellness policy.

CLASSROOM AND HALL SUPERVISION

Students should never be left in a classroom or other area without the supervision of a teacher. Classrooms are to be locked whenever teachers are out of the room. When teachers leave classrooms for the day, the lights should be turned off and the door locked. All teachers have the responsibility of monitoring the hallways before school, after school and during passing periods. Teacher monitoring during these times should be in the area located just outside of their classroom. Teachers may place a student temporarily in the hall during class time if the assignment is for non-disciplinary reasons and the student will be in the hall for 10 minutes or less. Students should not be left unsupervised in the hall for disciplinary reasons. This practice should only be used as a last resort.

All instructional and paraprofessional staff should address inappropriate behavior of students in the classrooms and hallways. Students should be told to stop inappropriate behavior immediately. In most cases, this will resolve the situation. Should the student fail to cooperate or if the behavior is totally inappropriate, there is a classroom Behavior Management Form (BMF) and Office Discipline Referral (ODR) protocol in place.

CLASSROOM DISRUPTIONS

Each classroom teacher will establish expectations that will be enforced within their classroom. Students who choose to disrupt the learning environment within the classroom will be dealt with in the following manner:

- **Major Disruptions**: This type of disruption will be referred to the ALC (Alternative Learning Center) room with an Office Discipline Referral. Consequences for these behaviors could include conferencing with the student and in many cases the parent, in-school suspension, out-of-school suspension, and out-of-school suspension with a due process hearing scheduled. The consequences at this level will be at the discretion of the administrator. The classroom teacher will make contact with the home for each Office Discipline Referral (ODR) that they write.
- **Minor - Repetitive Disruptions**: These are the behaviors, which continually diminish the quality of education in the classroom. The teacher will document the student behaviors on the Behavior Management Form.
    - The first write-up will be a warning and contact will be made by the teacher with the parent/guardian.
    - The second write-up will be "step one" and contact will be made by the teacher with the parent/guardian. The Behavior Management Form will be delivered to administration, who will visit with the student about the behaviors and follow up with parent/guardian.
    - The third write-up will be "step two" and contact will be made by the teacher with the parent/guardian and record a summary of the conversation on the BMF form.
    - The fourth write-up will be "strike three" and will be referred to administration via Three Strikes Referral Google Form to be put on a Three Strikes Plan. The administrator will schedule a meeting with parent/guardian, student and student's team to discuss behaviors and work habits and explain the process of the plan.

CLASSROOM EXPECTATIONS

Each classroom teacher is accountable for the climate established in the classroom. In the event student behaviors warrant, the classroom Behavior Management Form (BMF), and/or the Office Discipline Referral Form (ODR) protocols shall be implemented. Expected behaviors include:

- Appropriate noise levels will be maintained.
- Students should be polite and not infringe on others, physically or emotionally.
- Students need to remain on task. Students should not be allowed to interfere with the learning opportunities of others.
- Students should come to class prepared to work. They need to be on time and have appropriate materials.
- Students should respect the property of the school and other students.

Children's Internet Protection Act: BOE Policy IIBGA

The district shall implement and enforce an internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

1) Access by minors to inappropriate matter on the Internet and World Wide Web.,
2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.

This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

COMPUTER USE BY STAFF: BOARD POLICY IIGB

Use of District Computers and Devices/Privacy Rights

The District supports the use of advanced technology including, but not limited to, computer systems, electronic devices, computer networks, the Internet, electronic mail, online services, and other applications, including social media networks and tools, that facilitate access to information, resource sharing, research, collaborative learning, communications and integrated technology instruction. These provided technologies are for educational and professional use only. All created, and/or stored information is considered district property and is subject to unannounced monitoring by district administrators, the district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright

Software acquired by staff using either district or personal funds and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filled in the district office.

Installation

No software, including freeware of shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures, program files must have the superintendent's or superintendent's designee's approval to be installed on any district server or computer.

Hardware

Unapproved hardware shall not be installed on district computers or electronic devices and any software setting that supports district hardware shall be changed.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

Electronic Communication Privacy Rights

Employees and/or students shall have no expectation of privacy. Communication and activities on the district network are not private. The administration may review directories, electronic files, and e-mails from time to tie to prevent misuse and to perform system maintenance. Any email or computer application or information in district computers or computer systems or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the student's or staff member's possession.

Staff Handbook

Employees shall have no expectation of privacy when using district e-mail or other forms of electronic communication which use district equipment or networks. Electronic messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use these systems according to these guidelines or other guidelines published by the administration.

Any electronic communication, computer application and/or information on district computers or computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information on the system or on any storage device. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Student Handbook
Students shall have no expectation of privacy when using district e-mail or other forms of electronic communication which use district equipment or networks. Electronic messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use these systems following guidelines approved by teachers or the administration.

Any electronic communication, computer application and/or information on district computers or computer systems and/or networks are subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students on a computer system or on any individual computer students who violate these rules or any other classroom rules relating to computer sue are subject to disciplinary action up to and including expulsion from school.

COPYRIGHT LAWS
A document has been placed in the LiveBinder from the US Copyright Office, Washington D.C. titled – Reproduction of Copyrighted Works by Educators and Librarians – last revised in 8/2014, to be used as your guideline for the reproduction of any copyrighted material.

As stated in this publication, the Copyright Office can be contacted at www.copyright.gov, by telephone at 1-877-476-0778 (toll free), with staff members on duty from 8:30 a.m. until 5:00 p.m. EST. They can also be contacted by mail, and that address is located on the last page of the document, in the bottom left hand corner.

Printing and Duplicating Services: BOE Policy ECH
The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.” The legal insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

COUNSELORS
The counselors serve to help students with any difficulties they are experiencing. The counselors also help to organize and maintain an adequate record system, act as consultants for the testing program, and use tests and other information to help students, parents and teachers. The primary responsibility of the counselors is to provide assistance and support for individual students.

DAMAGE OF SCHOOL PROPERTY
Any student who shall intentionally destroy or damage any school property, or who shall deface (by cutting or with writing or pictures) 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.

DETENTIONS
The procedures used for detention purposes are primarily related to students who are tardy to class. The administration reserves the right to assign a detention for other purposes as deemed necessary. Detention procedures are defined in detail in the student tardy section of this handbook.

DRUG FREE SCHOOLS: BOARD POLICY GAOB

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay.
2. Short term suspension without pay.
3. Long term suspension without pay.
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be provided to all employees.

DRUG FREE WORKPLACE: BOARD POLICY GAOA

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such a program. Each employee in the district shall be given a copy of this policy.

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

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

EDUCATIONAL TESTING PROGRAM: BOARD POLICY II (SEE JR ET SEQ.)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

EMERGENCY SAFETY INTERVENTIONS – BOE POLICY GAAF

- 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. 72–8222, 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; (3) a person acting as a parent as defined in K.S.A. 72-1046(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.

Emergency Safety Interventions GAAF-2

- "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.
- 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 affect 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 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 a 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:

  (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 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. Such documentation must 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 a 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.
- 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, the private school shall help facilitate such a 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 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 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 investigators 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.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.
BOE Reviewed and Approved KASB Recommendation: August 15, 2016
BOE Reviewed and Approved: KASB Recommendation: August 19, 2013
BOE Reviewed and Approved: KASB Recommendation: August 17, 2015
BOE Reviewed and Approved: January 23, 2023

EQUIPMENT: BOARD POLICY KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal and will be refunded when the equipment is returned in working order.
Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the building principal.

EXCHANGE OR SALE OF ARTICLES

No student will be permitted to exchange personal possessions such as pens, jewelry, articles of clothing, etc. Students will not be allowed to sell articles (candy, cookies, cards, etc.) on school property unless they are a member of a school sponsored group, and the sale has been approved through the principal.

EXTRA-DUTY ASSIGNMENTS

Staff members who are interested in working for pay at extra-curricular activities need to contact the athletic director. The athletic director will assign workers for the activities. Pay for working these activities will be per

negotiated agreement.

FACILITY USE

All requests for use of school facilities outside of the normal school day need to be arranged through the office. An electronic building usage form must be filled out to ensure that multiple groups are not assigned to the same areas in the building. A building administrator must sign this form. Approval for such use of the building will be based upon BOE policy. School activities will have priority for school facilities.

FACULTY MEETINGS

Faculty meetings involving the total faculty will be held on an as needed basis. It is the expectation of the administration that all staff members not on duty or involved in an IEP/504 meeting be in attendance during these meetings.

EMERGENCY DRILLS

Tornado, fire, other crises, and building evacuation drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district crisis plan for these drills. In the event of an actual emergency, parents/guardians may pick up your child at the designated evacuation site outlined in your school's information packet. We will not release children to other adults or by telephone calls from parents.

Critical Incident Drills:

Standard Response Protocol

- **Student Safety**
  - **A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.**
- **SRP**
  - **Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate directions will be called on the PA.**
    - **Secure** – "Secure the Perimeter"
    - **Lockdown** – "Locks, Lights, Out of Sight"
    - **Evacuate** – "To the Announced Location"
    - **Shelter** – "For a Hazard Using Safety Strategy"
    - **Hold! –** "In your classroom. Clear the halls."

All drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real, and they are to act accordingly.

Fire and tornado drills will be conducted on a regular basis. Instructions for fire drills:
Fire drill instructions should be posted near the door of each classroom. Fire drills will be initiated with the sounding of the fire alarm.

1. Close all windows and doors. Do not lock the doors.
2. Teachers will need to take their computer outside with them.
3. Staff members need to accompany their class at least 100 feet from the building. The class should be kept together and supervised at all times.
4. Students should walk out of the building in a single file line. Students should walk fast, but not run.
5. Classes should not return to the building until an "all-clear" signal is given by an administrator.
6. Once the "all-clear" signal has been given, classes should return to the building in an orderly fashion.
7. Instructions for exiting classes will be provided at the beginning of each school year.

8. Alternative routes should be used if the primary exit is not accessible.

Tornado drills will be announced over the intercom.

Instructions for tornado drills should be posted near the door of each classroom. Teachers will accompany their students when the tornado alarm sounds. Instructions for tornado drills include:

1. Close all windows and doors.
2. Teachers will need to take their grade book, crisis handbook, and flashlight with them.
3. Staff members need to accompany their class to their assigned area. The class should be kept together and supervised at all times.
4. Students should walk to their assigned area in a single file line. Students should walk fast, but not run.
5. Students should be seated, facing walls, if possible, with their heads down and their hands covering their heads for protection.
6. Students should remain quiet at all times.
7. Classes should not return to their classroom until an "all-clear" signal is given. The "all-clear" signal will be announced over the intercom.
8. Once the "all-clear" signal has been given, classes should return to their classroom in an orderly fashion.

Students will not be released from school during a time of a tornado warning for any reason to anyone, **EXCEPT THEIR PARENT OR GUARDIAN who comes personally and requests that their son/daughter be released.** Telephone requests for students to be released will not be honored. Request for students to be released by persons other than parents/guardians will not be honored. Please note this includes brothers, sisters, and other relatives or baby-sitters.

FIELD TRIPS AND EXCURSIONS: BOARD POLICY IFCB-R

Field trips may be approved by the principal when reasonable educational objectives can be established. Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

FIRST AID: BOARD POLICY JGFG & JGFG-R

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident, which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school health clerk.

Appropriate records shall be kept in case a student accident occurs.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

<u>Records</u>

Appropriate records documenting student accidents shall be kept on file in the principal’s office.

FLAG SALUTE

Participation in the flag salute is not mandated, yet highly encouraged. The Pledge of Allegiance is read over the intercom at the beginning of first hour daily. You cannot mandate that an individual participates in this activity.

FUNDRAISING

Fundraising activities at school, on school property, or at school-sponsored events are prohibited except as provided in this policy. Faculty and student participation in fundraising shall be strictly voluntary. At no time shall participation in fundraising impact a student's grade or membership, participation time or standing on a team, club, or group. Door-to-door sales are strongly discouraged. Faculty and sponsors shall not require or promote door-to-door sales.

The district will manage, restrict, or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district, state, and federal law and guidelines, including, but not limited to, Title IX and Kansas State High School Activities Association (KSHSAA) rules and regulations. Fundraising activities must be pre-approved by the superintendent or designee, and adhere to the following guidelines:

- Fundraising activities shall not interfere with instructional time, infringe upon or detract from the classroom activities, or the educational process as determined by the superintendent or designee.
- Online fundraising, utilizing websites such as DonorsChoose or GoFundMe, must comply with this policy, district rules and regulations concerning fundraising, and the rules governing the fundraising site.
- Approval of fundraising requests shall depend on factors including, but not limited to:
    - Compatibility with the district's educational program, mission,vision, core values, and beliefs;
    - Compatibility with any terms, conditions, and requirements of grants or other specific funding sources;
    - Compatibility with existing district technology;
    - Congruence with the district and school goals that positively impact student performance;
    - The district's instructional priorities;
    - The manner in which donations are collected and distributed;
    - Equity in funding; and
    - Other factors deemed relevant or appropriate by the district.

- If approved, the requester shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the campaign's status. The requestor is responsible for compliance with all state and federal laws, the rules governing the fundraising site, and other relevant district policies and procedures, as well as the following:
    - Fundraising proceeds shall not be deposited into a staff member's personal bank account or peer to peer payment network.
    - Money raised or items secured by a fundraising campaign by a person or entity acting on behalf of the school or the district will be the property of the district.
    - All items and money generated on behalf of the district are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees without the express written consent of the superintendent.
    - Pictures of students in conjunction with fundraising activities shall not occur unless parents of students have consented in writing to the use of the picture for this specific purpose.
    - Fundraising activities must comply with all board policies, including, but not limited to, policies governing the privacy rights of students.

Nothing in this policy is intended to prohibit an employee from using online fundraising campaigns for personal items or reasons outside of the school or work time. In such cases, the employees shall not be acting on behalf of the district or school, identify themselves as employees of the district, or suggest the fundraising campaign is for the benefit of students, classrooms or schools of the school district.

For purposes of this section, “acting on behalf of the district or the school” means an employee holding oneself out as an employee of the district and/or seeks donations for the benefit of the district, a particular school, classroom, or student.

GIFTS: BOARD POLICY JL (SEE GAJ, KH)

The giving of gifts between students and staff members is discouraged.
Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

GRADE BOOKS

Grade books are essential for maintaining accurate records on student progress. They are also necessary to take accurate attendance. Each teacher should keep their grade book (computer) in a secure place where students do not have access. Students should never be allowed to see another student's grades in the grade book. Oral reading of grades is not allowed. These situations would be violations of the Family Privacy Act.

Your grade book, through the means of PowerGrade and PowerSchool, should also be used as a communication tool for USD 261 patrons. It is reasonable to request that assignments be posted on a daily basis so that parents are able to determine if their child had homework for the day. It is also reasonable to specify that all grades be posted as soon as possible and if delays are to exist, those delays need to be communicated through the means of the description of said assignment. ***Grades shall be updated at least once per week, preferably prior to the weekend.***

Haysville Middle School Grading Policy

Purpose of Grading

Grades at Haysville Middle School aim to:

- Show student achievement of content standards.
- Focus on what students know and can do, not behavior, effort, attendance, or attitude.
- Encourage improvement by supporting a growth mindset.
- Provide clear communication of learning progress to students, parents, and teachers.

Grading Scale

Grade	Percentage	Description
A	90-100	Mastery of all content and skills.
B	80-89	Solid understanding with minor areas to improve.
C	70-79	Basic understanding but needs more practice.
D	60-69	Needs significant help to grasp concepts.
F	Below 60	Little to no understanding of content.

Grade Calculation

- **Total Points System**:
    - Each assignment is assigned a specific number of points based on its importance and difficulty. Bellwork accounts for no more than 10% of total points in a grading period.

- **Quarter Grades**: Each quarter's grade reflects performance during that period.
- **Final Grade**: Year-end grade is the average of all four quarter grades.

Grading Practices

- **Grading Timeline:** All assignments, whether classwork, homework, summative assessments, missing work, or revisions, must be graded and returned to students within one week of submission. If extenuating circumstances or illness occurs and more time is needed for a teacher to update grades, the teacher will send out a communication to students and parents.

- **Missing Work Policy**:
    - **Missing Assignments:** Missing assignments are initially recorded as a zero and marked "Missing" in the gradebook.
    - **Missing Work Due to Absences:** When work is missed due to an absence, it is recorded as "Missing" and "Absent" with no grade assigned. Students have two school days for each day of absence to complete missed work. If the work is not completed within this timeframe, the grade will be changed to a zero and remain marked "Missing."
    - **Missed Participation Points Due to Absences:** Teachers will either provide an alternative assignment for students to earn full participation credit or exclude the missed participation points from the final grade calculation.

- **Revisions:**
  Students who score below 70% on any assignment or assessment have at least one chance to improve their grade by demonstrating a stronger understanding of the content.
    - **Revision Eligibility:**
      Students may revise any assignment or retake any assessment scoring below 70% within one week of receiving the grade. All revisions must be completed independently. Assignments that require peer collaboration—such as group projects, presentations with peer feedback, or activities using teacher-provided materials—must adhere to the original deadlines. Failure to meet these deadlines will result in deductions for any incomplete sections that cannot be revised independently.
    - **Reassessment Format:**
      Reassessment options include either a retake of the assessment or corrections to the original work, both designed to showcase improved comprehension. When possible, retake assessments will mirror the original format and level of difficulty. For performance-based tasks, alternative formats that maintain the same rigor may be used.
    - **Grade Replacement:**
      The highest score achieved—up to 100%—will replace the original grade in the gradebook.
- **Late Work Policy**: Late work is accepted until the end of the grading period.
- **Grade Adjustments:**
    - Work turned in before the end of the corresponding unit: Full credit based on performance.
    - Work turned in after the end of the corresponding unit: 10% reduction
- **Communication:**
    - Teachers will contact parents after three or more missing assignments and/or a grade of a D or F.
- **Extra Credit:** Extra credit is not offered, as students are provided multiple opportunities to demonstrate mastery through the revision process.
- **Student Accommodations:** Provisions for student accommodations documented in General Education Intervention plans (GEIs), 504 plans, and Individualized Educational Plans (IEPs) take precedence over the provisions of this grading policy.

Academic Integrity

HMS expects students to complete work honestly and responsibly.

- **Teacher Expectations:** Teachers will define acceptable collaboration, teach citation methods, and ensure secure testing conditions.
- **Student Expectations:** Students will avoid cheating, plagiarism, and unauthorized assistance, use and

cite sources properly, and ask for clarification when needed.
- **Consequences for Violations:** Consequences may include parent notification, reassessment with no further opportunities, and/or completion of an alternative assignment.

Artificial Intelligence (AI) Use

- Tools may be used only with explicit teacher authorization for specific assignments.
- Inputting personal or sensitive information into AI tools is strictly prohibited.
- When permitted, AI use must be properly cited as directed by the teacher.
- All AI use is subject to the Haysville Middle School Chromebook Agreement and other relevant technology policies. Unauthorized use may result in disciplinary action.

GUIDED STUDY PERIOD

This period will be during the 8th hour of the day and should be used for student homework purposes.

In order for students to visit other teachers, they must have a pass issued by that teacher previous to Guided Study.

Most staff members will be assigned to a Guided Study and will assist students with this task. Each staff member is expected to check individual student grades and inform students of any outstanding and/or missing work.

Health Services

The school health aide advises and assists the principal and teachers in planning and carrying on a school health program. The school nurse has the capability to diagnose select conditions with permission from the parent/guardian via the SNAP portal.

Prescribed medication is given at school only upon written request from both the lawful custodian and the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated. Prescription medication that is being administered by the school must be in the original container, be properly labeled and be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by physician's orders and parental permission and a newly labeled pharmacy container.

Requirements to take over the counter (OTC) medications in school:
- An OTC medication form is completed and signed by the guardian.
- Medication is provided in the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.

Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

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

She/he administers over the counter or prescribed medication in the original container, Medication forms are available in the health room or the physician's order may be faxed to the school. The health nurse plans, schedules, and assists with all school screening examinations she/he interprets and follows up on all matters pertaining to the health of the pupil.

No medications, including over-the-counter medications (e.g., aspirin, cough syrup, and cough drops) will be maintained on school premises except when prescribed. Over-the-counter medications shall not be supplied by school employees or kept in athletic areas. Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment. Unauthorized administration of un-prescribed medications shall not be practiced by any school personnel including school nurses. As stated on all prescription medication labels, "Federal law prohibits the transfer of any prescription drug to any person other than the patient for which it was prescribed."

Permission to Possess and Self-Administer Medication:

To permit a student to carry and self-administer medication the following conditions must be met:

- A Request by Student to Possess and Self-Administer Medication form must be completed. The form must be signed by the parent and the physician.
- The medication must be in a protective manner that it cannot be accidentally left or forgotten. Should the medication be located or found outside of the student's possession the permission to carry medication may be revoked.
- Controlled medications are excluded and may never be carried by the student. If you are unsure if a medication is controlled, contact your pharmacy or the health room.

In order to protect students from possible serious complications and to protect other students from possible exposure to diseases, students who are ill should not come to school. It is the duty of the school to exclude any child who appears to be ill or is suspected of having an infectious or contagious disease. It is the responsibility of the parent to make such arrangements that the ill or injured student be picked up by a parent, or by the person designated to do so. Students are not allowed to walk home, ride their bike or drive themselves home. School health rooms are to care for those pupils who become ill or injured at school and the school can only offer **TEMPORARY** care and first aid**. Except in emergencies, students should always report to class first, obtain a pass and then go directly to the health room when ill. Students are not to stop between classes unless given permission by the health nurse.** Students who are too ill to remain in the classroom will be sent home. The health nurse will determine if the student is too ill to remain in school. (See medications at school)

HOMEWORK REQUESTS BY PARENTS

Parents may request homework when their child has extended absences. An email notice is sent out to notify classroom teachers who normally assign homework. Homework should be sent to the office by the end of the school day on which the request was made.

IN-SERVICE EDUCATION: BOARD POLICY GBRC

There shall be a program of in-service education for employees, which meets minimum statutory and state board of education requirements. The program shall promote continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff about in-services.

All appropriate employees shall attend in-service education sessions unless excused by the superintendent. In-service programs may utilize all or a portion of the workday.

INTERROGATIONS AND SEARCHES: BOARD POLICY JCAB, JCAB-R, JCABB, JCABB-R, JCAC, JCAC-R

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

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property
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.
(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

JCABB Searches of Students
Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

JCABB-R Searches of Students
The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal or designee will make an attempt to contact the student's parents/guardians and may call law enforcement. Items, which the principal or designee believes may be connected with illegal activity, shall remain in the custody of the principal or designee unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal or designee may take disciplinary action and/or seek assistance from law enforcement. (See JDD and JCAC)

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal or designee shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal or designee shall receive and file a receipt for items turned over to law enforcement officials.

If the principal or designee believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

JCABB-R Searches of Students
A written report of each search shall be made by the principal or designee and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.
(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

BOE Approved: March 5, 2007
BOE Reviewed and Approved: May 14, 2014
BOE Approved KASB Recommendation: May 22, 2023

JCAC Interrogation and Investigations Conducted in the Schools
It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain order.

They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to

determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects and guarantees the rights of students and parents and shall cooperate with law enforcement officials as provided in JCAC-2.

School staff members shall be informed of the contents of this policy and rules at least annually.

JCAC-2 Interrogation and Investigations
Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal shall be present.

JCAC-2 Interrogation and Investigations
Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials. (See EBC)

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy or as specified in a court order or arrest warrant, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Such notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF, or law enforcement as a result of allegations of abuse or neglect and there is reason to believe sharing the information may lead to harm of the child or others.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody.

Disturbance of School Environment

Law enforcement officers, school resource officers, school security officers, or campus police officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

BOE Approved: July 7, 2003
BOE Reviewed and Adopted: September 4, 2007
BOE Reviewed and Approved: July 21, 2014

BOE Approved KASB Recommendation: May 22, 2023
BOE Approved KASB Recommendation: March 9, 2026

JCAC-3 Interrogations and Investigations
Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

INVENTORY

Each teacher should have an inventory of the equipment and materials in his/her classroom. Within the first month, each teacher should add to his/her inventory those permanent pieces of equipment, which were added to the classroom during the summer. A new complete inventory is requested each May before checking out. Equipment or furniture should not be moved from the classroom unless authorized by the principal.

KEYS

Each staff member will be issued keys necessary to lock and unlock their assigned areas. Building keys are no longer issued. Individuals may gain entrance to the building through the use of the District Issued Badge. This process keeps a record of entry electronically. The principal must be notified immediately if any key, or District Issued Badge is lost. In both cases, if lost, there will be a $20 replacement fee. Duplicate keys are not to be made. Teachers who use the facility after school hours must check all doors used to ensure that they are secured and locked when they leave. Keys or ID Badges should never be handed to a student.

LESSON PLANS

It is an expectation by administration at Haysville Middle School that all teachers complete weekly lesson plans, and if requested, submit those to the administration. All staff new to the building should submit lesson plans to Mrs. Glover weekly until told otherwise. Lesson plans should be turned in prior to the first instructional period, of the first instructional day each week. Every teacher should have a set of emergency lesson plans located in the shared Google Drive. These plans should include enough information for at least 3 to 5 days' worth of work. There are many occasions when individuals are called out of town in emergency situations. When this occurs, it is much easier to have plans available in your room. This saves writing plans prior to your leaving town.

LIBRARY – Media Center

The Library Media Center contains a wide variety of books and other material to help you succeed at Haysville Middle School. There are materials that can be used for assignments and for your personal recreational reading. Students come to the Media Center each week at a regularly scheduled time with their language arts teacher. You may come at other times with permission from your classroom teacher. ***Your student identification card is required when you check out material. You will not be able to use your card if it is defaced so that your photo is not recognizable, or so that the barcode cannot be scanned.*** The Library Media Center does not charge fines for late books, however, you will be charged for any material that you lose or damage. You are responsible for everything that is checked out on your id card. Do not check out books for others- if you do, and they lose the item, you will be held responsible for it. You may have three items checked out at a time. Books from the general collection are usually due back in two weeks. Back issues of magazines may be checked out for three days. One magazine may be checked out at a time. During breaks, magazines may not be checked out. If you are sent to the Library Media Center by yourself, or in a small group, you MUST have your agenda or a pass which is signed by your teacher, and which has the time that you left your classroom. When you arrive in the Library Media Center, please stop by the counter and have your pass initialed by a member of the Library Media Center staff, or a student aide.

The Library Media Center is open to students from 7:30 a. m. until 2:50 p.m. Students may come in earlier or stay after school **if** they have written permission from a staff member. Please enter and leave the Library Media

Center through the door in “A” hall. If you remove materials from the Library Media Center without having them checked out, you could be subject to disciplinary actions. A card is put in the pocket of each book that you check out. Keep the card in the pocket at all times. You will be charged .25 if you do not return the card when you return the book. If you misuse computers, or other electronic equipment in the Library Media Center, you will be subject disciplinary actions, according to building and district policies.

MAIL BOXES

Each teacher is assigned a mailbox. These boxes should be checked at least once per day for various information and messages. Telephone messages will be put in these boxes. Please keep the boxes clean, as they are not designed to be used for storage.

PAYCHECKS

Paychecks will be issued as per negotiated agreement.

PHYSICAL FORCE: NEGOTIATED AGREEMENT, ARTICLE XII: SECTION B

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.

POWERSCHOOL

PowerSchool and PowerGrade are tools that enable staff to record grades and attendance; however, they also serve as a communication tool for our patrons. It is the expectation of the administration at Haysville Middle School that all staff use both of these programs to meet both stated needs, record keeping and communication. As stated in the grading section previously, it is a reasonable request for staff to post each days assignment in PowerGrade so that a patron may check their child’s grades to determine if homework were assigned for that specific day. **It is also a reasonable request that grades for such work be posted as soon as possible, no later than five days following that assignment.**

PROFESSIONAL CONFERENCES – BOARD POLICY GAN, GAN-R

Staff members seeking to attend professional conferences should plan on attending meetings that have a direct correlation between their teaching assignment or our building improvement plan. Prior to attending professional meetings the following materials must be completed and turned into the office:

1. Request for leave to attend the conference through the means of MyLearningPlan.com.
2. Submit an electronic requisition (e-req) to cover the registration fee.
3. Submit and electronic requisition (e-req) to cover hotel accommodations.
4. Transportation requests if a district owned vehicle is required.
5. Per Diem’s are no longer allowed due to Internal Revenue Services (IRS) regulations. Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. These claims must be submitted on a district approved travel expense claim for reimbursement. Claims for reimbursement may be made up to, but should not exceed, the following amounts: The daily in-state allowance is $30.00 ($7.00 for breakfast, $8.50 for lunch and $14.50 for dinner). The daily out-of-state allowance for meals during out-of-state conferences is $40.00 ($8.00 for breakfast, $12.00 for lunch, and $20.00 for dinner). In addition, tips up to 15 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages.

PROFESSIONAL HOURS

Teachers are assigned one plan Period, six teaching Periods, and one Guided Study period. The plan Period shall be used for school purposes on campus unless otherwise provided for by the principal. This Period should be used to plan the instructional program, prepare tests, correct papers or run material off for class. All teachers will be assigned a Guided Study Period. Administrative discretion does allow for a non-assignment of this Period as well.

Per the negotiated agreement, each secondary teacher will have one school Period of time each day for planning during which time the teacher will have no assigned responsibilities with students. At times, it will be necessary to ask a teacher to take another teacher's class. In the event that this happens during the assigned plan time, compensation per the negotiated agreement will be in place.

PURCHASES BY TEACHERS

All requests for purchase of teaching supplies are to be submitted using the electronic requisition (e-reg) system. It is important that these requests be filled out completely. Under no circumstances should purchases be made without administrative approval. The district is tax exempt, so sales tax will not be reimbursed. Requests for expenditures from activity accounts must be given to the financial secretary for administrative approval. Checks for these expenditures will be distributed two times per week.

RACIAL HARASSMENT – BOARD POLICY (GAACA – EMPLOYEE & JGECA – STUDENT)

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Racial harassment shall include, but not be limited to:

1. 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.
2. 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.
3. Treatment, which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her principal, building Title VI coordinator, counselor, or another certified staff member. Initiation of a racial harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

RECORDS

A log or record should be kept as a part of each student's record that gives detailed information about each person making a request for information. This log should list the person making the request, the date of the request and the reason for the request. A student's record is defined as encompassing everything maintained in connection with the student, including test scores, psychological examinations, and counselor notations. No information from a student's school record should be shared with anyone other than school personnel directly and consistently involved in teaching the student, without the written and informed consent of the parent. There should be no anonymous entries in a student's school record. Parent and student should have the right to correct the record of material viewed by them as incorrect, misleading, or harmful. With the exception of a transcript, all material in a student's record should be destroyed three years after he/she concludes attendance. Parent and student should be allowed to make a copy of materials in the record. Parent-citizens should urge responsible officials to use precise language and define the meanings of terms when writing statutes.

OUTSIDE SPEAKERS: BOARD POLICY IFBH

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process. The board shall establish rules governing the selection and behavior of outside speakers. Outside speakers should be selected so that various points of view are presented. Speakers shall be informed of this policy and its rules when they are invited to make a presentation. Language cannot be used that calls for students to be disruptive. The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these regulations. With prior board approval an honorarium may be paid to outside speakers.

SECURITY AND SAFETY: BOARD POLICY EBC

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

- Any pupil who has been expelled for conduct, which endangers the safety of others.
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

No board of education, board member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

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 106 E Stewart, **Hours: Monday: 12:30 to 4:30, Tuesday: 7:30 to 11:30, Wednesday: 7:30 to 4:30, Thursday: 8:00 am to 4:30, Friday: 7:30 am to 11:30 am**. Krista Weaver, APRN, will be the health care provider on site. The SBHC will function similar to other primary care clinics and will provide services for district students including comprehensive and acute care. This will include well-child visits (including vaccinations), as well as the evaluation of acute illness or injury such as sports Injuries, cough, cold, fever, rashes, headaches, urinary tract infections, acne, COVID-related concerns, and others. Screening, assessment, treatment and referral for mental health concerns can also be provided through the SBHC. Student sports physicals are also provided through the SBHC. The clinic will provide acute care services to USD 261 staff. Additionally, several onsite laboratory services will be provided through LabCorp for students when needed. To schedule an appointment, call the clinic at (316)554-2317.

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

SCHOOL PSYCHOLOGIST

The school psychologist may counsel directly with a student or act as a consultant to the counselor(s)/teaching staff. Generally, he/she is not involved in helping students with vocational or course choices.

SEXUAL HARASSMENT – BOARD POLICY (GAAC – EMPLOYEE & JGEC – STUDENT)

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Sexual harassment shall include, but not be limited to:

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 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.

SOCIAL WORKER SERVICES

District social workers are available to assist students with social, emotional, personal, or behavioral needs. School social workers are the link between home, school and community by promoting students' academic and

social/emotional success. They work with students in one-on-one, small group, and large group settings during the school day. Social workers support the collaboration between school and the community mental health agencies. The social workers provide resources to students and families to help with a specific need and work closely with both families and the staff at school to create a safe and appropriate environment in which each student can learn.

STAFF-STUDENT RELATIONS: BOARD POLICY GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

Staff/Student Social Media Guidelines

The Haysville USD 261 board of education encourages positive, appropriate staff-student relations and communications. Staff-student relations and communications via digital means shall be positive and appropriate.

STUDENT SOCIAL EVENTS

All middle school events must end by 10:00 p.m. on nights followed by a school day and 11:00 p.m. on weekends.

STUDENT TARDY

Students will be counted tardy if they are not in the classroom before the bell rings for the start of class. On the 3rd tardy, and each tardy thereafter, the student will receive an "ODR". Consequences for tardies will be assigned as follows:

- **Detentions will be held in ALC either before or after school.**
- **3rd and 4th Tardy- 30 minute detention**
- **5th and 6th Tardy- 1 hour detention**
- **All tardies will start over at the beginning of each new grading Period.**

STUDENT TRANSFER REQUEST

It is the expectation of district leadership for the children of USD 261 to attend their assigned boundary school. In the event special circumstances need consideration, the following protocols shall be followed.
Transfer requests are based on the following stipulations:

1) All secondary students (grades 7-12) who transfer from one school to another shall be subject to all eligibility rules of the Kansas State High School Activities Association (KSHSAA) and the Haysville Board of Education. Questions should be addressed to the sending school's administration.
2) Students' schedules may vary depending on class availability at the new school.
3) Transportation services will not be provided to students attending a school outside their designated attendance areas.
4) Requests for transfers for all students must be submitted annually. It should be noted that approval one year is not a guarantee for future approvals.
5) An approval of transfer for a student does not automatically apply to siblings. Siblings need to apply separately for transfers and will be subject to the same stipulations as all other transfers.
6) Parents are responsible for requesting any refunds of enrollment fees that may be applicable.
7) Transfer applications, approvals or denials will be communicated via the U.S. mail.
8) All requests for the upcoming school year are due before May 1 for priority consideration. The requesting party will be notified in writing of the decision by June 15.
9) All requests received after May 1 will be reviewed in August after the August enrollment Period ends, and will be analyzed on a space available basis.
10) Complete sections A & B of the student transfer request document and forward this form to the sending school principal of the current attendance center.
11) The Haysville School District reserves the right to suspend or revoke a transfer request approval at any time for student truancy and/or student misconduct.
12) Failure to sign this form will result in not being considered for transfer approval.

STUDENT WITHDRAWAL

Withdrawing students are requested to remain in school for the entire day previous to withdrawal to obtain required teacher signatures during their scheduled class Period.

Procedure:

1. The student will receive a transfer form (Withdrawal Form) from the counseling office before the start of school on their last day.
2. The student will report to the library to return all books and obtain a clearance signature from the librarian.
3. The student will report to the health room to pick up a copy of their immunization records and obtain a clearance signature from the health aide.
4. The student will return books to teachers and obtain the teacher's signature. The teachers are to indicate any fees owed by the student. If the textbook has been lost, the full replacement cost of the text should be indicated.
5. The student will need to return their physical education lock to their physical education teacher.
6. The completed withdrawal form should then be brought to the office to obtain the signature of the principal or the principal's secretary.

TECHNOLOGY

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

Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Personal Electronic Communication Devices Policy

USD 261 is committed to providing a focused learning environment where students can engage in learning without unnecessary distractions. In accordance with Board of Education Policy JCDC and Kansas law, students are prohibited from using or accessing personal electronic communication devices during the school day while on school property unless an approved exception applies.

Personal electronic communication devices include, but are not limited to, cell phones, smart watches, wireless headphones/earbuds, tablets, and other devices capable of voice, text, video communication, internet access, or other electronic communication that are not issued by the school district.

Students are encouraged to leave personal electronic communication devices at home or secured in their vehicle (if a vehicle is applicable to the student). Students who choose to bring a device to school must ensure the device is powered off and securely stored away from their person in an inaccessible location during the school day. Cell phone lockers will be available for secondary students who need a secure location to store their devices during the school day. For elementary students, devices will be placed in a secure location in their home room.

Students may not wear or use wireless headphones, earbuds, or similar devices during the school day unless they are approved for instructional purposes by a teacher or are required through an Individualized Education Program (IEP), Section 504 plan, or documented medical necessity.

Students who are found with a personal electronic communication device that is not properly stored or who are accessing a device during the school day will be directed to report to the office and surrender the device for the remainder of the school day. Students will receive disciplinary action according to student handbooks for failure to comply with the personal electronic communication device policy.

Students who refuse to surrender a device or continue to violate this policy may receive additional disciplinary consequences, including parent/guardian notification and further disciplinary action in accordance with the student code of conduct.

Students who have an approved exception through an Individualized Education Program (IEP), Section 504 plan, or documented medical necessity must follow the procedures established by the school for use of their device.

USD 261 is not responsible for lost, stolen, or damaged personal electronic communication devices brought to school.

BOE Approved KASB Recommendation: September 15, 2014
BOE Approved KASB Recommendation: January 23, 2023
BOE Approved KASB Recommendation: July, 2026

TELEPHONE SERVICE

Teachers will not be called from their classroom for telephone calls unless the nature of the call is an emergency. Faculty use of the telephone should be primarily for school business. Messages or return call information will be taken on most calls. On occasion, it will be necessary for teachers to place long distance calls. These calls must be approved and a record of the call logged in the office.

TOBACCO PRODUCTS, THE USE OF: BOARD POLICY GAOC

The use of any form of tobacco products is prohibited at all times in or on district owned or leased property, including district vehicles.

VIDEOTAPE USE IN THE CLASSROOM GUIDELINES:

Videotapes, DVDs, and/or other Movie Instructional Materials will be selected and assigned to give support directly to instructional learning outcomes, goals, and/or objectives as established by the various district departments and disciplines, the District Curriculum Coordinators, the Division of Curriculum and Instruction, and the Board of Education.

In general, copyright guidelines permit in-classroom performance of a copyrighted videotape when it is used for instructional purposes in a teaching situation, is a lawfully made copy, and does not contain an FBI warning prohibiting its use for any reason other than personal viewing. (Video materials purchased through an educational vendor or videos purchased with a license will not contain the FBI warning.)
No videotapes, DVDs, or other movie instructional material shall be shown for entertainment purposes.
Additional Criteria:

	G	PG	PG-13
6th	• Previewed by teacher • Must support instructional learning outcomes • Must meet copyright guidelines	• Previewed by teacher • Must support instructional learning outcomes • Must meet copyright guidelines • Requires admin approval • Provide custodian notification	• Not permissible
7th	• Previewed by teacher • Must support instructional learning outcomes • Must meet copyright guidelines	• Previewed by teacher • Must support instructional learning outcomes • Must meet copyright guidelines • Requires admin approval • Provide custodial notification	• Not permissible
8th	• Previewed by teacher • Must support instructional learning outcomes • Must meet copyright guidelines	• Previewed by teacher • Must support instructional learning outcomes • Must meet copyright guidelines • Requires admin approval • Provide custodial notification	• Previewed by teacher • Must support instructional learning outcomes • Must meet copyright guidelines • Requires admin approval • Requires written custodial permission

Video materials must be reviewed by the classroom teacher for a fair and objective presentation of sensitive subjects as the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied.

G Family audience
PG Parental guidance
PG-13 Special parental guidance for children 13 and under
R Children under 17 and under admitted only with parents

1. In grades Pre-School through grade 5, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
2. In grades 6 and 7, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
3. In grade 8, no videos other than G, PG, or PG-13 may be shown. PG-13 videos require both administrative approval and prior written custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
4. In grade 9 through 12, no videotapes other that G, PG, or PG-13 may be shown
5. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended Periods of time.

Challenges of Materials (See IKD, KN)

Any student, parent, or legal guardian of a student currently enrolled in the district having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to complete a request for review form which is available through building principals or at the district office. After receiving

the completed form, the superintendent shall review and consider the request. If the issue outlined in the request is not resolved after review by the superintendent, the requestor may seek review by the board.
In determining whether to forward a challenge to a review committee, the board shall consider the following factors:

- The basis of the challenge;
- whether the material has been previously challenged and reviewed pursuant to this process; and
- whether it is necessary to submit it for additional review.

If the board chooses not to submit the challenge to the review committee, the superintendent will notify the requestor of the board's decision. If the board chooses to submit the challenge to a review committee, it shall forward all appropriate written materials necessary to the review committee.

Review Committee

When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:
The building principal, media specialist, two subject area specialists and two community members.

The committee's charge shall be:
To review the material and prepare a written report containing conclusions and recommendations within 30 days;

- To direct a written report to the board; and
- To send the complainant a copy of the report.

The Review Committee Shall:

- Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and
- Weigh strengths and weaknesses and form opinions based upon the selection criteria.
- If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Removing Challenged Materials
Challenged materials shall not be removed from use during the review Period.

WEATHER--NO SCHOOL

When inclement weather causes the school to close, it will be announced on the following radio and television stations between the hours of 6:00 a.m. and 8:00 a.m. Radio stations are KFDI AM 1070 & FM 101.3, KTHR 107.3, KZCH 96.3, B98 98.3, and KZSN 102.1. Television stations are KAKE-TV 10, KWCH-TV 12, and KSN-TV 3. A School Messenger message will go out to all staff as well. All scheduled extra-curricular and co-curricular school activities will be canceled on days when school is closed for inclement weather. School closing information can also be found at www.usd261.com/services and click on the **School Closings** link.

WEAPON/INTRUDER ALERT PROCEDURE

If the situation arises that a weapon/intruder is present at school, and poses threat or harm, the following procedure will be implemented: an announcement will be made stating that either "There is an intruder in the building" or "There is an intruder outside of the building". When this occurs, you need to follow the Standard Response Protocols, as stated in the Emergency Drills section of this handbook and re-stated below.

- **Standard Response Protocol (SRP). The SRP is based on these five actions. Hold, Secure, Lockdown, Evacuate, Shelter. In the event of an emergency, the action and appropriate directions will be called on the PA.**

  Hold! In your room or area. Clear the Halls
  Secure! Get inside. Lock outside Doors.
  Lockdown! Locks, lights, out of sight.

Evacuate! (A location may be specified)
Shelter! Hazard and safety strategy.

When the situation has ended, an announcement will be made stating "The building is secure."