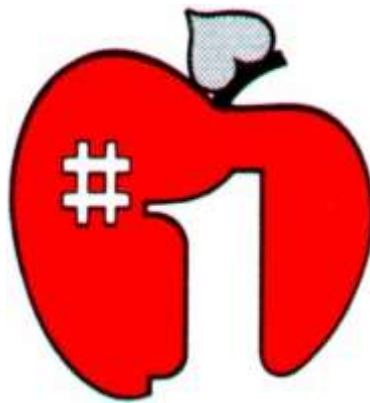


Hutchinson Public Schools District

Parent-Student Information Booklet



2017-18

Our mission
**Students graduate with the knowledge, skills, and behaviors to be
college and career ready.**

Dear Parents and Students,

Creating a successful school experience for our students does not happen by accident. It requires planning and the wise use of resources. We also need a partnership among community, schools and families to create the positive environment where students will be successful.

More than 900 persons are employed in USD 308 and are dedicating their lives to help young people successfully advance through school with academic, emotional and moral support. Excellent teachers, custodians, secretaries, paraprofessionals, food service and maintenance workers, administrators, counselors, technology specialists, coaches, school board members and others provide support to the learning process and are invaluable contributors to the success of our students.

Our families are the primary partners in success for students. We encourage families to provide an environment to support kids in school by doing the following:

1. Talk with students about school and express interest in their learning and their activities. If possible, try to have at least one time every day where parents and students spend time talking and enjoying one another's company without social media or outside entertainment.
2. Provide students a good place to study and encourage them to schedule time to accomplish homework and prepare for tomorrow's lessons.
3. Make sure they get a good night's sleep prior to school days.
4. Expect and demand regular attendance. Regular school attendance is the best predictor of good job attendance and is often the most significant routine necessary to stay in school and to keep a job.
5. Remind young people to treat others with respect and kindness — just like they would like to be treated.
6. Keep an open line of communication with the adults at your child's school. Don't wait until something is wrong to build that positive relationship with those who are working with your child.
7. Every day tell your children how much you love them!

A community alone, school staff alone, parents alone will not ensure student success. Only when we work together will we lead our young people to expect and prepare for a successful and enjoyable adult life. We have the resources and the opportunity to make this school year great for all our kids. Let's do this together!

Gary Price,
Superintendent

USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Approved by Board Sept. 11, 2017

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The Board of Education

Kail Denison
Tad Dower
Randall Gray
Greg Meredith

Jeff Nichols
Lance Patterson
Vacancy as of Fall 2017
Board Members Phone: 615-4009

(Board elections occur in November of odd-numbered years.)

Administration

Gary Price, Superintendent of Schools	615-4008
Rick Kraus, Assistant Superintendent	615-4033
Cindy Coopriider, Executive Director of Student Learning	615-4051
Randy Norwood, Executive Director for Operations and Support Services	615-5577
Julie Stucky, Executive Director of Fiscal Management and Business Operations	615-4040
Mary Smith, Executive Director of Special Education	615-5502
Ray Hemman, Public Information Director	615-4029
Web Site: http://www.usd308.com	
Facebook: http://www.facebook.com/usd308	
Twitter: http://twitter.com/usd308	
Instagram: http://www.instagram.com/usd308	

<i>School Addresses and Phone Numbers</i>			
<i>Secondary School</i>	<i>Location</i>	<i>Phone</i>	<i>Principals</i>
Hutchinson High School	810 East 13 th	615-4100	Principal Ronn Roehm Asst. Principal Sheila Meggers Asst. Principal Lance Lusk Asst. Principal Ryan Ewy
Career and Technical Education Academy	800 15 th Circle	615-4121	Director Travis Riebel
HHS Day Care	700 East 13 th	615-5573	Charlotte Smith
Hutchinson Middle School Eighth Grade	200 West 14 th	615-4800	Principal Bruce Hurford Asst. Principal Nathan Henry
Hutchinson Middle School Seventh Grade	210 East A	615-4700	Principal Jeff Shearon Asst. Principal Mike Self
<i>Elementary School</i>	<i>Location</i>	<i>Phone</i>	<i>Principals</i>
Avenue A Elementary	111 South Madison	615-4950	Principal Beth Redinger
Faris Elementary	301 East 10 th	615-5000	Principal Dan Ackland
Grabber Elementary	1600 North Cleveland	615-5050	Principal Kelley McCall
Hutchinson Magnet School at Allen	403 West 10 th	615-4900	Principal Bryan Cunningham
Lincoln Elementary	315 East Bigger	615-5100	Principal Darla Fisher
McCandless Elementary	700 North Baker	615-5150	Principal Sherri Hart Asst. Principal Krystal Young
Morgan Elementary	100 West 27 th	615-5200	Principal Kayla Wiedeman Asst. Principal Brad Binns
Wiley Elementary	900 West 21st	615-5250	Principal Alberto Carrillo

<i>Other Facilities</i>	<i>Location</i>	<i>Phone</i>	<i>Administrator</i>
Administration Center	1520 North Plum	615-4000	Gary Price
Educational Service Center	700 East 13 th	615-5500	Mary Smith
Nutrition Services	815 West 4 th	615-5580	Jennifer Tatro
Hutcherson Center	330 Charles	615-5750	Cindy Keeler
Support Services Center	815 West 4 th	615-5575	Randy Norwood/ Bob Williams
Reno County Youth Services	219 West 2 nd	694-2500	Linda Grote
Alternative Learning Program	1900 East 4 th	694-5855	Mary Smith/Jessica Engelland

<i>School Hours</i>		
<i>Secondary</i>	<i>First Bell</i>	<i>Final Bell</i>
Hutchinson High School	8 a.m.	3:24 p.m.
Hutchinson Middle School – 8	8 a.m.	3:15 p.m.
Hutchinson Middle School – 7	8 a.m.	3:15 p.m.
<i>Elementary</i>	<i>School Start Bell</i>	<i>Final Bell</i>
Avenue A Elementary	7:50 a.m.	3:10 p.m.
Faris Elementary	7:50 a.m.	3:10 p.m.
Graber Elementary	7:50 a.m.	3:10 p.m.
Hutchinson Magnet School at Allen	8:10 a.m.	3:30 p.m.
Lincoln Elementary	7:50 a.m.	3:10 p.m.
McCandless Elementary	7:40 a.m.	3 p.m.
Morgan Elementary	7:50 a.m.	3:10 p.m.
Wiley Elementary	7:50 a.m.	3:10 p.m.

The first day of school for grades Pre-K to 9 is Wednesday, August 16, 2017. The first day of school for grades 10-12 is Thursday, August 17, 2017.

Attendance: General Policy

From Administrative Regulation JBD

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/unexcused absences

The definition of “excused absence” includes the following:

1. Confirmed personal illness. (A note may be required.)
2. Medical, dental and other professional appointments which cannot be made outside of school. (A note may be required as proof of appointment.)
3. Required court appearance. (A copy of the summons, subpoena or other court order may be required.)
4. Obligatory religious observance.

5. Serious illness or death of a family member.
6. School-sponsored activities.
7. An emergency or set of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.
8. Students whose parents are active duty personnel may have additional excused absences at the discretion of the district when an immediate family member is on leave or set for deployment.

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

Number of Excused Absences

Once a student has reached 10 excused absences, any further absences will be considered unexcused unless accompanied by a doctor's note (regardless of the number of days). Other circumstances may be considered by the principal and excused.

Significant Part of a School Day

Absence for 60 minutes or more in either the morning or afternoon session for elementary schools or one or more periods for secondary schools shall be considered a significant part of the day. A student is considered absent in secondary school if he/she is not in class within 15 minutes after commencement of a class period.

Accumulation of Tardies

Five (5) tardies equals one (1) unexcused absence. (See Attendance: Tardies and Attendance: Truancy)

Make-Up Work

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

Truancy

From Administrative Regulation JBE:

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any four unexcused absences in a trimester, any five unexcused absences in a semester (half a school year), or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are recorded as unexcused according to the above-mentioned policies for a significant part of any school day as defined above shall be considered truant. Prior to reporting to either the Kansas State Department of Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a conference shall be held with the child's parent or guardian and a plan shall be developed to ensure attendance. Continued absences will result in a letter sent to the student's parent or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant, for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Attendance: Kansas Residency Law

K.S.A. 72-1046 states that any child who has attained the age of eligibility for school attendance may attend school in the district in which the child lives if (1) the child lives with a resident of the district and the resident is a parent or a person acting as a parent of the child; or (2) the child lives in the district as a result of placement therein by a district court or by the secretary of Department of Children and Families; or (3) the child is a homeless child.

Attendance: Kindergarten Entrance Law

A student must be 5 years of age on or before August 31, 2017, to enroll in kindergarten. See "Identification of Students" below for proper identification documents that are necessary for enrollment and must be on file before the student attends school.

Attendance: First Grade Entrance Law

A student must be 6 years of age on or before August 31, 2017, to enroll in first grade, unless the child has completed kindergarten in an accredited school. See "Identification of Students" below for proper identification documents that are necessary for enrollment and must be on file before the student attends school.

Attendance: Homework Makeup

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

Attendance: Release of Students during School Day

From Administrative Regulation JBH

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Attendance: School Closing Information

On occasion, schools must be closed due to severe weather or other emergencies. Information about such closings will be sent to families via the district's automated telephone calling system. The information also will be given to radio stations KWBW (1450), KHCC (90.1), KHUT (102.9) and KSKU (94.7) as well as television stations KSNW (Channel 3), KAKE (Channel 10) and KWCH (Channel 12), and also on the Internet (www.usd308.com) prior to 7 a.m. each day in question. Information also will be posted on the district's Facebook page (www.facebook.com/usd308) and the district's Twitter feed (<https://twitter.com/usd308>). See also: Emergency and Routine Notification via SchoolMessenger.

Attendance: USD 308 Elementary Boundaries and Transfers

Elementary Boundaries

K-6 students living in USD 308 are expected to attend the school within the boundaries of their residence. Residence is defined as the location where the child sleeps on the majority of school nights. Exceptions shall be students attending Hutchinson Magnet School at Allen and students whose Individual Education Plan (IEP) requires enrollment in a program not available in his/her boundary school.

Transfer Requests: Transfers may be granted under the following limited conditions if space is available in the classrooms:

1. Siblings of students who's Individual Education Plan (IEP) requires enrollment in a program not available in his/her boundary school.
2. Students of district employees who work in the building
3. Students of district employees who do not work in the building

4. Out-of-district enrollment will be accepted only if space is available

Guidelines: Parents must notify the school of any change of a student's residence address and provide verification of new residence address **within 60 days of the move. This address must be the address of the parent who has primary residential custody of the student.**

Parents of students who move during the school year may request to finish the current school year at the building of their initial enrollment if there is space. In such cases, parents are responsible for transportation.

Parents enrolling for the first time in the district or school or changing address must provide the following proof of residence showing the name of the legal guardian of the child and the address of residence:

- One of the following: Current (not more than 60 days old) electric bill, gas bill, or water bill with name and address of service location
OR
- Two of the following: Current (not more than 60 days old) bank statement; credit card statement; vehicle registration; home owner's, renter's, or vehicle insurance bill; mail from government agency or social welfare institution; rental or lease agreement showing property address and contact information for the landlord; mortgage statement showing address of property; real estate closing statement; or check stub with address from employer.

The district reserves the right to verify the location of a student's residence. Failure to prove residency will result in student being enrolled in actual boundary school or school of district's choice to balance class sizes.

Nothing in the above policy should be interpreted contrary to the McKinney Vento Act. Students who are homeless should contact the district Coordinator of Homeless Children (Director of Student Learning). Out-of-district students who have an IEP should contact the Director of Special Education.

Transfers: Between USD 308 Elementary Schools

Parents who desire their children to attend a USD 308 elementary school outside their neighborhood school's attendance boundaries must complete an "In-District School Transfer Request for USD 308 Families" and submit it to their home school. The form may be picked up at the school.

Transfer requests must be completed on an annual basis with the decision made in August after principals determine enrollment, based on the children who have first rights to attend the school: those living within the neighborhood schools' boundaries.

Transfers: Out-of-District Students

Parents who desire their children to attend a USD 308 school who live outside the USD 308 boundaries must complete an "Out-of-District Attendance Application for Non-USD 308 Families" and submit it to the school to which they want their child(ren) to attend. The form may be picked up at the school.

Transfer requests must be completed on an annual basis with the decision made in August after principals determine enrollment, based on the children who have first rights to attend the school: those within the neighborhood schools' boundaries.

Attendance: Withdrawal for Homeschooling

Students enrolled in USD 308 who subsequently withdraw to attend a homeschool must provide the district with a copy of the Kansas State Department of Education's "Nonaccredited Private School Registration" form for the homeschool. Until a completed copy of that registration form is received, USD 308 will count the student as absent and begin truancy proceedings at the appropriate time. (See Attendance: Truancy)

Academic Dishonesty

Academic dishonesty is not acceptable.

Cheating, defined as copying another student's work and claiming it as your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension and expulsion.

Address Changes

If you move during the school year, please let the school know your new address as soon as possible.

House Address

If you are moving to another school within USD 308, letting staff know helps the schools work together to ease the transition. If you are moving out of district, it allows district staff to get student records to the new school on a timely basis.

Telephone

Should you change your telephone number – including your cell phone number – and stay in the same school, please let the school know that information.

E-mail

If you should change the email address you regularly check, please let the school offices know this as well. It will allow the district to update SchoolMessenger's email database.

Advertising and Promotion in Schools

From Administrative Regulation KI:

The district reserves the right to refuse distribution of any material by individuals or groups to the students of the district in accordance with the rules prescribed by the superintendent.

No student shall be compelled to accept or participate in the distribution of any non-school materials in the schools.

Political Campaign Materials

In order to further citizenship training, the board encourages responsible use of political materials. The use of such materials must be aligned with the content of the course or subject in which the materials are presented.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without approval of the superintendent. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

Special Interest Materials

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without a written request and approval of the appropriate records custodian as provided for in Administrative Regulations JR and JRB.

Animals and Plants in the School

With the prior approval of the principal and after consultation with the school's nurse, animals or plants may be brought to school for instructional purposes only. No person may bring his/her pet to school unless the animal is being used as part of an instructional lesson on the day the pet is present at school.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Animal Guidelines and Procedures

The safest and best practice is to take students on a field trip to observe animals in their natural or near natural habitat. However, students can learn by observing animals over time in the classroom. To avoid liability and injury to students, the following guidelines have been developed.

Procedures when a teacher wishes to have an animal in the classroom:

1. Check with students' parents about allergies any child may have that could be aggravated by daily contact with the animal.
2. The teacher will select the animal with prior notification of intent to select a pet to the building principal.
3. The teacher must select a healthy animal that has had the appropriate vaccinations, has a health certificate from a veterinarian and is free of transmittable disease. The teacher will be responsible for maintaining the animal's shots or other health needs.
4. Prior to the animal's arrival, preparation for the observation of live animals should include study about animal care, which includes housing, food, exercise and the appropriate placement of the animal at the conclusion of the study.
5. The teacher will provide an appropriate enclosure that can be kept clean and free from contamination.
6. Food shall be appropriate to the animal's diet and of sufficient quantity and balance to maintain a good standard of nutrition at all times. Clean drinking water shall always be available.
7. Provision for care shall be made at all times including vacation times, holidays, and weekends.
8. Students should observe and only handle animals under the direction of the teacher in the classroom.
9. If, despite precautions, a student is scratched or bitten by an animal, the following steps must be taken:
 - a. The school nurse should be called.
 - b. The injured area should be disinfected and any other basic first aid provided.
 - c. The parent must be contacted.
 - d. Validity of the last student tetanus shot should be checked.
 - e. If the bite is serious, the student should be taken to the office immediately.
 - f. The principal should be informed of the incident and the teacher shall write a report of steps taken.
 - g. If a student, staff member or visitor is bitten, the school resource officer shall be called, and a report filed in keeping with Hutchinson city ordinance.

Procedures when a student wishes to bring a pet to school:

1. Children generally should be discouraged from bringing pets to school. Animals not allowed include wild animals, poisonous animals (spiders, venomous insects, reptiles and amphibians), reptiles and amphibians (due to high risk of salmonella), wolf-dog hybrids, stray animals, baby chicks and ducks (due to high risk of salmonella and campylobacteriosis) and aggressive animals.
2. Students should only touch the pet under the guidance of the teacher and permission of the owner. The owner is responsible for the safe handling of the pet.
3. Prior to the pet's arrival, evidence of rabies vaccinations must be presented. Dogs must also have a health certificate from a veterinarian showing proof of current vaccination against distemper, hepatitis, leptospirosis, parainfluenza and bordatella. Cats must have a health certificate from a veterinarian showing proof of current vaccination against distemper, rhinotracheitis, calicivirus, chlamydia, feline leukemia and a negative fecal exam for parasites. A similar health certificate is required for ferrets.
4. When a parent brings a pet to school, the parent should be present during the entire time to show the pet and then take the pet home.
5. Parents who contact the principal about bringing pets to school will be asked to contact the teacher and arrange a specific time to bring the pet and plan to take the animal home following the students' viewing.

Animals: Support and Service Dogs

To the extent possible and consistent with applicable law, Unified School District No. 308, Reno County, Kansas (the "District") will accommodate both service dogs and therapy dogs in its schools and related facilities.

Service Dogs are trained to give direct assistance to the disabled allowing their owners to function independently and are recognized by the Americans with Disabilities Act, which gives them

public access rights. The American's with Disabilities Act defines the term "service animal" to encompass any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Accordingly, a service dog is one that supports independent living, mobility and/or some recognized medical need.

A physicians' order for the assistance of a Service Dog is required and will be considered by the MTSS, 504, or special education team.

The presence of therapy dogs in District facilities will be permitted only to provide specific interventions as determined by a building principal to support academic, social and emotional needs. The intervention must be targeted, specially designed, and scheduled at a specified time. (A therapy dog may not be maintained/housed at a building every day, all day.)

Animal owners/handlers shall be certified by a nationally-recognized service or therapy dog organization and such certification must remain valid and effective at all times a service or therapy animal is on District premises. A copy of the certification shall be on file in the Administration Center.

Owners/handlers are responsible for the payment of all expenses associated with their animals, including expenses associated with required certification or renewal of certification of animals or owners/handlers, veterinarian care, feeding, grooming and other costs.

If the presence of a service or therapy animal in a District facility poses health risks including possible allergic reactions or phobic responses (e.g., zoophobia, fear of animals; cynophobia, fear of dogs), district personnel will work to accommodate the interests of the owners/handlers and other children to minimize disruptions of learning processes to the extent possible.

Service and therapy dogs shall be bathed and well-groomed at all times when present at District facilities. Shampoos that reduce animal dander and odors shall be utilized as needed.

Each request for the use of a service or therapy animal in District facilities shall be accompanied by a completed Service-Therapy Animal Certification, copies of which are available in each District facility office.

The use of any service or therapy dog must be approved in advance by the building principal. All paperwork must be completed and on file with the principal before the dog will be allowed on school premises.

Training certifications of both animals and owner/handlers shall be valid and in full force and in effect at all times while on District premises. Owner/handlers must have in their possession a current membership card and the animal must have an identification tag. All dogs must have passed their canine good citizenship test and have gone through temperament testing.

A parent permission form shall be on file from each parent acknowledging the presence of a therapy dog in the classroom.

Handlers must never leave animals unattended. Dogs must be kept on a four-foot or shorter leash, held only by the handler and at least two feet from other dogs. If safe conditions exist, dogs may be taken off leash when performing obedience or trick demonstrations, or for assisting in independent living activities.

Owner/handlers are required to clean up after their dog both inside and outside District facilities.

If a service or therapy animal is involved in an incident that results in injury to a student, district employee or visitor, the owner/handler should:

- Seek medical assistance, if necessary.
- Immediately contact the District facility's supervisor
- Complete a District accident report form.
- Immediately contact the animals registering agency to report the incident.
- Contact the Police Department.

Asbestos Notification

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 was enacted to provide guidance and establish requirements for the effective management and abatement of asbestos hazards in schools grades K-12. One of the AHERA requirements is this notification, which is intended to inform the public that Asbestos Containing Materials (ACM) are present in USD 308 schools. This notice is not intended to provide comprehensive information concerning the ACM and specific hazards.

All of the USD 308 facilities that contain ACM are surveyed every three years. During the course of this survey all ACM is carefully inspected and assessed for potential exposure or degeneration potential. A three-year asbestos management plan is generated to provide guidance for the proper

maintenance or removal of the material. Additionally, periodic reinspections of the ACM are conducted to ensure that there have been no changes in the material's condition or to take corrective action if changes are noted.

A copy of the management plan for each facility is located in the administrative office of the respective building. The director of support services is the designated program manager, and all inquiries should be addressed to him.

The careful management of asbestos containing materials will ensure that students and employees of USD 308 will have a healthy and safe environment to learn and work.

Bicycles/Scooters/Skateboards at School

Students in grades three and above are permitted to ride bicycles to school. Children are not to ride other students' bicycles. The students are to walk bicycles when on the school grounds. Bicycles must be parked in the bicycle racks at the schools; students should provide a lock to secure the bike. Student riders take full responsibility for the security of their bicycles. Additionally, bicycle riders must follow all traffic rules and regulations for vehicles, according to Kansas law.

Additionally, bicycles must not be ridden in the marked crosswalks, on the sidewalk entrances to the school or on the hard surface adjacent to the school. Students are encouraged to wear a CPSC-approved bicycle helmet at all times when riding a bicycle.

Students in kindergarten through second grade may only ride a bicycle to and from school when accompanied by a parent or legal guardian.

Unless approved by the building administrator, scooters shall not be ridden to school.

Motorized (electric- or gasoline-powered) bicycles or scooters are prohibited for students in elementary schools and Hutchinson Middle School unless specifically noted in a student's IEP.

Skateboards are prohibited from being used on district grounds, including sidewalks, crosswalks and hard surfaces near schools. Any skateboard must be stored during the school day in the student's locker or building office.

Care of Textbooks, Library Books, Computers and Equipment

When textbooks, library books, computers or equipment are damaged or lost, the student or parent will be required to pay for the items before new ones are issued. If needed, arrangements can be made to pay for lost or damaged materials.

Child Abuse

Kansas law requires any employee who notes instances of suspected child abuse to report to Department of Children and Families or other appropriate agencies.

Child Custody Arrangements

If there are special custodial arrangements for your student, you are required to have the appropriate legal paperwork on file in the building office.

Complaints: Discrimination

From Administrative Regulation JCE:

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Director of Human Resources, 1520 North Plum, Hutchinson, KS 67501, 620-615-4033, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil

Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in Administrative Regulation KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participation in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints: School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Complaint Process

Most issues and concerns should be addressed at the level where the concern/issue originated. For example, in a school setting, the issue should first be addressed to the teacher and then to the principal if the situation cannot be resolved.

Issues that cannot be resolved at the classroom and building level will be forwarded to the Public Information Director. The Public Information Director will, in turn, refer the issue/concern back to the appropriate principal or supervisor for resolution. The Public Information Director will follow up with the person voicing the concern within two weeks to determine if the process of resolving the issue worked. The follow-up phone call will focus on how the resolution process worked, not on whether or not the person submitting the complaint was satisfied with the resolution.

Written Complaint

When the above process is not sufficient for the complainant or due to the serious nature of the complaint, including complaints of discrimination, an individual should file a complaint on the form provided by Public Information Director, 1520 North Plum, Hutchinson, KS, 67501 (telephone: 620-615-4029). The form also is available on the district website at www.usd308.com. The form should be returned by mail or in person to the Director of Human Resources, 1520 North Plum, Hutchinson, KS, 67501.

If the written complaint is against the Director of Human Resources, it should be filed with the Superintendent, 1520 North Plum, Hutchinson, KS, 67501. All references to the Director of Human Resources in the chart below, then, would revert to the Superintendent.

Written Complaint Process

Step	What	Who/Where	Timeline
1	Written Complaint Form Completed	Filed with the Director of Human Resources, 1520 North Plum, Hutchinson, KS 67501.	Complainant files the written complaint within thirty (30) days of the incident.
2	Initial interview with complainant with the complainant given the opportunity to name witnesses and or provide evidence	Director of Human Resources or other Trained Investigator	Director of Human Resources or his/her designee within three (3) business days of Step 1.
3	Investigation	Director of Human Resources or other Trained Investigator	Initial investigation to be completed within ten (10) business days of Step 2.

4	Follow up Interview with Complainant	Director of Human Resources or other Trained Investigator Assigned to Case.	Within three (3) business days of Step 3.
5	Written Summary of Findings and Proposed Resolution	Director of Human Resources	Within five (5) business days of Step 4. Summary provided to complainant.
6	Resolution Follow Up	Public Information Director	Within three (3) business days of receipt of Summary of Findings and Proposed Resolution the Public Information Director will inform the complainant of the appeal process.

Appeal

The investigator will forward an explanation of how the complaint was resolved to the Public Information Director. If the complainant is unsatisfied with the resolution, the Public Information Director will direct the individual to appeal the complaint to superintendent. If the complaint is about the superintendent, the individual may appeal the complaint to the Board of Education president. The president may be contacted through the Board Clerk, 1520 North Plum, Hutchinson, KS, 67501 (telephone: 620-615-4009).

General Provisions

This process is applicable to complaints, including complaints alleging discrimination, carried out by employees as well as by individuals and/or third parties.

This process is designed to provide for adequate, reliable and impartial investigation of complaints, including the opportunity for all parties involved to present witness and other evidence through the initial investigation process and through the follow-up interview.

The district will take steps as appropriate to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

Retaliation

Any retaliation against an individual who has filed a complaint, including those involving discrimination, and/or against anyone who participates in related investigation proceedings is strictly prohibited.

Corporal Punishment

From Administrative Regulation JDA:

Corporal punishment is not permitted in the District.

Crisis Plans

Hutchinson Public Schools strives to provide the safest education possible for its community of nearly 6,000 students and staff.

A partnership has been formed with the Hutchinson Police Department, Hutchinson Fire Department, Reno County Emergency Management and Reno County Emergency Medical Services to develop and refine district crisis plans.

The plan has been written with a model that allows for rapid changes when safer practices are developed. Staff, students, emergency responders, parents and the community all play critical roles in the success of the plan.

When an emergency occurs, all efforts are focused on helping students and staff. USD 308 will work with local radio stations to provide regular updates to the community about the incident. By listening to information on local radio and responding to other facilities as directed, less telephone and vehicular congestion occurs, further helping students and staff. In many cases, students and staff are safer inside the school than outside, and families would be placing their own safety in jeopardy by attempting to go to the school. The district also will use SchoolMessenger or other mass notification system to notify parents during emergencies.

Below is information for parents about crisis plans.

<p style="text-align: center;"><i>INTRUDER AT SCHOOL</i></p> <p>Signal: Local radio will announce that an incident has occurred at your school and where the evacuation site is.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT go to school or cross police barricades <input type="checkbox"/> Do not call the school or district office <input type="checkbox"/> Go to evacuation site as directed <p>If students have NOT been evacuated</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local radio will direct you to a family area for an update and to meet with counselors <p>If students have been evacuated</p> <ul style="list-style-type: none"> <input type="checkbox"/> Go to the entrance of the facility <input type="checkbox"/> Show identification <input type="checkbox"/> Ask for your student <input type="checkbox"/> Follow directions to the reunion area of the evacuation site 	<p style="text-align: center;"><i>HAZARDOUS MATERIALS</i> School evacuated</p> <p>Signal: Local radio will announce that an incident has occurred at your school and where the evacuation site is.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT go to school or cross police barricades <input type="checkbox"/> Do not call the school or district office <input type="checkbox"/> Go to evacuation site as directed <input type="checkbox"/> Go to the entrance of the facility <input type="checkbox"/> Show identification <input type="checkbox"/> Ask for your student <input type="checkbox"/> Follow directions to the reunion area of the evacuation site <p style="text-align: center;"><i>Shelter in place</i></p> <p>Signal: Local radio will announce that an incident has occurred at your school but students are safer where they are. Family members will be told where to go for more information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT go to school or cross police barricades <input type="checkbox"/> Do not call the school or district office <input type="checkbox"/> Go to the information site as directed <input type="checkbox"/> You will be directed to a family area for an update and to meet with counselors
<p style="text-align: center;"><i>DEATH ON CAMPUS</i></p> <p>Signal: Local radio will announce that an incident has occurred at your school and where to go for more information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT go to school or cross police barricades <input type="checkbox"/> Do not call the school or district office <input type="checkbox"/> Go to the information site as directed <input type="checkbox"/> You will be directed to a family area for an update and to meet with counselors 	<p style="text-align: center;"><i>FIRE</i></p> <p>Signal: Local radio will announce that an incident has occurred at your school and where the evacuation site is.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT go to school or cross police barricades <input type="checkbox"/> Do not call the school or district office <input type="checkbox"/> Go to evacuation site as directed <input type="checkbox"/> Go to the entrance of the facility <input type="checkbox"/> Show identification <input type="checkbox"/> Ask for your student <input type="checkbox"/> Follow directions to the reunion area of the evacuation site
<p style="text-align: center;"><i>BOMB THREAT with EVACUATION</i></p> <p>Signal: Local radio will announce that an incident has occurred at your school and where the evacuation site is.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT go to school or cross police barricades <input type="checkbox"/> Do not use cellular telephones or two-way radios near the school <input type="checkbox"/> Do not call the school or district office <input type="checkbox"/> Go to evacuation site as directed <input type="checkbox"/> Go to the entrance of the facility <input type="checkbox"/> Show identification <input type="checkbox"/> Ask for your student <input type="checkbox"/> Follow directions to the reunion area of the evacuation site 	<p style="text-align: center;"><i>TORNADO</i></p> <p>Signal: Local radio will announce that an incident has occurred at your school and where the evacuation site is.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT go to school or cross police barricades <input type="checkbox"/> Do not call the school or district office <input type="checkbox"/> Go to evacuation site as directed <input type="checkbox"/> Go to the entrance of the facility <input type="checkbox"/> Show identification <input type="checkbox"/> Ask for your student <input type="checkbox"/> Follow directions to the reunion area of the evacuation site

Fire, bus and tornado drills will be held regularly as required by law. If severe weather is occurring at dismissal time, students will be kept in classrooms until it is considered safe enough to release them unless the parent comes into the building and personally escorts the child from the classroom to the car.

During an emergency, students will be released to parents/guardians or individuals listed as emergency contacts in Skyward.

Elementary and HMS School Supply List

School supplies are not included in the book rental system. Each pupil is to have the supplies that are marked for the grade in which the student is enrolled. Supplies may need to be replenished throughout the school year.

Check for building-specific lists at enrollment.

Essential Supplies	K	1	2	3	4	5	6	7	8
Four ounce bottle of glue (Elmer's® preferred) Quantity: One bottle	X								
Markers (Crayola® Classic 10-count preferred) Quantity: One box	X								
Small plastic school box with lid (no zipper pouches for kindergarten)	X	X	X	X					
Crayons (Crayola® 24-count preferred) Quantity: Two boxes	X	X	X	X	X	X	X		
Scissors, 5-inch, pointed, metal (Fiskars® brand preferred)	X	X	X	X	X	X	X		
Glue stick (Elmer's® preferred). Quantity: Eight glue sticks	X	X	X	X	X	X	X		
School bag or back pack	X	X	X	X	X	X	X		
Facial tissue. Quantity: Two boxes	X	X	X	X	X	X	X		
Low-odor dry erase markers for student use (Expo® preferred). Quantity: 4 large/4 small	X								
Low-odor dry erase markers for student use (Expo® preferred). Quantity: Eight		X	X	X	X	X	X		
Two pocket folder/three-pronged. Quantity: Six		X	X	X	X	X	X		
Highlighters (yellow). Quantity: Four			X	X	X	X	X		
12-inch wooden ruler, combination English and metric				X	X	X	X		
Pencil/pen zippered bag					X	X	X		
Plain pencils, No. 2 lead. Quantity: Two packages of 24 (One package of 24 for kindergarten)	X	X	X	X	X	X	X	X	X
Large erasers (pink/green). Quantity: Four erasers (Two erasers for kindergarten)	X	X	X	X	X	X	X	X	X
Spiral notebook, wide-lined, single subject. Quantity: Three		X	X	X	X	X	X	X	X
Colored pencils. Quantity: One box of 24				X	X	X	X	X	X
Wide-lined notebook paper, 3-ring (no narrow-lined paper for elementary schools). Quantity: Four packages				X	X	X	X	X	X
Composition notebooks. Quantity: Three notebooks								X	
Three-prong pocket folder									X
Pens (red, black and blue ink)								X	X
TI-30XIIS Texas Instrument Calculator (for home use)								X	X
Binder/Trapper Keeper w/zipper								X	X
Dark shorts (blue or black), a white T-shirt and tennis shoes for PE/Weight Classes								X	X
<i>Athletic shoes required for physical education at all levels.</i>									

Additional items may be needed and/or items replenished throughout the school year.

Emergency and Routine Notification

Hutchinson Public Schools uses a telephone alert system to notify parents of both emergency and routine matters. These systems allow the district to contact the approximately 6,000 students, parents, staff and volunteers in a matter of minutes. The system also can contact families and staff of individual schools or grades as needed.

Generally, when school is closed, parents can expect to receive a call prior to 10 p.m. if the decision is made the night before, or at 6 a.m. if the decision is made in the morning. The district also will contact local media when school is closed.

If the call is routine, such as an invitation to a music concert or moving the time of a PTO meeting, it will be made normally between 6 and 8 p.m.

Because the notification system is only as effective as our student information database is accurate, it has become critical for parents to notify their schools when telephone numbers or email addresses change. Please contact your school secretary anytime a telephone number changes.

Emergency Safety Intervention

From Administrative Regulation GAAP:

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 online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officers” 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.

“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:
 - 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;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property necessitates the use of an ESI only in such cases when the violent action puts the student or others at risk of immediate danger of physical harm. 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 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 the use of 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 classified 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 intervention 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 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. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

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

The student who is the subject of such 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 the 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 investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written

complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department of education 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.

ESOL Requirements

The home language survey is used by the district to identify students for the English Speakers of Other Languages/Bilingual Program (ESOL) Program. Students whose home language is not English will take the Kansas English Language Proficiency Assessment (KELPA). This assessment is designed for limited English speakers and measures proficiency in reading, writing and speaking. The KELPA and other academic information will be used to set individual student goals to build English fluency.

Facilities Use

Public portions of district facilities may be available to be used by the community after school hours and on weekends. An application must be made at least 10 days in advance of the event to the Support Services Center Scheduling Department. The application form is available at the district website, www.usd308.com.

A building usage fee may be charged to your organization. Your organization also may be required to pay labor fees and provide liability insurance for your event.

Field Trips

Field trips often are included as a learning activity supporting curriculum. Parents will be asked to sign field trip permission Form 112 giving the student permission to participate in each field trip. Applying sunscreen will be the responsibility of parents.

Gifts: General

From Administrative Regulation JL:

The giving of gifts between students and district employees is discouraged.

Student Gifts to District Employees

Students shall be allowed to collect money or purchase gifts for district employees with the principal's approval.

District Employee Gifts to Students

A gift by a district employee to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district in accordance with district policies relating to the acceptance of gifts.

A gift is defined as any donation or gift, in the form of cash, merchandise or personal services.

Any student organization gift to the district shall become district property when accepted by the board.

Gifts: From Parents to Students

When parents send gifts or flowers to the school for their child, the gift will be kept in the office until 10 minutes before the final bell.

Gifts: To Schools

From Administrative Regulation DFK:

Gifts, including cash, with a value of \$100 or more shall be presented to the board. Gifts, including cash, of less than \$100 may be accepted by directors, department coordinators or building administrators but shall be reported to the board. All cash contributions shall be properly receipted and

subject to audit. A report which accounts for all gifts to the schools shall be made in writing to the board each June. Income derived from gifts and bequests will be credited, if possible, as specified by the board. The board reserves the right to accept or reject any gift.

Grading Scale

Grading Scale for Grades 7-12

100 percent to 92 percent = A

91 percent to 83 percent = B

82 percent to 74 percent = C

73 percent to 65 percent = D

64 percent and below = F

Parents with students in grades seven through 12 may access daily grades with attendance available for all students through Skyward.

Harassment: Sexual Harassment

From Administrative Regulation JGEC:

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; 2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

The policy shall be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Harassment: Student-to-Student Sexual Harassment

All students attending the Hutchinson Public Schools have the right to learn in an educational environment free of all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. Student-to-student sexual harassment has been recognized as a practice that undermines the learning process by creating an environment that is upsetting, threatening or degrading to the student being harassed. No student, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Examples of overt and subtle types of harassment that could occur include the following:

- A) uninvited notes, letters, telephone calls (which directly affect the school setting) or other materials of a sexual nature;
- B) uninvited and deliberate touching, leaning over or cornering;
- C) uninvited sexually suggestive looks or gestures;
- D) uninvited pressure for sexual favors;
- E) uninvited persistent pressure for dates and other intimate situations;
- F) uninvited sexual teasing, jokes, remarks or questions;
- G) attempted or actual rape or sexual assault; or
- H) visual displays that may be perceived as offensive to either males or females, (e.g. posters, calendars, photographs, graffiti or signs).

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. Students who engage in sexual harassment should know that such behavior may result in disciplinary actions which may include restrictions on the offender's activities and learning environment, suspension or expulsion.

Health: Assessments and Physicals

From Administrative Regulation JGC:

All students up to the age of nine (9) shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. Students without such evidence shall provide one (1) of the following as per K.S.A. 72-5214: 1) a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious

teachings are opposed to such assessments; or 2) a written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Principals and school nurses shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Health: Medications at School

From Administrative Regulation JGFGB:

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. The diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical professional authorized to prescribe medication or the parent if the medication is a non-prescription medication, must send a written order to the principal who may supervise the administration of the medication or treatment. Parents must submit a written request to the principal requesting the school's cooperation in such supervision and releasing the school district and personnel from liability in connection with the administration of such medication.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical provider or, in the case of nonprescription medication, when requested in writing by a student's parent or guardian.

Medication shall be examined by the employee administering the medication to determine if it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical provider or, in the case of nonprescription medications, by the student's parent or guardian. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician- approved prescription or order along with parental consent and a newly labeled pharmacy container.

All medication maintained in district facility should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained in any district facility, including athletic training areas, without written parental consent and instructions of administration. The principal may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.

An individual record should be kept of each medication administered on forms prescribed by the superintendent. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering, and section for comments.

In the administration of any medication, district personnel shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

This policy shall be shared with all local physicians and dentists where practicable. Forms for authorizing the administration of prescription medications shall also be made available to the health care providers in the community.

Student Self-Administration of Medications

From Administrative Regulation JBFGBA:

The self-administration of medication is allowed for eligible students in kindergarten or in grades 1 through 12. As used in this policy, the term "medication" means a medicine prescribed by a health care provider for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in

current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, the term "health care provider" means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medications;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated at least annually and within two weeks after commencement of the first trimester.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a

procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Health: Physical Examinations for Athletics

Annual physical examinations are required for each student who participates in interscholastic athletics or cheerleading. The following procedure is recommended:

1. Obtain the KSHSAA approved form from school office or online at <http://www.kshsaa.org/Public/PDF/Form-PPE.pdf>.
2. Get a physical examination on or after May 1, 2017, from physician and have physician sign the form.
3. Obtain and sign Concussion Information and Head Injury Information Release Form, which is available from the school office.
4. Parents read and sign parental permission side of both the physical form and the concussion form.
5. Turn both forms in to school office.

Students will not be permitted to practice or participate in any activity that requires a physical examination or concussion form until the forms are on file in the school office.

Health: School Immunizations

From Administrative Regulation JGCB:

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations at the beginning of the school year. School boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) Related standards issued by the national centers for disease control and preventions.

Students who fail to provide the documentation required by law shall be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) shall be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the Inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

(K.S.A. 72-5209

and following and KDHE Regulation 28-1-20)

Current immunizations are required for all students in grades K-12.

Immunization requirements and recommendations for the 2017-2018 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup. The current recommended and minimum interval immunization schedules may be found at: <http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html> . The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the minimum interval schedule is implemented.

To avoid missed opportunities, immunization providers may use a 4-day grace period per age and interval between doses. In such cases, these doses may be counted as valid.

K.S.A 72-5208-5211a - Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20 defines the immunizations required for school and early childhood program attendance found here: http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five (5) doses required. Doses given at: Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months, Dose 4: 15-18 months (4th dose may be

given at 12 months provided at least 6 months after dose 3) and Dose 5: prior to kindergarten entry. Four doses are acceptable if dose 4 given after age 4 years. A single dose of **Tdap** is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.

- **Poliomyelitis (IPV/OPV):** Four (4) doses required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 -18 months, and dose 4 must be given 6 months after 3rd dose, after 4 years of age and prior to Kindergarten entry. Three doses are acceptable with one dose after 4 years of age, 6 months between 2nd and 3rd dose and final dose prior to Kindergarten entry. Students enrolled in Grade 6-12 with a complete minimum interval Polio series do not need to be recalled for additional doses. Guidance found on the back of the KCI and School Requirements FAQ: <http://www.kdheks.gov/immunize/schoolInfo.htm>
- **Measles, Mumps, and Rubella:** Two (2) doses required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum age is 12 months of age and interval between doses may be as short as 28 days.
- **Hepatitis B:** Three (3) doses required. Dose 1 given at birth, Dose 2: 2 months, and Dose 3: 6-18 months of age.
- **Varicella (chickenpox):** Two (2) doses are required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Students 12 years old and younger a 3 month interval is recommended however, upon record review the interval between doses may be as short as 28 days for the 2nd dose to be counted as valid. Students 13 years and older a 28 day interval between doses are required. Please note that regardless of students' age, if first dose is at 12 months of age with 2nd dose 28 days after 1st dose, both doses are valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found at K.S.A. 72-5209

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Meningococcal (MCV4):** One dose *recommended* at 11 years of age with a booster dose at 16 years of age.
- **Human Papillomavirus (HPV):** Two doses *recommended* at 11 years of age.
- **Influenza:** Annual vaccination *recommended* for all ages \geq 6 months of age; number of doses is dependent on age and number of doses given in previous years.

Pre-K Requirements

- **Diphtheria, Tetanus, Pertussis (DTaP):** Five (5) doses required. Doses given at: Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months, Dose 4: 15-18 months (4th dose may be given at 12 months provided at least 6 months after dose 3) and Dose 5: prior to Kindergarten entry. Four doses are acceptable if Dose 4 is given after age 4 years.
- **Poliomyelitis (IPV/OPV):** Four (4) doses required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months, final dose must be given 6 months after 3rd dose, after 4 years of age and prior to Kindergarten entry. Three doses are acceptable with one dose after 4 years of age, 6 months between 2nd and 3rd dose and final dose prior to Kindergarten entry.
- **Measles, Mumps, and Rubella:** Two (2) doses required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum age is 12 months of age and interval between doses may be as short as 28 days.
- **Hepatitis B:** Three (3) doses required. Dose 1: given at birth, Dose 2: 2 months, and Dose 3: 6-18 months of age.
- **Varicella (chickenpox):** Two (2) doses required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum age is 12 months of age and interval between doses may be as short as 28 days. Children less than 13 years of age are recommended to have a 3 month interval between doses however; second dose is valid when administered 28 day after first dose. No doses required when student has history of varicella disease documented by a licensed physician.

- **Haemophilus influenzae type b (Hib):** Four (4) doses required for children less than 5 years of age. Dose 1 given at 2 months, Dose 2: 4 months, Dose 3: 6 months and Dose 4: 12-15 months of age. Total doses needed for series completion is dependent on the type of vaccine administered and the age of the child when doses were given.
- **Pneumococcal conjugate (PCV):** Four (4) doses required for children less than 5 years of age. Dose 1 given at 2 months, Dose 2: 4 months, Dose 3: 6 months, and Dose 4: 12-15 months of age. Total doses needed dependent on the age of the child when doses were given.
- **Hepatitis A:** Two (2) doses required for children less than 5 years of age. Dose 1: 12 -23 months of age, Dose 2: 6-18 months after dose 1. Children 24 months and older who have not received any doses must receive 2 doses spaced 6 months apart.
Legal alternatives to school vaccination requirements are found at K.S.A. 72-5209

In addition, to the immunizations required for children attending child care facilities licensed by KDHE and early childhood programs operated by schools, other vaccine recommendations are:

- **Rotavirus:** Three (3) doses *recommended* for < 8 months of age; not required.
- **Influenza:** Annual vaccination *recommended* for all ages \geq 6 months of age; number of doses is dependent on age and number of doses given in previous years.

Health: Dental Examinations

Each year the state required annual dental inspection will be provided to students in partnership with Prairie Star Clinic. Results of screenings will be sent to parents. Prairie Star will continue to provide the Free Dental Hygiene Services for students with parent permission.

(Parents may present a certificate of examination from a qualified dentist that has been completed for the student within the last three months prior to start of school in lieu of participating in annual dental inspection.)

Health: Hearing Screening

Hearing Screening is required by the state for all students “during the first year of admission and not less than once every three years.” USD 308 provides hearing screening to kindergarten, first and second grades, then grades five, eight and eleven as well as new students to the district. Parents will be notified of referrals. See USD 308 Health Information on the district website to find how to access your child’s hearing screening results.

Health: Vision Screening

Vision Screening is required by the state for all students “not less than every two years.” USD 308 screens all kindergarten and first grade students, then in grades three, five, seven and nine and eleven, as well as students new to the district. Parents will be notified of referrals. See USD 308 Health Information on the district website to find how to access your child’s vision screening results.

Health: Bed Bugs

Kansas and other states have seen an increased number of bed bug infestations. As bed bugs infest more homes, they may find their way into schools. When this happens, the school will take proactive steps to stop them from spreading in the school setting. The district will work cooperatively and discretely with parents and students to prevent additional bugs from getting into the school.

Please see USD 308’s Bed Bug Protocol for Dealing with Bed Bugs in the School on the USD 308 website at <http://www.usd308.com>. This site also will provide parents with information and resources for addressing bed bugs in homes and school.

Health: Head Lice

Head lice respect no economic, social or cleanliness boundaries. No school in the United States is exempt from head lice. If lice are found on your child, you will be contacted and asked to take your

student home. Should lice be found, you may contact your health care provider for directions to treat and control head lice. School staff will not remove lice or nits.

Each student infested with head lice shall be excluded from school until treatment is complete and no live lice are seen.

Health: Illness/Fever/Exclusions from School

Although regular school attendance is important, it is equally important for students to stay home when ill.

- 1) When a fever is suspected, a school representative will take the student's temperature.
- 2) If the temperature is 99.6 or above: notify the parent/guardian and appropriate school personnel. Students will be sent home if the temperature is 99.6 or above and there are complaints of headache, sore throat, nausea, coughing, sneezing, or other symptoms.
- 3) A student with a temperature of 100.4 or above should be sent home even when there are no other symptoms.
- 4) Advise bed rest and medical attention if temperature is 100.4 or above.
- 5) Inform parent/guardian that the student should remain home until temperature has been normal for 24 hours without the use of fever-reducing medication.

It is essential to have emergency telephone numbers where parents and guardians can be contacted for notification of the illness or other emergencies.

Students are to stay home if they have a communicable disease.

CONDITIONS FOR EXCLUSION FROM SCHOOL	CONDITIONS FOR RETURNING TO SCHOOL
1) Oral temperature of 99.6 degrees or above with headache, sore throat, nausea, coughing/sneezing or other symptoms.	1) Free of fever for 24 hours without fever reducing medications.
2) Oral temperature of 100.4 or above will be sent home even when there are no other symptoms.	2) Free of fever for 24 hours without fever reducing medications.
3) Severe cough where student gets red or blue in the face or makes high-pitched "croupy" or "whooping" sounds after coughing.	3) Symptom free or physician's written approval to return to school.
4) Diarrhea, maximum of two watery stools in a four-hour period.	4) Free of diarrhea for 24 hours.
5) Confirmed and/or repetitive vomiting.	5) Free of vomiting for 24 hours.
6) CONJUNCTIVITIS, BACTERIAL (Pink-eye). Inflammation of the conjunctiva of one or both eyes, swelling of the eyelids, and a purulent discharge.	6) Excluded from school until 24 hours AFTER treatment has been initiated.
7) Infected areas of the skin with crust, yellow, dry area or rash, e.g. impetigo, ringworm, etc.	7) Return to school 24 hours AFTER treatment has been initiated.
8) Severe itching of the body or scalp or constant scratching of the scalp, e.g. head lice or scabies.	8) After treatment, including free of live lice.
9) Fainting or seizures (other than pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	9) Symptom free or physician's written approval to return.

Health: Injuries/Activity Restrictions

If your child needs to be restricted from Physical Education/recess for any reason, the Health Office requires a note from a physician. If an injury has been sustained, that requires crutches, a cast, splinting or any other supportive device, please have your child report to the Health Office on return to school.

All students must actively participate to the level of their ability in the school's P.E. program. Students presenting doctors' notes excusing them from "all P.E." will only be excused for a few weeks. Beyond that grace period, a description from the physician of what the student can do must be received by the Health Office.

The original physician's note presented to the Health Office should contain the following information:

1. The diagnosis
2. A description of the activities that the student may participate in
3. The duration of these limitations
4. Supports/accommodations needed

When the injury has completely healed, another note is required stating that the child is cleared to fully participate in Physical Education/sports.

Identification of Students

All students enrolling in the district for the first time shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, Social Security identification card, baptismal certificate or other documentation approved by the Superintendent. Students enrolling in grades 2 through 12 also shall provide a certified transcript or similar pupil record from the school or school district the student attended most recently.

Insurance: Student

Families are responsible for carrying public or private health and dental insurance on their students. KSHSAA insurance plans for students participating in KSHSAA activities are limited to catastrophic coverage and have limited lifetime benefits. Routine school/activity accidents as well as all illnesses and vaccinations are the responsibility of families either through out-of-pocket costs or through their own health and dental insurance policies.

Through membership in the Kansas State High School Activities Association, catastrophic insurance is provided to students in grades 7-12 who may be injured in athletics/activities as a result of participation in an interscholastic school activity sponsored by the KSHSAA. The KSHSAA insurance does not cover interscholastic activities/athletics outside the jurisdiction of KSHSAA. This insurance is a supplement to regular insurance carried by parents on a student. This insurance has a deductible of \$25,000 and a limited lifetime maximum medical benefit for permanent injury. Claims forms are available at the high school activities office and must be made within 180 days of the date of the injury.

USD 308 does not provide or offer accident insurance for students. Parents are responsible for medical charges that might result from an accident that occurs at school or on a district activity.

Law Enforcement: School Resource Officer

In a cooperative program with the Hutchinson Police Department, USD 308 has a school resource officer assigned to Hutchinson High School.

The school resource officer is available to work with students. You may contact the SRO through the HHS office.

Multi-Tier System of Supports

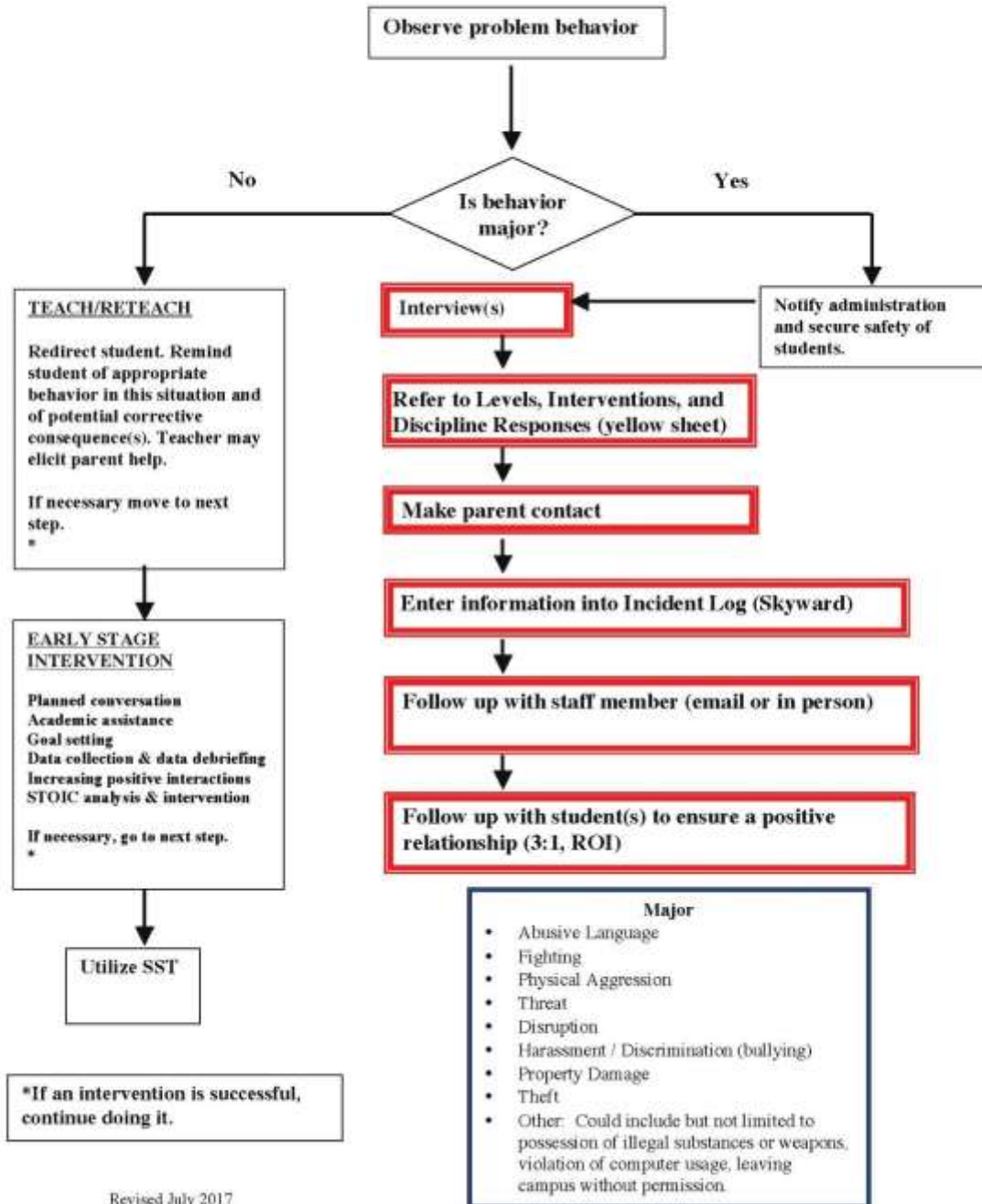
Multi-Tier System of Supports is a coherent continuum of evidence based, system-wide practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each Kansas student to achieve high standards.

Behavior Management

Hutchinson Public Schools is implementing a model from Safe and Civil Schools, which is a proactive and positive approach to classroom management. The focus of CHAMPS/ACHIEVE is to develop students who are respectful, responsible, motivated, and highly engaged in the specific task at hand. The strategies taught within CHAMPS/ACHIEVE will guide students towards a successful school career, leading in turn to potential success in work and in life.

The district's Behavior Management plans for elementary, middle school and high school follow.

USD 308 Behavior Management Process



Revised July 2017

**USD 308 Elementary
Major Behaviors
(Not Limited To)**

Abusive Language	Verbal messages that could include swearing or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted. <i>(different from Harassment/Discrimination)</i>
Fighting	At least two students mutually engaged in serious physical contact (punching, kicking, scratching, hair pulling, hitting with object).
Physical Aggression	One student making serious physical contact upon another (i.e. hitting, punching, kicking, scratching, tripping, hair pulling, hitting with object, biting).
Threat	Student delivers a message (verbalized, written, drawn or gestured) toward another that conveys an act of intended injury or harm with the potential means to carry out the threat. This would include threat to self.
Disruption	<u>Sustained</u> and <u>prolonged</u> behavior that creates significant interruption during instruction.
Harassment/Discrimination	Repeated teasing, name calling, or other actions, as well as activities or statements intended to be offensive of one's religion, race, heritage, color, and disability, including sexual harassment (bullying).
Property Damage	Deliberately damaging property of the school or that of another person.
Theft	Possession of, having passed on, or the removing of someone else's property.
Other	Could include: possession of illegal substances or weapons, violation of computer usage, leaving campus without permission.

**USD 308 Middle School
Major Behaviors
(Not Limited To)**

Abusive Language	Verbal messages that include swearing or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted. <i>(different from Harassment/Discrimination)</i>
Fighting	At least two students mutually engaged in serious physical contact (punching, kicking, scratching, hair pulling, hitting with object).
Physical Aggression/Battery	One student making serious physical contact upon another (i.e. hitting, punching, kicking, scratching, hair pulling, hitting with object, biting).
Threat	Any statement or action that is communicated with the intent to commit violence or terrorize another individual, or cause the evacuation of any building, facility or district vehicle. This would include terroristic threats which are written or spoken references to killing, shooting, bombing, etc...
Disruption	<u>Sustained</u> and <u>prolonged</u> behavior that creates a significant interruption to the school climate.
Harassment/ Discrimination	Any incident of teasing, ridiculing, and/or badgering of other students creating an intimidating, hostile, or offensive environment. (Includes Racial Harassment, Sexual Harassment)
Property Damage	Destroying or defacing objects or materials belonging to the school, school personnel, students or other persons. Misdemeanor—Under \$500; Felony—Over \$500
Theft	Possession of, having passed on, or the removing of someone else's property.
Other	Could include: possession of illegal substances or weapons, violation of computer usage, leaving campus without permission.

**USD 308 High School
Major Behaviors
(Not Limited To)**

Abusive Language	Profane language directed at staff.
Fighting	At least two students mutually engaged in serious physical contact (punching, kicking, scratching, hair pulling, hitting with object).
Physical Aggression/Battery	Serious or repeated threats or actions that cause fear or intimidation to another individual.
Threat	Serious or repeated communication that causes fear or intimidation to another individual.
Disruption	Chronic or severe behavior that creates significant interruption.
Harassment/Discrimination	Repeated teasing, name calling, or other actions, as well as activities or statements intended to be offensive of one's religion, race, heritage, color, and disability, including sexual harassment/bullying.
Property Damage	Willingly damaging or destroying school or personal property.
Theft	Knowingly taking school or personal property
Illegal or Controlled Substances	Could include but not limited to: under the influence, possession, and/or distribution
Weapon	An object designed or used to inflict bodily harm or intimidate.

Parent-Teacher Conferences

Parent/Teacher conferences are scheduled at least twice a year. Reports are shared with parents at that time. Remember, any time you have a concern or question is a good time to schedule a conference. You do not need to wait until the scheduled conference dates.

Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

USD 308 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. USD 308 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD 308 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. USD 308 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 - Administration of any protected information survey not funded in whole or in part by ED.
 - Any non-emergency, invasive physical examination or screening as described above.
- At this point, there are no collection efforts, surveys or non-emergency, invasive physical examinations that would fit this law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information (see Student Records: Notice for Directory Information), no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See Student Records: FERPA, Directory Information and Information for Recruiters)

Seat Belt Use in Passenger Cars or Vans

Drivers and all passengers transported in district-owned cars or vans used for any school trips or activities must wear seat belts. State law allows law enforcement to stop any vehicle carrying minors, and cite minors who are not wearing seat belts.

Hutchinson Police and other law enforcement periodically conduct unannounced seat belt patrols near schools on private vehicles enforcing state seat belt laws.

Site Councils

From Administrative Regulation IB:

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods which may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Skates at Schools

Skates are not allowed at elementary school during the school day. Any shoe with wheels is prohibited at schools.

Special Education

USD 308 provides a full continuum of special education services for students with disabilities or who are intellectually gifted and will provide these in the least restrictive environment possible.

The district seeks to identify every student from birth through age 21 who lives in district boundaries who have educational delays or disabilities.

Parents of children birth through age five who have concerns should contact KaAnn Graham at the Early Education Center, 620-615-5850.

Parents of school-age children who have concerns should contact Mary Smith at 620-615-5501.

Statement of Non-Discrimination

USD 308 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Rick Kraus, Assistant Superintendent
1520 North Plum
Hutchinson, KS 67501
620-615-4000

USD 308 does not discriminate on the basis of disability in educational programs or activities. No student with a qualified disability will be, on the basis of disability, be excluded from participation in, be denied benefit of or otherwise be subjected to discrimination under any program or activity that receives federal assistance. Reasonable accommodations will be made to provide access to the educational services.

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), the Hutchinson Public Schools does not discriminate on the basis of race, color or national origin in employment or in the operation of any programs or activity of the district.

In compliance with Title IX of the 1972 Educational Amendments, the Hutchinson Public Schools does not discriminate on the basis of sex in employment or in the operation of any program or activity of the district.

In compliance with Section 504 of the Rehabilitation Act of 1973, the Hutchinson Public Schools does not discriminate on the basis of handicap in employment or in the operation of any program or activity of the district.

Grievance and appeals procedures have been adopted by the Board of Education.

Rick Kraus, Assistant Superintendent, is designated the responsibility of the coordination of efforts for compliance with Title IX of the 1972 Educational Amendments and for investigating any complaints under said laws. He can be reached at 615-4033.

Rick Kraus, Assistant Superintendent, is designated the responsibility of the coordination of efforts for compliance with Section 504 of the Rehabilitation Act of 1973 and for investigating any complaints under said laws. She can be reached at 615-5502.

Rick Kraus, Assistant Superintendent, is designated the responsibility of the Civil Rights Act of 1964 (P.L. 88-352). The Hutchinson Public Schools does not discriminate on the basis of race, color or national origin in employment or in the operation of any programs or activity of the district. He can be reached at 615-4033.

Student Conduct

From Administrative Regulation JCDA:

The superintendent shall develop Behavior Management Process to govern student conduct consistent with board policies. These positive behavior supports shall be reviewed by the board and adopted as policy by reference.

The rules of conduct shall be published in student handbooks. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

(See Student Conduct: Suspension and Expulsion Procedures)

Student Conduct: Alcohol and Illicit Drugs Prohibited

From Administrative Regulation JDDA:

Unless otherwise specified in this policy, the unlawful possession, use, sale or distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students on school premises or as a part of any school activity is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with Administrative Regulation JGFGB and/or Administrative Regulation JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. First Offense. A first time violator shall be subject to one or more of the following sanctions:
 - a. A punishment up to and including short-term suspension;
 - b. Suspension from all student activities for a period of not less than two weeks;
 - c. An evaluation from an acceptable drug and alcohol program.
2. Second Offense. A second time violator shall be subject to one or more of the following sanctions:
 - a. Punishment up to and including long-term suspension;
 - b. Suspension from all student activities for a period of not less than one month;
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the, student agrees to complete a drug and alcohol rehabilitation program
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school;
 - b. Suspension from participation and attendance at all school activities for the year;
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. (See JDD) Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A copy of this policy shall be provided annually to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

Student Conduct: Bullying/Hazing/Harassment/Intimidation/Menacing

From Administrative Regulation JDDC:

The Board is committed to providing a positive and productive learning and working environment. To that end, and in accordance with Kansas law, bullying, including harassment, hazing, intimidation or menacing, by students, District employees and Third Parties on or in District Facilities is strictly prohibited. The Superintendent shall propose, and the Board shall review and approve, a Bullying Prevention Plan (the "Plan") to address prevention of bullying in or on any District Facility. Such Plan shall include provisions for the education and training of District students, staff members, parents and, to the extent possible, Third Parties, to discourage and prevent bullying and shall include appropriate community involvement as approved by the Board. Students, District staff members, parents and Third Parties who engage in conduct prohibited by this Policy shall be subject to disciplinary action in accordance with District policies and procedures.

Terms used in this policy but not otherwise defined herein shall have the meanings set forth below:

"Bullying" means any intentional gesture or any intentional written, verbal, electronic or physical act or threat by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) harming a student, staff members, whether physically or mentally; or
- (ii) damaging the property of a student staff member or Third Party; or
- (iii) subjecting or placing a student, staff member or Third party in reasonable fear of harm; or
- (iv) subjecting or placing a student, staff member or Third Party in reasonable fear of damage to their property.

"Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Bullying also includes conduct which constitutes hazing, harassment, intimidation and menacing as defined in this policy.

“District Facility” includes the District’s schools, school vehicles and other facilities owned, leased or used by the District, and other property and facilities at which District students or staff members are present in connection with any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where District staff members or Third Parties are engaged in District business or activities.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any group or organization or District-related activity such as, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student or that requires or encourages, authorizes or permits another to be subjected to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to be degrading or humiliating.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, academic interest, relative academic success, sexual orientation, physical characteristic, cultural background, or socioeconomic status.

“Intimidation” includes, but is not limited to, any threat or act intended to tamper with, damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended or which reasonably may be expected to place a District student, employee, or a Third Party in fear of imminent serious physical injury.

The term "parent" includes a guardian, custodian or other person with authority to act on behalf of a child.

"School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

"Staff member" means any person employed by the District.

A “Third Party” includes, but is not limited to school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and other persons not directly subject to District control in connection with inter-district and intra-district athletic or other competitive events or other school programs or events.

Types of Prohibited Behavior

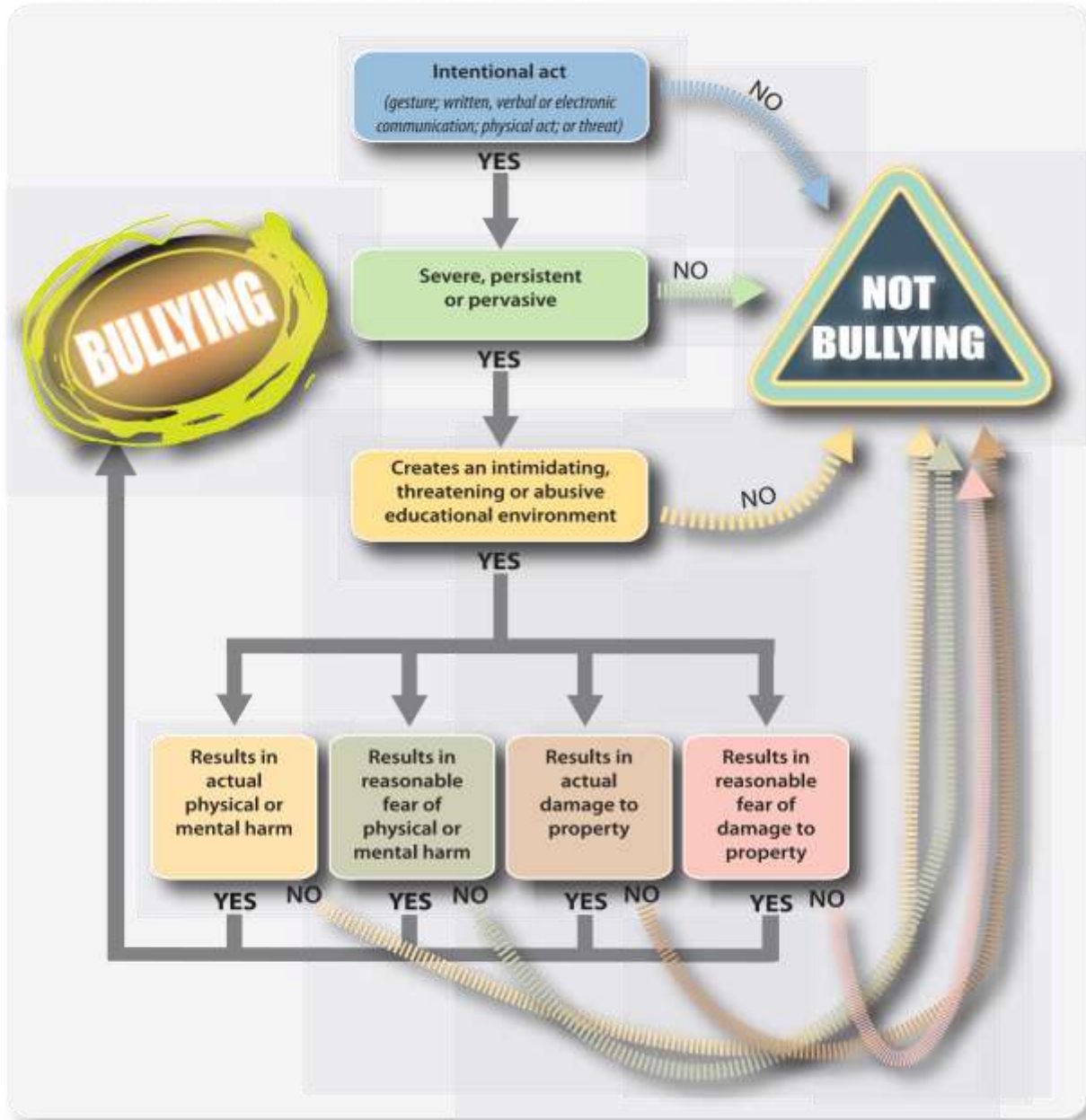
Behaviors that may be construed as bullying may include, but are not limited to:

- Direct physical contact, such as hitting or shoving
- Written threats
- Damaging a student's property as a means of intimidation
- Verbal assaults, including but not limited to threats of violence, name calling or teasing
- Social isolation or manipulation
- Cyber-bullying, which may include, but is not limited to the use of computers, hand-held PDA devices and cellular telephones to commit harassing behavior by means of:
 - Text messaging
 - E-mail
 - Instant messaging
 - Internet based social networking web sites
 - Blogs
 - Digital photography

Each school has a copy of the district Bullying Prevention Plan.

Below is the framework contained in Kansas state law on bullying.

KANSAS BULLYING LAW



Student Conduct: Bus Rules

Student transportation, including school buses, commercial buses and district vans, are an extension of the classroom. Violations of district policies and rules will be dealt with accordingly. Below are rules for students riding on district-provided buses, which are contracted with Durham School Services.

Parents of students who ride Durham School Services buses will be required to fill out and sign an agreement. Students also must sign the agreement. The agreement is available at district schools.

Rules

1. When boarding the bus, students are to be seated and remain seated until arrival at their destination.

2. The driver is in charge at all times. When on activity trips, the teacher/sponsor and driver are in charge.
3. It is mandatory that the bus driver see a parent when a pre-schooler student is dropped off at stop. If no parent is seen the child WILL BE returned to the school and you will be responsible for picking them up.
4. No pets or other animals in boxes, jars or other containers will be allowed on the bus.
5. Radios and other audio equipment will not be permitted on the bus unless the student is wearing headphones to listen to the music.
6. Students should remain quiet at all railroad crossings and there should be minimal noise while passing through town.
7. **NO EATING OR DRINKING ON THE BUS.** Please do not send your child on the bus with uneaten breakfast. We have to remember that children with food allergies cannot be exposed to certain foods.
8. Students are **NOT** to place their hands or any other part of their body out of the windows.
9. No fighting or horseplay on the bus. Classroom conduct shall be observed at all times.
10. Each student **WILL** be held accountable for any damage and destruction of bus and personal property. This includes graffiti and seat destruction.
11. If your student will not be riding the bus on a particular day, notify the bus office in advance.
12. Changes in pick-up and drop-off locations shall require a 24-hour notice in writing from the parent/guardian so another route may be notified of the change.
13. Driver may not transport any person not regularly assigned to the bus unless otherwise authorized by building administrator.
14. The driver will assign seating arrangement K-12 on the bus.
15. The use of alcohol, tobacco and/or drugs is NOT permitted on the bus or at the bus stops. The use of matches and/or lighters will not be permitted.
16. Obscene and unacceptable language, gestures and signs will not be tolerated and will result in disciplinary actions.
17. Students who need to cross the street must pass 10 feet in FRONT of the bus and establish eye contact with the driver before doing so. Students should NEVER walk behind the bus. Students are to stand a minimum of 10 feet back from the road while waiting for the bus. This is a major safety issue and applies to all students, kindergarten through 12th grade. **NO EXCEPTIONS.**
18. The school bus is an extension of the school day. All school rules and regulations which pertain to the students are applicable on the bus at all times.
19. Skateboards are **NOT** allowed on the bus. **NO EXCEPTIONS.**
20. Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines set by the school district.
21. The use of cell phones and taking pictures with camera phones will not be allowed on the bus. Phones will be confiscated.
22. Instruments are to be taken to the seat with student and may be held or placed under the seat. Instruments WILL NOT be left with the driver or unattended in a seat. Instruments are not to be played on the bus.

Student Conduct: Computer Use

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Prior to students being allowed to use district computers, both a parent or legal guardian and the student must digitally sign the district's acceptable use policy form.

Any e-mail or computer application or information in district computers or computer systems are subject to monitoring by staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension/expulsion from school.

Student Conduct: Fighting

A fight is any exchange of physical aggression such as hitting, kicking, biting, by two or more students. All students involved in a fight will receive consequences or suspension depending on the severity.

Single Assault

A single assault is when one student carries out physical/verbal aggression, but the other child does not reciprocate. The aggressive student will receive consequences or suspension depending on the severity.

Student Conduct: Gangs

From Administrative Regulation JHCAA:

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities or which disrupt the school environment are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDBB and JDD).

District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Student Conduct: Suspension and Expulsion Procedures

From Administrative Regulation JDD:

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published and/or adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing,
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks,
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled or by an officer appointed by the board,
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing,
- A record of the hearing shall be available to students and parents or guardians according to Kansas law, and
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results. When a suspension is imposed during the school day, the student shall not be removed from school until a parent or guardian has been notified. If a parent or guardian cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-term suspension expulsion Hearing

The student shall have the right:

- to be represented by legal counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Student Conduct: Threatening Comments

Threats to shoot, kill, injure any person or to bring a weapon to school will be taken seriously. Parents of the student making the threat will be notified. When a student makes a threatening statement, the student will receive consequences which may include but are not limited to suspensions, expulsion and/or notification of the police.

Student Conduct: Tobacco Prohibited

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Student Conduct: Vandalism

From Administrative Regulation EBCA:

The board shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the superintendent of any loss of, or damage to, district property. The director of support services shall investigate the incident. The estimated costs of repairing or replacing any damaged property will be determined after consultation with appropriate personnel.

When a juvenile is involved, the superintendent shall notify the juvenile's parent or legal guardian in writing of such loss or damage and cost of repairing or replacing the damaged property and of the parent's legal responsibility for such loss. Appropriate action shall be taken to secure restitution for such loss from the responsible party.

Restitution payments shall be made by juveniles or their parents to the business office, and a record showing the date and amount of each such payment shall be maintained. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be referred to the district's legal counsel for collection.

Student Conduct: Weapons

From Administrative Regulation JCDBB:

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

Student Fees: Instructional and Supplemental Fees (Textbook Fees)

The Board of Education will maintain a fund for the purchase of text materials for use by elementary and secondary school pupils through a textbook rental program as authorized by K.S.A. 72-5389. Fees will be collected to offset the cost of purchasing text materials. Text materials fees are those fees used to purchase students texts, workbooks and materials that are supplemental to textbooks.

K.S.A. 72-5390 authorizes boards of education to establish and collect supplemental fees. Supplemental fees are charges, collected at enrollment, to offset costs incurred for non-text materials, activities, facilities or equipment required. Some classes may require non-text materials, i.e., food in home economics classes, supplies for art projects, etc., which are not covered by text materials fees.

The amount of text and supplemental materials fees shall be established annually by the Board of Education prior to the beginning of the school year. Building administrators are authorized to collect the fees officially adopted by the Board of Education. All fees collected by employees of the Hutchinson Public Schools will be deposited in the appropriate district account.

Fees collected for text materials shall be deposited in the textbook materials revolving fund.

The Superintendent or his designee will design, review and maintain a uniform procedure to allow waiver of fees, as outlined under the authority of K.S.A. 72-5391, for parents, students or guardians who are unable to pay. The procedure for waiver of fees will include an appeal process. Students will not be denied the right to enroll in a class or participate in an activity based upon their inability to pay fees.

For the 2017-18 school year, Board of Education has set the textbook rental fee at \$60 for each kindergarten through 12th grade student.

Students who enroll anytime during the first trimester pay the full \$60 fee. Students enrolling anytime during the second trimester pay \$45. Students enrolling anytime during the third trimester pay \$30.

A student's free/reduced fee status on their first day of school is what their fees will be for the entire school year.

See "Student Fees: Waiver Fees" below for information on fees for students on free- or reduced-priced meals.

Students also are responsible for any optional fees. Optional fees include yearbooks and activity tickets.

Student Fees: School Meal Prices

Breakfast and hot lunch, with milk, is available daily. Guests wishing to purchase a lunch need to notify the office no later than 8:30 a.m. of the day they plan to eat.

Meals are to be paid for in advance. Payment for meals may be made at any time in any amount. Statements are sent home when balances are less than needed for one week.

Bank fees will be charged for any returned checks.

Hutchinson Public Schools participates in the federally sponsored free/reduced lunch program. Forms are available in the office if you feel your student qualifies for this program. All information is kept confidential.

Meal prices follow.

Elementary Breakfast	\$1.40
Elementary Lunch	\$2.35
Middle School Breakfast	\$1.40
Middle School Lunch	\$2.50
High School Breakfast	\$1.40 or per item
High School Lunch	\$2.70 or per item
Adult Breakfast (elementary/middle)	\$2.10
Adult Breakfast (high school)	\$2.10 or per item
Adult Lunch	\$3.60
Reduced Price Breakfast	\$0.30
Reduced Price Lunch	\$0.40
Extra Milk	50 cents

Student Fees: Charging of School Meals

From Administrative Regulation EE:

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Elementary students may charge no more than five meals to this account. Middle school students may charge no more than two meals to this account. High school students will not be allowed to charge meals. Charging of a la carte or extra items to this account will not be permitted.

A student who fails to maintain a positive account balance required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to the student's account and is unable to pay cash for a meal will be provided an alternate meal at no cost consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and the student's parent or guardian prior to denying meals for exceeding the district's charge limit.

Payments for school meals may be made at the school or on the district's website. Students, parents, and guardians of students are encouraged to prepay meal costs.

Student Fees: Insufficient Funds Checks/Outstanding Debt

Due to the volume of uncollectible checks that the district receives, the USD 308 contracts with a third party for the electronic collection of checks returned for insufficient funds (NSF). The district also uses the Kansas State Setoff program to assist in the collection of returned checks and unpaid fees.

The District will gladly accept your checks. When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect fees through an electronic fund transfer from your account if your payment is returned unpaid in addition to the check amount.

Please include the following on your check: full name, street address and phone numbers.

At the end of the calendar year, any outstanding obligations from the end of the fiscal year are sent to the Kansas State Setoff program for collection.

Student Fees: Online Payments

Hutchinson Public Schools uses e-Funds online system for collecting fees (including meals). e-Funds allows families to pay from your checking account or credit card. There may be an additional fee charged for credit card use on e-Funds.

Online payments made after 7 a.m. will be applied to accounts the next business day. e-Funds will be available for online enrollment starting in late July. If you have questions about e-Funds, email them to onlinepayments@usd308.com.

Student Fees: Payments

In addition to cash and checks, all schools accept Visa, MasterCard, American Express and Discover for payment of enrollment fees and lunches through school offices. The schools will be able to process payments for credit and debit cards with either a Visa, MasterCard, American Express or Discover logo evident on the card.

Student Fees: Textbook Refunds

Students who have paid the full textbook rental fee and then withdraw completely from Hutchinson Public Schools during the first trimester will, upon request, receive a refund of \$45. Students who have paid the full textbook fee and who withdraw completely during the second trimester will receive a refund of \$30. Students withdrawing during the third trimester will receive no refund.

Students who have paid the reduced textbook rental fee and then withdraw completely from Hutchinson Public Schools during the first trimester will, upon request, receive a refund of \$26.25. Students who have paid the reduced textbook fee and who withdraw completely during the second trimester will receive a refund of \$17.50. Students who paid the reduced textbook fee who withdraw during the third trimester will receive no refund.

Student Fees: Waiver Fees

Applications for waiver of textbook materials and supplemental fees will be available at each school. All requests for waiver of fees must be submitted on the prescribed application form.

All waiver applications for textbook materials and supplemental fees shall be reviewed by a building administrator. The administrator will approve or deny the waiver based upon a family's free- or reduced-price meal status.

Students on free-meal status will have all textbook fees waived. Students on reduced-price meal status will pay the established reduced-price fees, which is set at \$35 for 2017-18. Students on reduced fees who enroll anytime during the first trimester pay the full \$35 fee. Students on reduced fees enrolling anytime during the second trimester pay \$26.25. Students on reduced fees enrolling anytime during the third trimester pay \$17.50.

The building administrator will inform the parent, guardian or student of the decision to approve or deny the application. Official notification of the principal's decision will be made in writing to the applicant. A copy of the application form for waiver of fees denied by a principal with a written explanation will be forwarded to the superintendent of schools.

A student whose parent or guardian qualifies for the waiver of fees shall be exempt from paying all or a portion of the fees, depending on his/her free- or reduced-meal status. A parent, student or guardian may appeal the decision of the building principal to deny the waiver of fees to the

superintendent of schools or his designee. Requests for appeal will be submitted in writing. The superintendent or designee will review the original application and the reasons for denial. The applicant will be notified in writing of the superintendent's decision. The superintendent's decision may be appealed to the Board of Education.

Students who have had fees waived or reduced are responsible for any optional fees. Optional fees include yearbooks and activity tickets.

Student Progress

Retention Procedures

From Administrative Regulation JFB:

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the superintendent after receiving information from parents/guardians, teachers and other appropriate school personnel.

High School Graduation

From Administrative Regulation JFC:

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons.

Graduation exercises shall be under the control and direction of the building principal.

Seniors at Hutchinson High School must have completed all of their graduation requirements and the required credits before they are allowed to participate in the graduation ceremony. This includes all Learning Center credits being completed before graduation practice the Friday before graduation

If you have questions regarding this policy please contact your student's counselor.

Skyward

USD 308 provides real-time access to grades and attendance from any Internet-enabled computer through a program known as Skyward. This program provides valuable feedback to families throughout each grading period. For user-name(s) and password(s) for their child(ren), parents should contact their building secretaries.

Student Records: FERPA, Directory Information and Information for Military Recruiters

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 308. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, school resource officers); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or contractors that provide student transportation); or a parent or student serving on an official committee such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

- The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 308 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Washington, DC 20202-5920.
 5. The right to obtain a copy of Unified School District No. 308 policies for complying with FERPA. A copy may be obtained from: Public Information Director, 1520 North Plum, Hutchinson, KS 67501

Directory Information:

For purposes of FERPA, Unified School District No. 308 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information:

- name;
- photographs, videos and other images;
- dates of attendance;
- grade level;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- diplomas, awards and honors received;
- student publications and yearbook information; and
- the most recent previous educational agency or institutions attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 308 at the Public Information Director's Office, 1520 North Plum on or before the first Tuesday after Labor Day. If a refusal is not filed, Unified School District No. 308 assumes you have no objection to the release of the directory information designated.

Unified School District No. 308 will limit the disclosure of directory information to specific parties for specific reasons as described in this notice.

Recruiting Information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address and telephone number released without your written consent, we will honor that request.

The school may disclose directory information about a former student without meeting any of these conditions.

Student Travel

Transportation may be provided by the district for all school activities. Students with valid driver's licenses may drive to home games and off-campus practices. Students are expected to ride district provided transportation to all away competitions and performances. Students may ride home with their parent or legal guardian with approval from appropriate school personnel.

Suicide Awareness and Prevention

USD 308 provides one hour of suicide awareness and prevention programming to all staff. The training materials may be found under Parent Resources at www.usd308.com.

Title I: Parents' Right-to-Know Notification

In USD 308, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. Our Title I schools must meet federal rules related to teacher qualifications as defined in federal law. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

All teachers in USD 308 Title I schools meet the above criteria. Each one is licensed for the grade levels and subject areas being taught. Each one has a baccalaureate degree and none are teaching under an emergency or provisional waiver. The paraprofessionals who work under the direction of the Title I and classroom teachers, meet required qualifications for the position.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your building principal by calling 620-615-4000 or contact Cindy Coopridge at 620-615-4000.

Information about whether the school or district is making adequate yearly progress is available at <http://ksreportcard.ksde.org/default.aspx>.

You also may contact your child's school for information on your student's state assessment scores.

Treats

USD 308 celebrates birthdays for kindergarten through sixth grade students once a month during lunch. Parents are invited to the lunch but need to RSVP the school prior to the birthday lunch with their intentions. Parents are asked not to bring any treats for birthday celebrations at school.

Students may be invited to share treats at school during certain holidays as allowed by teachers. All snacks need to have been prepared in a licensed commercial kitchen.

Video: Student Improper Use of Video

Students engaging in unauthorized audio or video taping or picture taking on school grounds or activities, or with school equipment on or off school grounds, are subject to penalties up to and including suspension or expulsion.

Video: Surveillance

From Administrative Regulation JGGA:

Video cameras and other surveillance equipment owned or operated by the District may be installed and used on District premises and in public areas of District facilities for the purpose of enhancing the safety of District students, employees, patrons and visitors and the security of District facilities, equipment and other property. Notice of the District's policy regarding the use of video cameras

and surveillance equipment shall be posted and prominently displayed on and in all District facilities. The Superintendent shall establish guidelines for the use and operation of video cameras and other surveillance equipment and the images and data produced through the use of such equipment.

Guidelines for the Use of Video Cameras and Other Surveillance Equipment

Statement of Policy; Delegation of Responsibilities

Video cameras and other surveillance equipment may be installed and used on District premises and in public areas of District facilities for the purpose of enhancing the safety of District students, employees, patrons and visitors and the security of District facilities, equipment and other property. Oversight of the District's policies and implementation of these guidelines is the responsibility of the Superintendent. The Superintendent is authorized to delegate such specific responsibilities to District employees as the Superintendent determines to be appropriate.

Use of Surveillance Equipment.

All surveillance equipment shall be owned or leased by the District. All surveillance equipment shall be operated only by and be subject to the control of persons designated by the Superintendent. Surveillance equipment may be placed on the grounds of District facilities, on the exterior of District facilities and in the interior of District facilities as determined by the Superintendent. Available surveillance equipment shall be installed where, as and when most needed and placed to provide the best possible coverage for enhancing the security and well-being of persons and facilities.

Equipment placed inside buildings shall be located in a manner to avoid surveillance of the interior of restrooms, shower rooms, locker rooms, nurses' offices and other locations in which individuals have a reasonable expectation of privacy. With the exception of such locations, persons on District grounds and within District facilities are subject to surveillance without any reasonable expectation of privacy.

Surveillance equipment may be active and in operation and be monitored by or on behalf of the District at all times or during such times and in such locations as the Superintendent determines to be necessary or appropriate. Surveillance equipment may be capable of audio recordings as well as recording video images.

Notice of the Use of Surveillance Equipment

Notice of the use of video cameras and surveillance equipment shall be displayed prominently as the main entrance to each District school and at each public entrance to other District facilities. Notices also shall be posted in hallways, in libraries, cafeterias, auditoriums and other special purpose facilities as determined by the Superintendent. Notice of the use of video cameras and other surveillance equipment also shall be included in student handbooks, employee handbooks, on the District's web site and by other reasonable means of providing such notice.

Use of Surveillance Images and Data

Images and data derived from operation of the District's video cameras and surveillance equipment will be used to maintain a safe and secure educational environment and for administrative purposes including investigations, student and employee disciplinary proceedings, documentation in connection with workers' compensation and other insurance claims and other purposes approved by the Superintendent or the Board of Education. To the extent such images and data may constitute educational records, the same shall be treated in a manner consistent with the requirements of the Family Educational Rights and Privacy Act ("FERPA") and other applicable federal and Kansas law.

To the extent required by law or District policies, surveillance data shall be treated as confidential and shall be maintained in a secure environment. Such data and information shall be accessible only to employees and other personnel designated by the Superintendent except as otherwise required or permitted by law. Surveillance data and images may be provided to third parties in response to a court order or subpoena, to law enforcement personnel and otherwise with the prior written approval of the Superintendent. A written log shall be maintained of showing the date and time and the person or persons granted access to surveillance data and the surveillance data examined. When surveillance data is destroyed, the date of such destruction shall be noted on the log.

Surveillance data may be overwritten periodically in the normal and usual course of the District's affairs and in accordance with the District's policies regarding the preservation and destruction of records. In the event particular surveillance data is required beyond the normal document retention period, such information shall be maintained in a form and format adequate to document the origins, date of recording and other information as may be necessary to establish the authenticity and accuracy of such data. Questions regarding the requirements for preserving, maintaining and safeguarding the integrity of surveillance data should be directed to the District's legal counsel.

Video images and surveillance data are subject to the general provisions of the District's document retention and management policies.

Visitors to Schools

From Administrative Regulation KM:

The board encourages district patrons and parents to visit the district facilities at appropriate times and in a manner that will minimize disruption of a school's educational mission. District facilities are publicly owned but access to school buildings is restricted for the safety and security of student and district employees.

In accordance with Kansas law the district has policies and procedures intended to prevent bullying of students, staff and others present in school facilities. Parents and other visitors are expected to be familiar with and to conduct themselves in a manner consistent with such policies

Visitors in any district school facility are subject to supervision by the building principal. Visitors who refuse to follow the instruction of the building principal may be asked to leave the building. If any visitor refuses to leave the premises upon request, building principals are authorized to request aid from law enforcement personnel. Visitors who refuse to comply with a principal's instructions may have visitation privileges suspended and may be issued a no-trespass letter in accordance with Kansas law.

Visitors' access to school buildings is limited to each building's main entrance. Notices shall be posted at the main entrances of school buildings advising visitors to check in at the main office immediately upon entering the building. Parents and other visitors are required to remain in the office area, unless they are granted permission to enter the building and are escorted by a district employee. When entering a building from the office area, each visitor must have and wear a visitor's badge provided by the school

Parents or other visitors who wish to deliver items to a student should leave such items with a district employee in the building office. School staff will then deliver such items to students in accordance with building procedures.

Parents who wish to have breakfast or lunch with a student may do so. Parents who wish a meal for themselves should contact the building secretary at least 24 hours in advance so that adequate food can be prepared. Special holiday meals may have different deadlines, guidelines and limitations and such information shall be made available to parents and patrons. Visitors are responsible for paying the cost of their meals at the district's current published adult meal rate.

Classroom visits must be scheduled in advance with the building principal. Plans for any visits should include the date, time and duration of the visit. The following classroom visitation guidelines apply in all instances, will be published in student handbooks and will be available on the district's web site www.usd308.com.

Classroom visitation Guidelines:

- Classroom visits are intended to provide an opportunity to observe a child in the typical instructional environment with as little disruption as possible
- To the greatest extent practical, parents and other classroom visitors are expected to avoid interactions with their child and with other children or instructional staff during classroom visits but may respond to questions posed by a teacher or other classroom personnel.
- During classroom visits, teachers, classroom aides and paraprofessionals should continue regularly scheduled activities and interactions with the students.
- Parents will be accommodated and will be provided a chair in a location in the room from which they may observe their child's educational activities.
- If a parents wishes to speak with a teacher or other employee an appointment should be scheduled at a time other than during a classroom visit. To minimize classroom disruptions parents should limit classroom visits to one visit per child per month unless more frequent visits are approved in advance by the building principal.
- In order to protect the privacy of students, parents and other school visitors may not photograph or make video recordings of classroom or other school activities.
- "To protect confidentiality and student privacy, children in special needs classrooms may not be immediately available for visitation, or visitors may be excused if individual children's rights could be compromised. Visitation may be rescheduled."

Parents who do not adhere to the above visitation guidelines may be asked to leave the building.

Volunteers

From Administrative Regulation KFD:

All school volunteers work under the supervision of district employees.

The superintendent shall establish rules and procedures governing school volunteers, their selection, qualification and placements. Persons interested in volunteering time or services to the district should contact Communities that Care for assignment.

School volunteers are subject to the district's policies, rules and regulations of the district but shall not be considered employees of the district for any purpose and shall not be entitled to workers' compensation or other benefits.

The school volunteer shall work under the direction of the building administrator and Communities that Care.

All school volunteers will be screened and submit to a background check by Communities that Care to the district to ensure the safety of students and the staff in the school system.

Wellness

The Board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this this end, the board shall promote a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day; with the objectives of the guidelines to be promoting student health and reducing childhood obesity;
- Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as those regulations and guidance as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that the assessment of the implementation of the local school wellness policy available to the public. Such assessments shall measure the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

Parents are asked to remember the following guidelines:

- Meals purchased at fast food outlet to be consumed at school must not be brought to school in their original containers. This includes, but is not limited to, fast foods, commercial pizza, and restaurant to-go meals.
- Sack lunches from home are permitted as long as they do not contain restaurant brand food item in their original containers
- Carbonated beverages (pop) and energy drinks are prohibited in the cafeteria.
- Foods and beverages for classroom rewards, parties and celebrations will not be provided within 1 hour before or after the last lunch period. (Example: pizza parties, etc.).

The Board has adopted a detailed Wellness Policy Implementation Plan. That plan includes information about foods served in the district's cafeterias and curriculum overviews for healthy eating and exercise.

Copies of the Wellness Policy/Implementation Plan are available at each school.