

Table of Contents

I.	School Calendars	1 - 2
	District Calendar	1
	Early Childhood Center Calendar	2
II.	Introduction	3 - 8
	Board of Education	3
	District Mission Statement	3
	Central Administration	3
	Administration Building Phone Numbers	4
	Early Childhood Center Mission Statement	5
	Early Childhood Center Staff	5
	Early Childhood Center Philosophy	6
	Program Goals	6
	Family Educational Rights and Privacy Act	7
	Availability of Asbestos Plan	7
	Policy on Handling Problems	8
	Directory Information	8
III.	Student Information	9-16
	Age Requirements	9
	Enrollment Policy	9
	Five Year Old Students	9
	Early Childhood Center Hours	9
	Parent/Family Participation	10
	Computers Use	10
	Parents as Teachers Program	11
	Discipline Plan	11
	Latchkey Program	12
	Attendance	12
	Release of Student During the School Day	12
	Student Arrival and Departure	13
	Drop-Off Procedures	13
	Parking	13
	Animals and Plants in the School	14
	Parties	14
	Damage to School Property	14
	Field Trips	14
	Gifts	14
	Progress Reports	15
	Transition	15
	Students Who Move	15
	Instructional Fees	15
	Payment Policy	16
	Refund Policy	16
	Materials and Supplies	16

IV.	Student Regulations	16 - 19
	Sexual Harassment	16
	Racial Harassment	17
	Suspension and Expulsion	18
	Drug Free Schools and Communities Act	18
	Tobacco Products	18
	Weapons	18
V.	Student Health Services	20 - 24
	Health Nurse and Health Aides	20
	Accident and Illness	20
	Communicable Disease Regulations	21
	Dispensing of Medication	22
	Immunization Requirements	23
	Inoculations	24
	Physical Assessment	24
VI.	Other Student Services	25 - 26
	Guidance Counselors	25
	School Psychologist	25
	Speech Clinicians	25
	Occupational Therapist	25
	Physical Therapist	26
	Special Education Parental Rights	26
	Inclusion	26
VII.	Meals	27
	Breakfast and Lunch Program	27
	Snacks	27
VIII.	Student Teachers	28
IX.	Civil Preparedness	28
	Fire	28
	Tornado	28
	National Emergencies	28
X.	Emergency Closing of Schools	29
XI.	Acknowledgement of Receipt of Handbook	30

District Calendar

ECC
Calendar

Board of Education

Greg Fenster	Susan Walston
Seth Konkell	Barb Walters
Mike Alexander	Glenn Crum
Phil Harris	

Dr. Perry McCabe, Treasurer

Debbie Coleman, Clerk

District Mission Statement

The mission of the Haysville Public Schools, through professional learning communities, is to provide effective instruction so all students learn and achieve to high levels.

Central Administration

Dr. John Burke, Superintendent

Ms. Diane Gross, Assistant Superintendent of Curriculum

Mr. Bruce Petersen, Director of Personnel

Mrs. Becky Cezar, Director of Special Education

Dr. Perry McCabe, Assistant Superintendent of Business and Finance

Mrs. Sandy Bradshaw, Community Relations Coordinator

Administration Building Phone Numbers

Superintendent's Office	554-2200
Curriculum Office	554-2205
Business Office	554-2201
Information Services	554-2203
Food Service	554-2219
Special Education	554-2222
Central Supply & Maintenance	554-2210
Transportation	554-2213

Early Childhood Center Mission Statement

The Haysville Early Childhood Center is committed to providing an effective learning environment for young children and their families.

Early Childhood Center Staff

Carla Heintz, Building Coordinator
Jennifer Schroeder, Secretary

Preschool Teachers

Carolyn Brown
Mandi Bennett
LeAnn Kruckenberg
Christi Holt
Suzan Lightbody
Helen McLean
Helen Metzen
Tammy Ricke
JoAnn Shipman

Para-Educators

Tammy Carman
Dana Collier
Nancy Gunter
Becky Hackney
Ginger Hoppock
Paula Hying
Becky Mendenhall
Marilyn Winter

Support Staff

Nicole Bates, Speech/Language Pathologist
Kristen Freed, Occupational Therapist
Sue Voigt, Physical Therapist
Teresa Moritz, Occupational Therapist
Hilary Waters, Speech/Language Pathologist
Nicole Petersen, School Psychologist

Custodians

Elvira Funk
Sharon Young

ECC Philosophy

We believe that children are successful learners when they are able to explore their environment and use hands on activities. As educators we must incorporate learning into daily routines and activities in order to develop the whole child, physically, emotionally, socially and intellectually laying the groundwork for a solid educational foundation. Learning in early childhood must be active and interactive. Our staff is committed to meeting each child at their level and challenging them to learn and grow at each individual's optimum rate.

We believe that parent involvement is crucial to children's success. In order to support that we have incorporated numerous ways parents can be involved in our center to learn and grow with their child.

Program Goals

ECC staff will make a minimum of 2 home visits to every child's home and leave activities and ideas for the parent to help their child at home during the school year.

Each classroom will use technology to instruct the standards throughout the school year.

Each classroom will use brain compatible strategies daily to increase student's learning throughout the school year.

After each conference attended staff members will share information with their colleagues to increase staff awareness of current research and best practices in early childhood.

Family Educational Rights and Privacy Act

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, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- ◆ The right to review and inspect all of your educational records except those, which are specifically exempted.
- ◆ 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 other persons will occur only if:
 - ✓ We have your prior written consent for disclosure;
 - ✓ The information is considered directory information and you have not objected to the release of such information; and
 - ✓ Disclosure without consent is permitted by law.
- ◆ The right to request your educational records can 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.
- ◆ The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 261 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, MES, Room 4074, Washington, D.C. 20202.
- ◆ The right to obtain a copy of USD 261 policies for complying with FERPA. A copy may be obtained from the superintendent of schools.

Availability of Asbestos Plan

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the Director of Facilities located at the Service Center, 1745 West Grand, Haysville, KS 67060.

Policy on Handling Problems

The staff of the Early Childhood Center wants to work closely with families to provide the best possible early education for your child. Because it is our goal to maintain open communication between school and home we would like to outline steps you may take if you feel there is a problem with a staff member or a policy/procedural question.

1. If the difficulty is with a member of our staff, please speak to that staff member first. Often simply talking calmly to each other and maintaining open, honest communication can solve a problem.
2. If speaking to the staff member doesn't resolve the issue to your satisfaction, or it is a policy/procedural question, you may contact the building coordinator. Open, honest communication is critical. The coordinator may suggest a meeting between herself, the staff member involved and the parent.
3. If the problem is not resolved to your satisfaction, the building coordinator may ask the program administrator to hear your concern.

It is our goal to create a two-way partnership with families. Please know we want to meet the needs of your child and family as best we can.

Directory Information

USD #261 will be releasing information and photos to the media throughout the coming year of various school activities and programs. Under the Family Educational Rights and Privacy Act, disclosure without prior consent is permitted by law including the following directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, and photographs. You have the right to refuse to permit the release of any or all of the above information. If you refuse, you must give written notification to this effect to USD #261 Superintendent of Schools, 1745 West Grand, Haysville, KS 67060 on or before enrollment each school year. If refusal is not filed, USD #261 assumes there is no objection to the release of the information designated.

Student Information

Age Requirements

Child must be 3 years old and qualify for special education services to attend.

Child must be 4 years old on or before August 31, 2006 and meet the at-risk grant requirements to be eligible for the four-year-old program.

A certified birth certificate must be presented for verification at enrollment.

Enrollment Policy

Potential students must first meet the following four conditions: (1) the age requirements, (2) live in the Haysville School District attendance area or be a child of a district employee, (3) attend a Count Your Kid In screening clinic, and (4) meet the criteria provided by the state for the at-risk program, or qualify for special education services.

Five Year Old Students

Our policy is to accept preschool age children (three or four years old). Each year we have a waiting list and our goal is to give as many children in that age category the opportunity to attend preschool as possible. Children who are age five on or before August 31 are eligible to attend kindergarten as stated in the Kansas School Board guidelines. It will be our policy to follow those guidelines. It is a parent's responsibility to seek other options if the parent chooses not to send a child to kindergarten.

Special education students and students with exceptional needs will be considered on an individual basis to remain at ECC. A recommendation must be made by the teacher and agreed upon by the child study team before retaining a student will be considered.

Early Childhood Center Hours

AM Session 9:00 – 11:30 (classroom entrance is allowed after 8:50)

PM Session 12:30 – 3:00 (classroom entrance is allowed after 12:20)

*Breakfast 8:30 – 8:50 (students should be in room B-14 by 8:25)

*AM Lunch 11:30 – 11:50 (students should be picked up by 11:55 in the cafeteria)

*PM Lunch 12:00 – 12:20 (students should be in room B-14 by 11:55)

*Participation in the breakfast/lunch program is optional for ECC students.

Parents **DO NOT** leave students unattended in the breezeway. Be sure a staff member is on duty and sees the child before you leave.

Parent / Family Participation

Parents, family members and other caregivers are partners with the Early Childhood Center in providing educational experiences for children. All are welcome to visit the Early Childhood Center at any time. Visitors must sign the visitor registration sheet in the school office. The visitor will be recognized by the teacher and may be introduced by the child being visited. The teacher will then continue with the regular class routine.

If a parent/guardian desires a conference or wishes to plan a special activity for the class, arrangements should be made to meet with the teacher before or after school hours. (An exception to this is a planned group session) Visiting children will be allowed only when accompanied and supervised by an adult.

There are many different ways to be involved in your child's education:

- ◆ Keep informed about activities. Read notes and newsletters.
- ◆ Be a classroom volunteer, share experiences and expertise.
- ◆ Plan special activities for the center with the Activity Committee.
- ◆ Volunteer to do office work, maintain an Early Childhood Center bulletin board.
- ◆ Volunteer for field trips.
- ◆ Attend and participate in family activities.

Computers Use

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

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

Parents as Teachers Program

Parents as Teachers (PAT) believe that parents are the first and most important teachers their children will ever have. Research shows that the years from birth to three years are more important than any others as children develop the foundations for social, language, motor and intellectual development that will enable them to be successful in school and in life. PAT strives to support and encourage parents in this important role by giving them developmental information and suggestions of ways that a child's learning can be nurtured from birth.

The USD #261 Parents as Teachers program supports parents through the following activities:

- ◆ Monthly home visits where a PAT educator does age-appropriate activities with children birth to three years. Information on activities parents can do to help their child develop during these important years will be given at home visits. PAT educators may also offer information in response to any special concerns a parent may have.
- ◆ Weekly play groups or other special activities are held, providing new and different experiences for PAT children. These activities allow them to interact socially with other young children. During play group parents have an opportunity to share ideas and concerns with other parents of similar aged children.
- ◆ Parenting classes, special speakers and make-it and take-it sessions are activities designed specifically for parents of young children.
- ◆ Developmental screenings at ages 1, 2, and 3 are done in the privacy of your own home. They are used to give parents additional information on how their child is developing.
- ◆ A newsletter is mailed monthly from September through May and once in the summer. The newsletter gives parents information on play group and activities as well as additional suggestions of ways a child's learning can be enhanced.

There is no cost to participate in Parents as Teachers. Anyone in USD #261 with a child from birth through 3 is invited to be a part of PAT. Our center is located at 126 Stewart. If you would like more information on the program or want to participate in Parents as Teachers, contact our office at 554-2303.

Discipline Plan

The Early Childhood Center works closely with parents to provide continuity between home and school regarding discipline issues. Please discuss with your child's teacher the discipline routine used at home. The following steps will be taken by our staff in dealing with student discipline unless otherwise noted.

- If the child's behavior is acceptable for him/her to remain in the classroom:
 - Redirection of the child's activities
 - Verbal warning with redirection
 - Thinking time to reflect on their actions

- Contact parent to discuss the development and implementation of a behavior plan
- Contact parent to discuss further plans if the child's behavior puts other children at risk.

Occasionally a child's behavior is too disruptive for them to remain in his/her classroom. If this occurs, the child will have time out in the office. If the behavior puts the child or other children at risk, a Mandt trained individual will then restrain the child until the child regains his/her composure and can rejoin his/her class. The parent or guardian will be contacted, if this occurs.

Latchkey Program

Latchkey services are not available at the Early Childhood Center.

Attendance

A growing rate of absenteeism is one of the five critical problems in the schools today. Regular school attendance is strongly encouraged. Your child's continued success in school is contingent upon daily participation in classroom activities. Excessive absences will be addressed by the Early Childhood Center staff and could result in dismissal from the program.

A parent should call the Early Childhood Center office at 554-2233 to report an absence by 8:30 a.m. for morning students and 12:00 p.m. for afternoon students.

Release of Student during the School Day

In recognition of the responsibility of the school district to parents for the health, welfare and safety of students, building administration will not release a student during the school day to anyone except the student's lawful custodian as defined by Kansas law, and whose identification is verified to the satisfaction of the administration or upon written or verbal request of the administration. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBH and JBH-R.

A custodial parent/guardian, taking a child from the building during school hours, must first go to the school office and provide proper identification (if not already known). We release students **ONLY** to people authorized to pick up the child.

Please notify the teacher in writing or by calling the office if someone other than the usual person will be picking up your child upon dismissal. This will eliminate confusion at dismissal time, please let your child's teacher know prior to dismissal.

Student Arrival and Departure

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

Teachers are preparing materials to provide your child with the best possible instruction and experiences. Morning students are not allowed to enter their classroom until **after 8:50 a.m.** Afternoon students are not allowed to enter their classroom until **after 12:20 p.m.** Parents are responsible for the supervision of their child until then. Morning students should be picked up by 11:30 a.m. and afternoon students should be picked up by 3:00 p.m.

Morning students not picked up by dismissal time will be taken to lunch at Freeman Elementary School. Parents will be responsible for payment of the lunch charges.

The only exceptions made to the above mentioned arrival and dismissal times are for those students participating in the breakfast/lunch program. Please review the Early Childhood Center hours on page 9 carefully for breakfast and lunch times. If you have any questions, please call the ECC office at 554-2233.

Drop-Off Procedures

Please park your car and walk your child into their classroom. **PLEASE make sure you walk your child into class and do not park in the fire lane.** Staff will be on duty outside their classroom doors 10 minutes before classes begin. Before that time teachers are preparing for the day and may not be in the classroom. We do not want children in a classroom or the hallways unsupervised. If you arrive late please check your child in through the office and walk your child to his/her class.

Parking

We acknowledge the fact that we have limited parking spaces for our preschool facility. If no parking is available we encourage you to circle through the parking lot and back out on to Meridian until a space becomes available or move to an alternative lot. Please do not park in the fire lane or driving lane as it blocks the parking lot and is a hazard for small children who cannot be seen walking between cars.

Parking is available in the following locations:

- Large Lot -- South of Freeman Elementary School.
- Large Lot -- West of the Central Administration building
- Very Small Lot -- East of the Early Childhood Center

Only district transportation vehicles are to use the small parking lot by the north entrance to the Early Childhood Center.

Animals and Plants in the School

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes only.

Parties

There are four scheduled parties during the school year (Fall Celebration, Thanksgiving Feast, Winter Celebration, and Friendship Celebration). The teachers will ask for volunteers to help with these.

Parents choosing to bring refreshments to school to honor a child's birthday may do so. An agreement or arrangement between the parent and the teacher should be scheduled in advance.

Damage to School Property

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

Field Trips

Field trips, an integral part of the curriculum, are permissible and authorized by the Board of Education. Due to car seat requirements, only four-year-old students are allowed to ride the buses on field trips at the Early Childhood Center. Parents will receive information prior to each trip and must sign a field trip consent form. This form must be received before the student is allowed to go on the trip.

Gifts

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

Progress Reports

In order to document each individual's progress, student portfolio folders will be created for each child. These folders document your child's progress of age-appropriate developmental skills, writing development, social skills, problem solving skills, and communication. They show your child's progress over time. At the end of preschool the folder demonstrates growth and development of your child through their work samples, pictures, and photos. This information is shared with parents three times during the school year (in the fall, the end of January, and in the spring).

At the end of the four-year-old preschool year, a few items will be selected from the folder to send on to the child's kindergarten teacher. This information will be placed in the child's district folder. The remaining items will be sent home to parents.

Transition

As children move from preschool to kindergarten, we want this transition to be as smooth as possible. During the spring of your child's four-year-old preschool year, his/her neighborhood school will be identified and the principal will be notified. Parents will be notified regarding Kindergarten Round-up times.

If your child has an Individualized Education Plan (IEP), more individualized planning will take place. During the spring of his/her preschool year, a transition meeting will be held. At this meeting all preschool staff who worked with your child, support staff (speech clinician, occupational therapist, physical therapist, etc.), the kindergarten teacher for the upcoming year, and parents, are invited to attend the meeting to discuss the child's accomplishments and needs to be successful in their new school.

Students Who Move

Students who move and transfer to another school district need to check out through the office. Please notify the office prior to the last day of attendance. You may have a refund due and forwarding information is helpful.

Instructional Fees

2 day students	\$ 60.00
3 day students	\$ 90.00
5 day students	\$150.00

Snack Fees

2 days	\$20.00
3 days	\$30.00
5 days	\$50.00

Payment Policy

Fees are payable at enrollment time in August. A payment plan is available if necessary ($\frac{1}{2}$ of the fees are due at the time of enrollment, the remainder of the fees are due by November 1st).

Refund Policy

Students who move or drop from our program during the school year are to check out through the school office prior to the last date of attendance. This will allow us the time to complete all necessary paperwork and inform you of a possible refund.

Materials and Supplies

Backpack	Clorox disinfecting wipes
Crayola crayons (24 count)	4 large glue sticks
Paper towels	Scissors – Fiskars for Kids
Large box of Gallon Ziploc bags (Boys)	Crayola washable markers
Large box of Quart Ziploc bags (Girls)	Watercolor paint set
Large box of wet wipes	Kleenex

Student Regulations

Sexual Harassment

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

Sexual harassment defined as 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:

- ◆ Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;

- ◆ Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- ◆ 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.

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

Racial Harassment

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

Racial Harassment shall include, but not be limited to:

- ◆ Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities, or privileges provided by the recipient.
- ◆ Harassing conduct (e.g., physical, verbal, graphic, or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
- ◆ Treatment, which effectively causes, encourages, accepts, tolerates, or fails to correct a racially hostile environment.

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

Suspension and Dismissal from Program

Any student found guilty of any of the following may be suspended or dismissed from the ECC Program by the Board of Education or its designee:

- ◆ Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- ◆ Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- ◆ Conduct which substantially impinges upon or invades the rights of others, or
- ◆ Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- ◆ Disobedience of any order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Drug Free Schools and Communities Act

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

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials.

Tobacco Products

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

Weapons

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

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

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

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

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

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

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

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

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

Facsimile or replica of a deadly weapon is considered under this policy if used in a threatening, intimidating, violent or improper manner.

Examples of facsimile or replica weapons include, but not limited to: water pistols; cap guns; or any “look-alike” weapon.

Student Health Services

Health Nurse and Health Aides

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

A registered nurse or health aide will be employed as required. A health aide is not a registered nurse, but is a person with some knowledge of health problems. The nurse/aide will help maintain health records and check students referred by teachers.

Accident and Illness

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

- A. Parents are immediately contacted.
- B. The student is under the direct care of the school health aide until the parent can be reached.
- C. If the parent or relative cannot be contacted in case of severe illness or injury and the name of the family doctor is known but cannot be reached, the service of the county rescue squad and/or the sheriff's office is enlisted.
- D. Students who exhibit symptoms of illness should not be sent to school. Health aides or the school nurse reserve the right to decide whether a student should remain in school.
- E. The school district's policy is that if a student feels too ill to remain in class, the parent or guardian is expected to pick up that student at school as soon as possible.
- F. No student will be taken or sent home until the parent or another designated responsible person is contacted at home or at work. The parent/guardian must leave a telephone number of a relative or neighbor to be contacted when the parent/guardian cannot be reached. However, the parent/guardian must be sure the person whose number is given is aware of this responsibility.
- G. On the first day of an absence, parents should notify the school. If the student is absent due to a diagnosed communicable disease, please notify the school when reporting the absence. The Early Childhood Center telephone number is 554-2233.

Communicable Disease Regulations

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

Public Health Regulations for the Control of Communicable Diseases:

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

A. Wichita-Sedgwick County Health Department

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

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

- (1) Streptococcal infections, including strep throat: Excluded until 24 hours after appropriate antibiotic therapy has begun or for duration of symptoms, if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy may cause permanent damage.
- (2) Ringworm of the skin and scalp: Excluded until child has been under active treatment by physician for the period of time deemed necessary.

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

A. Measles: Excluded until seven (7) days after rash appears.

B. Chickenpox: Excluded until seven (7) days after first eruptions.

C. Mumps: Excluded for nine (9) days from onset of illness or until swelling is gone, whichever is longer

D. Rubella (German measles): Excluded until five (5) days after appearance of rash.

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

F. Trench Mouth: Excluded until appropriate antibiotic therapy has begun or for duration of symptoms.

G. Scabies: Excluded until adequately treated with medication. To be readmitted when:

(1) School nurse or other school personnel designated by such are satisfied that adequate treatment has been given, or

(2) When free of signs and symptoms, or

(3) When certified in writing or by telephone call to the school nurse or principal, by the attending physician, that the student is under treatment and deemed to be non-infectious. (Student may be allowed to continue attendance if proper treatment is immediately instituted.)

H. Pediculosis (Head Lice): Excluded until treatment has begun. To be readmitted:

(1) When school nurse or other school personnel designated by such are satisfied that effective treatment has begun, and

(2) When free of lice or nits,

(3) If untreated adequately and effectively as soon as discovered, child may not need to be excluded, however, retreatment in 8 to 10 days is generally recommended, although exclusion should not be necessary in the interim.

I. Impetigo: Excluded until under medical treatment by a physician.

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

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

Dispensing of Medication

1. School nurses, health aides or school personnel designated by such do not administer medications of any kind except to students on continued medication who have specific orders from their physicians or dentists. The medications must be in prescription containers for a specific student for whom the medication was

ordered, and be accompanied by a written note from both the student's physician or dentist and legal guardian(s). It is the lawful custodian's responsibility to assure that the medication and dosage in the container is the same as is described by the label. The lawful custodian can call the doctor for instructions for medication to be given at school, have the doctor's office call the Health Aide with verbal instructions and then have the doctor's office send the written instructions to school. The written statement will be kept on file at the school for the duration of the stated treatment. Long-term treatment shall be updated annually. A change in medication dosage requires a new written notification with the attending physician's signature.

2. The medications must be kept in a locked cupboard and administered by the school nurse, health aide, or school personnel designated by such.
3. The administration of aspirin or other non-prescription (over the counter) medications shall not be practiced by school nurse, health aides, or school personnel designated by such.
4. The doctor or dentist and legal guardian(s) should understand that the school will only be custodians of the medication, and are not to be liable for the student appearing at any specific times to take the medication.
5. The school nurse, health aide, or school personnel designated by such will keep a log concerning the dispensing of designated medication.
6. At no times are students, pre-school through twelfth grade, allowed to have any kind of medications, including non-prescription (over the counter) medicines, on their person, in a purse, in a locker, or on school premises except when enroute to the health room or in leaving school.
7. Anyone found with medications, including non-prescription (over the counter) medication not taken to the health room, will receive disciplinary action from the school.

Immunization Requirements

1. Kansas Department of Health and Environment requires all children fifteen (15) months to four (4) years of age to provide proof of having received at least the following immunizations prior to admission to and attendance at school:
 - A. Four (4) doses of DTP (diphtheria, tetanus, pertussis), DT or TD with at least four (4) weeks between the first, second and third doses, and at least (6) months between the third and fourth doses.
 - B. Three (3) doses of polio with at least six (6) weeks between each dose.
 - C. One (1) dose of the MMR (measles, mumps, rubella) on or after the first birthday.

2. The Kansas Department of Health and Environment requires all children 5-18 years of age to provide proof of having received at least the following immunizations prior to admission to and attendance at school.
 - A. Five (5) doses of DPT (diphtheria, tetanus, pertussis), DT or TD with at least four (4) weeks between the first, second and third doses, and least six (6) months between the third and fourth doses. *If the last dose was given before the fourth birthday, one more dose is required, unless six (6) doses have been given.* A ten-year TD booster is then needed.
 - B. Four (4) doses of polio with at least six (6) weeks between each dose. If the last dose was given before the fourth birthday, one more dose is required.
 - C. Two (2) doses of MMR (measles, mumps, rubella) on or after the first birthday.

In order to meet the immunization requirements, each individual dose for each type of immunization must be recorded for school entry. Your doctor or the Health Department needs to sign and date each immunization recorded.

Inoculations

The Board of Education requires that all students in Unified School District 261 shall provide the superintendent or his designated representative proof of immunization of disease as required by Kansas State Law.

Students who fail to provide said documentation as required by law may be suspended or dismissed from the program by the superintendent or his designated representative until proof of immunization is given to the appropriate administrator.

Physical Assessment

In addition to the required immunizations mentioned above, as of May 5, 1994, a health assessment is now required for school entry for children ages 8 and under. This applies to children not previously enrolled in any Kansas school.

Other Student Services

Guidance Counselors

The Haysville Unified School District has guidance counselors serving its elementary population. The guidance and counseling program attempts to meet the social, emotional, and personal needs of the elementary school population. If a preschool student needs the services of a counselor, the ECC will use one of the elementary counselors.

School Psychologist

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

Speech Clinicians

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

Occupational Therapist

Occupational therapists provide services to children who exhibit significant delays in their sensory, visual, and fine motor skill development. Play is a child's occupation, and delays in any of these areas prevent them from successfully performing their 'job'. Specific skills may include scissors skills, prewriting skills, dressing skills, and being able to play appropriately with a variety of toys. These services can be provided both directly and indirectly. The therapist may work directly with a child in the therapy room, using special equipment and activities or in the child's classroom. Services provided indirectly would include working with a child's teacher to provide strategies for the child to be successful in their classroom.

Physical Therapist

Physical therapists provide services to children that demonstrate significant delays in their sensory and gross motor development. The focus of these services is to develop functional play skills that may include walking, running, jumping, ball skills, motor planning, and stair skills. These services are to be provided directly in the therapy room using special equipment and activities designed to meet each child's individual needs.

Special Education Parental Rights

The parents of children who are or may be exceptional have certain rights, which are guaranteed by state and federal law. These rights are available from the Director of Special Education at 1745 West Grand, Haysville, KS (554-2222) or the State Department of Education at 120 SE 10th Avenue, Topeka, KS (1-800-203-9462). Copies of these rights in Braille, audiotape, and in other language are available upon request. For more information about your rights, you may request a copy of the Parent and Professional Resource Manual: Active Participation in the Special Education Process from Families Together, Inc. (1-785-233-4777 or 1-800-264-6443).

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

Inclusion

The Early Childhood Center will be utilizing a team management approach to develop individual and group programs to meet the diverse needs of all children. A team approach will include the early childhood teacher, speech/language pathologist, occupational therapist, physical therapist, psychologist, administrators, and teacher assistant teaming together.

The special education component at the Early Childhood Center is based on an integrated/inclusion model. Disabled and non-disabled children are educated together to foster interaction between and among the children with/without disabilities. The program provides a wide array of interdisciplinary and special educational services to meet the needs of the identified children, while including the children without disabilities into organized and planned group activities.

Meals

Breakfast and Lunch Program

School Food Service is one of the nation's largest segments of the food industry. The purpose of the School Food Service is:

1. To provide nutritional meals.
2. To teach the importance of eating a variety of foods and develop sound eating habits.

Haysville Unified School District #261 participates in the National School Lunch Program, which means the local, state, and federal governments have established guidelines that must be followed to provide at least one third of a student's daily dietary requirements.

The cost for breakfast and lunch is subject to change. These prices will be available at the time of enrollment. Tickets for breakfast and lunch may be purchased weekly. Tickets for ECC students will be held in the Freeman Lunchroom. Money can be sent with the student and given to the teacher or mailed directly to Haysville Food Service, 1745 West Grand, Haysville, KS 67060.

Free or reduced meals will be offered to students who qualify. Applications are available at the Early Childhood Center.

Parents are responsible for transportation of students eating breakfast/lunch at school. The special education bus routes are lengthy and arrive just in time for classes. Students choosing to participate in the breakfast lunch program the times are noted below:

Breakfast 8:30 – 8:50 students should be in the breezeway by 8:25
IS Lunch 11:30 – 11:50 students should be picked up in the cafeteria by 11:55
PM Lunch 12:00 – 12:20 students should be in the activity room by 11:55

**Parents DO NOT leave your child unattended in the activity room.
Be sure a staff member is on duty before leaving.**

Snacks

All preschool students attending the Early Childhood Center will receive a snack during their session. Parents may send special snacks to school in celebration of birthdays or holidays but are asked to contact the classroom teacher prior to sending them for current information regarding food allergies, number of students in the class, etc.

Student Teachers

There will be times during the year when several of our rooms may be privileged to have student teachers from nearby universities for a few weeks and then gradually begin to assume some of the responsibilities of the class. About the last two weeks the student teacher will actually be in charge of nearly all the activities in the room. The regular teacher will be with the class at all times to guide the student who is learning to teach. All of our experiences with student teachers in Haysville have been excellent.

Civil Preparedness

Fire

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

Tornado

A total of three drills are held at school each year to acquaint students with procedures. One during the season of the year when there is general concern regarding tornado weather conditions, and two other times during the school year (a total of 3). Each school has developed plans to place students where the least likelihood of harm will occur.

National Emergencies

The school will cooperate with all authorized Civil Preparedness Agencies in their plans for the total community in the event of an emergency. Information concerning this can be obtained from the Director of Facilities at 554-2210 or the Community Relations Coordinator at 554-2200.

Emergency Closing of Schools

In case it becomes necessary to close the schools as a result of weather or an emergency, the following **radio stations** will carry the announcement:

KAKE	KKRD
KEYN	KRZZ
KFDI	KXLK
KRBB	

The following television stations will also be notified:

KAKE	KWCH
KSNW	KSAS

(home visit check list / receipt of parent handbook)
from staff handbook