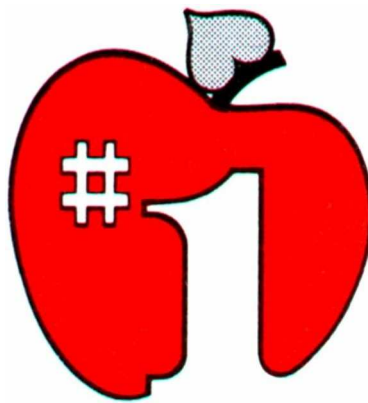


Hutchinson Public Schools District

Parent-Student Information Booklet



2010-11

Our mission
Today and tomorrow: committed to excellence for all.

July 31, 2010

Dear Parents and Students,

The Parent-Student Handbook is provided to all families of students who enroll in the Hutchinson Public Schools. It contains very important information about Board of Education policies, state and federal regulations and other information for students and families.

Rights of students and responsibilities of the school district are covered for several very important topics. Please keep this handbook for reference throughout the school year. If there are questions about any of the information contained in the booklet, please call the office of your school principal.

An understanding of your rights and responsibilities is an important part of your satisfaction with your school system. Please call on us when we can assist you in any way.

Jan Strecker,
Superintendent

District Mission Statement

Today and tomorrow: committed to excellence for all.

District Vision Statement

Hutchinson Public Schools are committed to providing an engaging learning community for our students, faculty and staff. We challenge our students to achieve the skills to live and work in the 21st Century, and to reach their full personal and academic potential. Excellence will be accomplished in a trusting, caring and cooperative environment.

District Beliefs

- All students are capable of learning.
- All students will learn, and the school district will be accountable for their learning.
- All adults in the schools shall be positive role models.
- The school district, the community and society are partners and share both the responsibility and accountability for quality education.
- Students and staff shall be lifelong learners.
- Everyone has the right to be treated with respect.
- Students learn best when taught by highly motivated, professional educators in a student-centered environment.
- The future success of all our students depends on the quality of education today.

USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or in access to or the use of its programs and activities.

Approved by BOE 6-28-10

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The Board of Education

Jeff Allen	663-2113	Betty Garcia	662-8673
Sarah Blake	664-9060	Mike Mendoza	663-1635
Joe Fangman	662-4467	Jeff Nichols	669-8351

Member Vacancy as of June 2010

Administration

Jan Strecker, Superintendent of Schools	615-4008
Donna Davis, Assistant Superintendent	615-4050
Randy Norwood, Executive Director for Operations and Support Services	615-5577
Rick Kraus, Executive Director for Human Resources and Continuous Improvement	615-4033
Lori Blakesley, Executive Director for Fiscal Management and Business Operations	615-4040
Linda Grote, Executive Director of Special Education	615-5502
Jeanne Stroh, Director of Elementary Education	615-4051
Larry Frederick, Director of Technology	615-4014
Diane Caton, Director of YouthFriends Program	615-4038
Ray Hemman, Director of Information Services and Community Relations	615-4029
Web Site	http://www.usd308.com

School Addresses and Phone Numbers

<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 Sherri Hart Asst. Principal Lance Lusk Asst. Principal David L. Patterson
Career and Technical Education Academy	800 15 th Circle	615-4121	Director David T. Patterson
HHS Day Care	1401 North Severance	615-5573	Heather Thompson
Hutchinson Middle School Eighth Grade	200 West 14 th	615-4800	Principal Mike Ellegood Asst. Principal Mark Thomas
Hutchinson Middle School Seventh Grade	210 East A	615-4700	Principal Mike Ellegood Asst. Principal Kevin Graham
<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 Denise Neighbors
Grabber Elementary	1600 North Cleveland	615-5050	Principal Jo McFadden
Hutchinson Magnet School at Allen	403 West 10 th	615-4900	Principal Bryan Cunningham
Lincoln Elementary	315 East Bigger	615-5100	Principal Pam Bevan
McCandless Elementary	700 North Baker	615-5150	Principal Glenn Owen Asst. Principal Cassie Sturgeon
Morgan Elementary	100 West 27 th	615-5200	Principal Rod Rathbun
Wiley Elementary	900 West 21st	615-5250	Principal Cindy Coopridger

Other Facilities	Location	Phone	Administrator
Administration Center	1520 North Plum	615-4000	Jan Strecker
Educational Service Center	700 East 13 th	615-5500	Linda Grote
Nutrition Services	815 West 4 th	615-5575	Jennifer Gardner
Hutcherson Center	330 Charles	615-5750	Chris Baird
Support Services Center	815 West 4 th	615-5575	Randy Norwood/ Bob Williams

School Hours		
Secondary	First Bell	Final Bell
Hutchinson High School	8 a.m.	3:24 p.m.
Hutchinson Middle School – 8	8:05 a.m.	3:15 p.m.
Hutchinson Middle School – 7	8:05 a.m.	3:15 p.m.
Elementary	School Start Bell	Final Bell
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 1-9 is Monday, August 23, 2010. The first day of school for Grades 10-12 is Tuesday, August 24, 2010. The first day of school for Kindergarten and the 4-Year-Old Program is Wednesday, August 25, 2010.

Secondary Schedules

Hutchinson High School		
	Monday, Tuesday, Thursday, Friday	Wednesday
Zero Hour	7 to 7:54 a.m.	7 to 7:54 a.m.
First Period	8 to 9:20 a.m.	8 to 8:50 a.m.
Seminar	No seminar	8:56 to 10:01 a.m.
Second Period	9:26 to 10:45 a.m.	10:07 to 10:56 a.m.
Announcements	10:46 to 10:56 a.m.	
Third period (includes lunch)	11:02 a.m. to 12:42 p.m.	11:02 a.m. to 12:42 a.m.
Fourth Period	12:48 to 2:03 p.m.	12:48 to 2:03 p.m.
Fifth Period	2:09 to 3:24 p.m.	2:09 to 3:24 p.m.
Passing times: 6 minutes		

Hutchinson Middle School	
Period	
First	8:05 to 9 a.m.
Second	9:04 to 9:49 a.m.
Third	9:53 to 10:38 a.m.
Fourth	10:42 to 11:59 a.m.
Fifth	12:03 to 12:48 p.m.
Sixth	12:52 to 1:37 p.m.
Seventh	1:41 to 2:26 p.m.
Eighth	2:30 to 3:15 p.m.

Attendance: General Policy

From Administrative Policy JBD-R: Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused absences

Absences for any of the following reasons shall be considered excused absences:

1. Confirmed Personal illness.
2. Medical, dental and other professional appointments which cannot be made outside of school.
3. Required court appearance.
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.

Significant Part of a School Day

Absence for two or more hours during the school day for elementary schools or one or more periods for secondary schools shall be considered a significant part of the day.

Make-Up Work

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

School Notification

Parents should call the school absence line each day of their child's absence unless other specific arrangements have been made between the parent and principal. A principal may require a doctor's note or other documentation for an absence.

Parental Notification

If parents have not contacted their student's school about an absence, school personnel will make a good-faith effort to notify the parent/guardian via a personal or automated telephone or email to the home phone of the parent/guardian.

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 Social and Rehabilitation Services; 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, 2010, to enroll in kindergarten. A birth certificate and immunization record, as required by the State of Kansas, 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, 2010, to enroll in first grade, unless the child has completed kindergarten in an accredited school. A birth certificate and immunization record, as required by the State of Kansas, are necessary for enrollment and must be on file before the student attends school.

Attendance: Excessive Absences

The district defines excessive absences as five days of absence during any trimester (either excused or unexcused). As soon as a student misses five days of schools during the period, it will be reported by the building principal or designee as an attendance concern to the District Attendance Officer. The only exception to this procedure is when the building principal has absolutely no doubt the absences were unavoidable (ie: hospitalization, valid co-curricular/extracurricular activities, etc.)

Attendance: Homework Makeup

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

Attendance: Release of Students during School Day

From Administrative Policy 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 parent.

Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student.

Attendance: School Closing Information

On occasion, school must be closed due to severe weather or other emergencies. Information about such closings will be sent to families via the AlertNow telephone system. The information also will be given to radio stations KWBW (1450), KHCC (90.1), KHUT (102.9) and KSKU (97.1) 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 aired on Cox Cable Channel 20. See also Emergency and Routine Notification via AlertNow.

Attendance: Tardies

Students are responsible for arriving to class on time.

Students are considered tardy if they are not in their assigned seat when the final bell rings for a morning or afternoon session in elementary school or for the start of a class period at Hutchinson Middle School or Hutchinson High School.

Consequences for excessive tardies are determined by the building principal. Refer to school handbooks for details.

Attendance: Truancy

From Administrative Policy JBE: The building principal or his/her designee shall report students who are truant from school to the appropriate authority.

Truancy is defined as being absent from school without a valid excuse (1) for three consecutive school days, or (2) for any five school days in one semester or (3) seven school days in any school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered to be absent on such school day.

Prior to reporting a student as truant to either S.R.S. (if the student is under 13) or the district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or person acting as a parent notifying them that the student's continued failure to attend school without a valid excuse will result in the student being reported as truant to the appropriate authority. If the child continues to be absent from school without a valid reason on the next day after

delivery of such notice or three days after the mailing of such notice, the truancy shall be reported as required by law and the report shall be accompanied by a certificate verifying the manner by which such notice was provided to the parent or person acting as parent.

USD 308 defines a semester as half a school year.

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 during the school year you move, please let the schools 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 its listservs for the different schools.

Advertising and Promotion in Schools

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

Political Campaign Materials

In order to further citizenship training, the Board encourages responsible use of political materials.

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.

Free Materials Distribution in Schools

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

Political Campaign Materials

Subject to the approval of the superintendent, each building principal shall establish rules and regulations governing the distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

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 Policies JR and JRB.

Advertising in the Schools

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited.

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 salmonellas), wolf-dog hybrids, stray animals, baby chicks and ducks (due to high risk of salmonellas 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 the veterinarian showing proof of current vaccination against distemper, hepatitis, leptospirosis, parainfluenza and bordatella. Cats must have a health certificate from the 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 supervisor of buildings and grounds 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 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.

Care of Textbooks and Library Books

When textbooks or library books are damaged or lost, the student or parent will be required to pay for the lost or damaged books 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 SRS 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 Policy JCE: The District is committed to maintaining a working and learning environment free from unlawful 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 to the building principal or District compliance coordinator for investigation and corrective action. Any student who engages in discriminatory conduct shall be subject to disciplinary action, up to and including 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. Director of Human Resources, 1520 North Plum, Hutchinson, KS 67501, is the District's designated compliance coordinator with respect to compliance with non-discrimination 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.

Students who believe they have been discriminated against may file a complaint with the building principal, another District administrator, guidance counselor, or other District employee. Any District 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.

Any student complaint of discrimination shall be resolved pursuant to the District's discrimination complaint procedures.

Complaints: From Parents and the Public

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 Officer (PIO). The PIO will, in turn, refer the issue/concern back to the appropriate principal or supervisor for resolution. The PIO 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 happy with the resolution.

Formal Complaint

When a patron wishes to file a formal complaint against the school district or against an employee of the school district, the patron may do so on the form provided by the school district. The complaint will be researched at the level where the complaint originated. The appropriate administrator will forward an explanation of how the complaint was resolved to the Public Information Officer. If the complaint cannot be resolved at this level, the administrator will send a copy of the formal complaint to the Public Information Officer for further study and resolution.

Complaints: Students about School Rules

From Policy JCE: Complaints About School Rules

Any student may file a complaint with the building principal concerning a school rule or regulation as applied to the student. Such complaint shall be in writing, shall be filed within 20 days after the date of the contested application of the rule or regulation, and shall 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.

Corporal Punishment

From Policy 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 AlertNow 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></p> <p style="text-align: center;">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;">Shelter in place</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 and tornado drills will be held regularly as required by law. A lock-down and evacuation drill will be practiced yearly.

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.

Elementary 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.

<u>Essential Supplies</u>	K	1	2	3	4	5	6
Small plastic school box with lid	X	X	X	X			
Pencil/pen zippered bag					X	X	X
Crayons (Crayola® 24-count preferred)	X	X	X	X	X	X	X
Plain pencils, No. 2 lead	X	X	X	X	X	X	X
Scissors, 5-inch, pointed, metal (Fiskars® brand preferred)	X	X	X	X	X	X	X
Large erasers (pink/green)		X	X	X	X	X	X
12-inch wooden ruler, combination English and metric				X	X	X	X
Glue, bottle of white, or glue stick (Elmer's® preferred)	X	X	X	X	X	X	X
Wide-lined notebook paper, three-ring (no narrow-lined paper)				X	X	X	X
Spiral notebook, wide-lined, single subject		X	X	X	X	X	X
School bag or back pack	X	X	X	X	X	X	X
Facial tissue (two boxes)	X	X	X	X	X	X	X
Low-odor dry erase markers for student use (Expo® preferred)		X	X	X	X	X	X
Highlighters (yellow)			X	X	X	X	X
Colored pencils (box of 24)				X	X	X	X
<i>Athletic shoes required for physical education</i>							

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

Emergency and Routine Notification via AlertNow

Hutchinson Public Schools uses the AlertNow telephone system to notify parents of both emergency and routine matters. AlertNow allows the district to contact its 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.

If the call is an emergency, caller ID on the receiving phone will show up as "411." If it is a more routine matter, it will show up as the main telephone number of a school building.

Generally, when school is closed, parents can expect to receive an AlertNow 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 AlertNow 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 AlertNow is only as effective as our student information database is accurate, it has become critical for parents to notify their schools when telephone numbers change. Please contact your school secretary anytime a telephone number changes.

ESOL Requirements

The home language survey is used by the district to identify students for the **E**nglish 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 normed 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.

Gifts: General

From Administrative Policy 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

All gifts, including cash, presented to the school should be received in the following manner:

Those gifts, including cash, which have a value of \$100 or more, are to be presented to the Board of Education at a scheduled meeting.

The Board of Education delegates the responsibility for accepting gifts, including cash, of less than \$100 to directors, department coordinators or building administrators. All cash contributions shall be handled in accordance with acceptable accounting procedures and be subject to audit.

The Board of Education reserves the right to accept or reject any gift.

Grading Scale

Grading Scale for Grades 4-12

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 = U or F

Parents with students in grades four through 12 may access daily grades and attendance through PowerSchool.

K-3 Performance Levels

4 = Advanced: Exceeds grade level essentials/state standards

3 = Proficient: Meeting grade level essentials/state standards

2 = Basic: Making progress towards grade level essentials/state standards

1 = Below: Progress is not being made

X = Not assessed at this time

Harassment: Sexual Harassment

From Administrative Policy JGEC: Sexual harassment is unlawful discrimination on the basis of sex which is prohibited under Title IX of the Education Amendments of 1972, under Title VII of the Civil Rights Act of 1964, and under 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 includes unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a school employee 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, requests for or suggestions of sexual activity, repeated remarks with sexual or demeaning implications, 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.

It is a violation of this policy for any student, employee or third party including but not limited to visitors, vendors, contractors' employees and others to sexually harass any student, employee, or other individual associated with the school. It also is a violation of this policy for any employee, student or third party to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint of a violation of this policy.

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, a 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 superintendent. The building principal or superintendent 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 warrant disciplinary action under other district policies.

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 and school administrators who fail or refuse to investigate complaints of sexual harassment may be subjected to disciplinary action up to and including termination of employment.

If a complaint involves possible criminal activity or child abuse, the substance of such complaint shall be reported to appropriate law enforcement or to the Department of Social and Rehabilitation Services as required by law. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced against the district's obligations to conduct a thorough investigation, to take appropriate corrective action or to provide appropriate due process proceeding in accordance with law and district policies.

Any act of retaliation against any person who makes a complaint of sexual harassment or against any person who offers testimony or assists or participates 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 in the case of students and termination of employment in the case of district employees. In the event a complaint of sexual harassment is made falsely or maliciously, the complainant may be subject to disciplinary action up to and including expulsion, in the case of a student complainant, and termination of employment in the case of an employee complainant.

The policy shall be published in student, parent and employee handbooks and otherwise distributed as directed by the superintendent. Notification of the policy shall be included in the school newsletter or published annually in a newspaper of general circulation in the district.

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 Policy JGC: All students up to the age of nine shall submit the results of a health assessment conducted by a qualified nurse, physician or person acting under the direction of a physician within 12 months prior to entering kindergarten or before enrolling in the district for the first time. Such health assessment shall be confidential and shall not be disclosed except as permitted by law.

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 requirements for and the availability of health assessments and inoculations as required by law.

Health: Medications at School

Administered by Staff

From Administrative Policy JGFGB: The diagnosis and treatment of illness and 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 person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or, in the case of nonprescription medications, upon parents' written request.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. 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 and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting 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 on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator 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.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. 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 medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Medications will not be administered to students at school unless a completed and signed Parent Request to Administer Medication, Form 709b or Form 709c, is on file in the school office. The forms also are available at <http://www.usd308.com/page.php?id=87>. Medications may then be administered to the student by the school nurse or a staff member designated by the school nurse. The medication shall be administered in accordance with the times, dosage and duration noted on Form 709. Before any medication is administered, approval must be given by the school nurse. Whenever medication is administered, a notation must be made immediately on the School Medication Log, Form 730.

All medications kept at school will be reviewed on a regular basis by the school nurse. Parents will be notified by the school nurse regarding out-of-date medication. Such medication will not be given at school. The school nurse and the parents will mutually decide upon disposition of the out-of-date medication.

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/FORMS/form-ppe.pdf>.
2. Get a physical examination on or after May 1, 2010, from physician and have physician sign the form.
3. Parents read and sign parental permission side of form.
4. Turn form in to school office.

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

Health: School Immunizations

From Administrative Policy 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 [K.S.A. 72-5209]. Evidence of booster shots in accordance with the regulations of the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable provisions of Kansas 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. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

At the beginning of a school year, the district 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 prevention.

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

Each principal shall forward evidence of compliance with the inoculation law to other schools or other 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 2010-11 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations.

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

- Diphtheria, Tetanus, Pertussis (DTaP): Five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. Booster dose of Tdap required at 7th grade if more than 2 years since previous dose of Td.
- Poliomyelitis (IPV/OPV): four doses required. Three doses acceptable if dose 3 given on or after the 4th birthday.
- Measles, Mumps, Rubella: two doses required.
- Hepatitis B: three doses required through grade 10.
- Varicella (chickenpox): two doses required for Kindergarten and grade 1; one dose required grades 2-10 unless history of varicella disease documented by a licensed physician. Two doses are currently recommended by the ACIP for all ages.
- Haemophilus influenzae type b (Hib): three doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the type of vaccine and the age of the child when doses given.
- Pneumococcal conjugate (PCV): four doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.
- Hepatitis A: two doses required for children less than 5 yrs of age in early childhood programs.

Detailed school immunization requirements by age group are listed on the 2-1-10 version of the Kansas Certificate of Immunization (KCI). http://www.kdheks.gov/immunize/download/KCI_Form.pdf.

In addition to the immunizations required for school entry listed above, the 2010 ACIP recommendations also include the following for school children:

- Meningococcal (MCV4): one dose recommended at 11 years of age; not required for school entry.
- Human Papillomavirus (HPV): three doses recommended for females and males at 11 years of age and provisionally recommended for males at 11 years of age; not required for school entry.
- Influenza: yearly vaccination recommended for all ages > 6 months of age; not required for school entry.

The complete Advisory Committee on Immunization Practices recommendations can be found at: <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>.

Health: Dental Examinations

Each year dental inspections are performed in the school. Follow-up checks are performed on students who have been recommended for dental work.

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

Although regular school attendance is important, it is equally important for students to stay home when ill. Students are to remain at home until they are fever free for 24 hours. If a child is determined to have 99.6 degrees of temperature at school, he/she will be sent home after contacting the parent or guardian. 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.

Insurance: Private Vehicle

Insurance is required on all private vehicles used to transport students on school-sponsored trips. An Insurance Coverage Report (Form 174) must be completed each year and be on file in the principal's office at your school before a private vehicle can be used to transport students on a school sponsored trip. The form may be obtained at your school office. A photocopy of the driver's valid operating permit shall be attached to Form 174. Form 174 is available at <http://www.usd308.com/page.php?id=87>.

Insurance: Student

Families are responsible for carrying public or private health and dental insurance on their students. District/KSHSAA insurance plans for students for activities and classroom activity 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 and district insurance, catastrophic insurance is provided to students in grades 7-12 who may be injured in athletics as a result of participation in an interscholastic school activity sponsored by the KSHSAA. This insurance is a supplement to regular insurance carried by parents on a student. This insurance has a deductible of \$3,500 and a limited lifetime maximum medical benefit for permanent injury. Claim forms are available at the high school or middle school activities offices or from the district Business Office.

For all other students, grades K-12, who do not participate in interscholastic activities or athletics, the catastrophic insurance plan has a \$10,000 deductible which supplements regular medical insurance carried by parents for their student and provides coverage for an injury sustained in such supervised school activities. Claim forms are available at the high school or middle school activities offices or from the district Business Office.

Insufficient Funds Checks

Due to the volume of uncollectible checks that the district receives, the USD 308 has contracted with the Federal Automated Recovery Systems (FARS) for the electronic collection of checks returned for insufficient funds (NSF).

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 a fee through an electronic fund transfer from your account if your payment is returned unpaid.

All checks that are currently past due will also be recovered through this process if not paid in full by the start date of the program on July 1, 2008.

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 state set off program for collection.

If there are any questions, please contact the USD 308 Business Office at 615-4000.

Law Enforcement: School Resource Officers

In a cooperative program with the Hutchinson Police Department, school resource officers have been assigned to the district. One officer serves the elementary and middle schools and a second officer serves Hutchinson High School.

These officers are available to work with students. You may contact the SRO through school offices.

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

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by U.S. Department of Education funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not funded by the U.S. Department of Education, parents must be given direct notification of the survey through a school newsletter or e-mail and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance

and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as the following:

- College or other postsecondary education recruitment or military recruitment.
- Book clubs, magazines and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

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.

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 periodically do unannounced seat belt patrols near schools on private vehicles, enforcing state seat belt laws.

Site Councils

Each school in the state of Kansas has a council of representatives from its school and community to serve in the interest of the education of its students. The group represents parents, patrons and school employees. The council is advisory in nature. Adoption of policy and procedures remains the direct responsibility of the superintendent and the Board of Education. Regularly scheduled site council meetings will be held during the school year.

Skates/Skateboarding at Schools

Skateboards and skates are not allowed at elementary school during the school day. Each secondary school has its own rules governing skating and skateboarding. Check those school handbooks for more information. Any shoe with wheels is prohibited at schools.

Statement of Non-Discrimination

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, Executive Director for Human Resources, 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.

Linda Grote, Executive Director of Special Education, 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, Executive Director for Human Resources, 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 Policy JCDA: Rules governing the conduct of students on school premises, at school-sponsored or school-related events shall be approved by the Superintendent, filed with the State Board of Education and published in student handbooks which shall be distributed to all students at the beginning of each school year. Violation of such rules by students may result in disciplinary action in accordance with District policies and procedures (See Student Conduct: Suspension and Expulsion Procedures)

Student Conduct: Alcohol and Illicit Drugs Prohibited

From Administrative Policy JDDA: 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 Title IV, Part A, Subpart 1 of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001, Public Law 107-110.

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 or use illicit drugs, controlled substances, controlled medications (other than in accordance with a currently valid prescription therefor) or alcoholic beverages on in school, on or in any district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and shall also be subject to disciplinary action up to and including suspension and expulsion.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy shall be construed to limit 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 list of available programs along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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 Policy JDDC: The Board of Education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

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

suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

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, employees and, to the extent possible, Third Parties, to discourage and prevent bullying and shall include appropriate community involvement as approved by the Board. Students, employees and Third Parties who engage in conduct prohibited by this Policy shall be subject to disciplinary action in accordance with District policies and procedures. (Policy JDDC)

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

"Bullying" is defined by K.S.A. 72-8256 as (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

(B) cyberbullying; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "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.

USD 308 also defines bullying to include conduct which constitutes hazing, harassment, intimidation and menacing as defined in this policy

"District Facility" includes the District's schools, vehicles and other facilities owned, leased or used by the District, and other property and facilities at which District students or employees 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 employees 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.

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.

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.

1. Students shall obey the driver at all times.
2. Students shall be on time.
3. Students shall stand behind the curb away from the roadway while waiting for the bus.
4. Students shall not smoke, eat or bring animals or glass containers onto the bus.
5. Students shall talk with the driver only when necessary.
6. Students shall respect the rights and property of others.
7. Students shall speak with a quiet voice.
8. Students shall keep all body parts inside the bus.
9. Students shall not throw any objects out of the bus window.
10. Students shall remain seated when the bus is in motion.
11. Students shall remain seated and quiet at all railroad crossings and stops.

Bus Conduct Consequences

First Write-up: Warning and Detention

Second Write-up: Off the bus for one week

Third Write-up: Off the bus for the rest of the trimester or year

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 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

Students who initiate, advocate or promote activities that disrupt school will not be tolerated. This includes, but is not limited to, the student's type of dress, apparel, behavior, written communication, symbols and gestures. Students who confirm gang membership to school administrators waive their rights to equal treatment because gang activity is criminal activity and disruptive to the school process.

Any gang sign, symbols or graffiti on a student or on student school work, books, notebook, planner, etc. is considered unruly conduct that disrupts school and will be dealt with as such. Students may be required to replace textbooks, notebooks, planners, etc. that are ruined by graffiti.

Student Conduct: Suspension and Expulsion Procedures

From Administrative Policy JDD: A student may be suspended or expelled in accordance with 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. Hearings shall be conducted in connection with proposed suspensions and expulsions by the superintendent

Reasons for Suspension or Expulsion

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

- Willful violation of student conduct rules or regulations;
- 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 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), 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 ten 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 Administrative Policy 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 Administrative Policies 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 within 5 calendar days 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/Alcohol Prohibited

Possession or use of tobacco products or alcohol in any form by students is prohibited on District premises, in any District and at any school-sponsored or school-supervised or school-related event.

Student Conduct: Vandalism

The Board of Education shall seek restitution according to the law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent or his/her designee shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Restitution shall be made by juveniles or their parents.

Student Conduct: Weapons

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. A complete description of weapons or facsimiles is found in Administrative Policy JCDBB.

Possession of a gun or firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings shall be conducted by the superintendent or other employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency and, if a juvenile, to SRS.

With the exception of law enforcement officers, no weapons are allowed on USD 308 facilities.

Student Fees: Instructional and Supplemental 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.

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	\$1.10
Elementary Lunch	\$1.75
Middle School Breakfast	\$1.10
Middle School Lunch	\$1.90
High School Breakfast	\$1.15 or per item
High School Lunch	\$2.15 or per item
Adult Breakfast (elementary/middle)	\$1.85
Adult Breakfast (high school)	\$1.85 or per item
Adult Lunch	\$3.05
Reduced Price Breakfast	\$0.30
Reduced Price Lunch	\$0.40

Student Fees: Charging of School Meals

ELEMENTARY SCHOOLS

- Can charge up to five days or five meals whichever comes first.
- The sixth meal or day those students will be provided with peanut butter and crackers until their accounts are paid up.
- Food Service will only provide peanut butter and crackers five times throughout the entire year. After five times the student will be required to bring their own meal or put money on their account.
- Charging of meals not allowed at all during the last six weeks of the school year.

MIDDLE SCHOOL

- Can charge up to two days or two meals whichever comes first.
- The third meal or day those students will be provided with peanut butter and crackers until their accounts are paid up.
- Food Service will only provide peanut butter and crackers five times throughout the entire year. After five times, the student will be required to bring their own meal or put money on their account.
- Charging of meals not allowed at all during the last 6 weeks of the school year.

HIGH SCHOOL

- Charging of student meals at the high school level is unacceptable.
- We will not allow any students to charge a meal under any circumstances.
- Peanut butter and crackers will only be provided for those students who have no money on their account or who have received three replacement slips. However, peanut butter and crackers will only be provided five times throughout the year and after those five times students are required to bring their own meal or put money on their account.
- **LOST OR STOLEN TICKETS:** Students must pick up a replacement slip from the cafeteria personnel for a hot meal. After three replacement slips students are required to pay \$5 for a new lunch card or bring cash to pay for their meal.

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 plus all other fees for individual classes and consumables.

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.

Student Progress

Retention Procedures

From Administrative Policy JFB: The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

High School Graduation

Seniors must have met all requirements for graduation to be eligible to participate in graduation exercises. This means that all required classes must be complete and passed, including alternate school and learning center courses before a student may participate in commencement. Staff at Hutchinson High School will work to keep parents informed of seniors' progress. No student will be allowed to participate in graduation unless all requirements are met.

PowerSchool

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

Student Records: Educational Records and Privacy

From Administrative Policy JR: All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. The superintendent shall establish procedures for responding to requests by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request is made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise and a certified copy of such order is provided to the principal. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Annual notice shall be given to parents and eligible students of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address and telephone listing) available to military recruiters and post-secondary institutions unless parents or eligible students request the information not be released without written consent.

A school official is a teacher, administrator, other licensed employee or a Board of Education member. The district may disclose, without the parents or eligible students' 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); 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 or therapist); 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.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- other school officials, including teachers within the district who have legitimate educational interests;
- officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student;
- authorized persons to whom a student has applied for or from whom a student has received financial aid;
- state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- accrediting organizations;
- parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency; and
- in compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed above. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parents, guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless the order or subpoena specifically forbids such disclosure.

By law, authorized representatives of the Comptroller General of the United States, the United States Secretary of Education and their designees and Kansas Board of Education administrative personnel may have access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collected by such officials with respect to individual students may not be disseminated in a manner that includes information (including Social Security numbers) that would permit the personal identification of such students or their parents or guardians.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The Board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the Board or administration. Regulations established by the district shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Student Records: Information for Military Recruiters

Under No Child Left Behind and the National Defense Authorization Act for Fiscal Year 2002, the military must be given access to names, home addresses and home telephone numbers of all high school students unless parents or students ages 18 and older instruct the district not to disclose such information. This information is used by military recruiters to send your child materials on the various military services and even contact your child personally.

During open house at Hutchinson High School, parents and students ages 18 and older will be able to sign a form to opt out of having the information provided to military recruiters. Parents also may request a form after enrollment at the HHS office.

Student Records: Notice for Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Hutchinson Kansas Public Schools (U.S.D. #308), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hutchinson Kansas Public Schools (U.S.D. #308) may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Hutchinson Kansas Public Schools (U.S.D. #308) to include this type of information from your child's education records in certain school publications. Examples include:

- a) a playbill, showing your student's role in a drama or music production;
- b) the annual yearbook;
- c) district videos;
- d) honor roll or other recognition lists;
- e) news releases about awards, performances and other honors;
- f) district web site;
- g) graduation programs; and
- h) sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving

assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Hutchinson Kansas Public Schools (U.S.D. #308) to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing to Ray Hemman, Freedom of Information Officer, U.S.D. #308, 1520 North Plum, P.O. Box 1908, Hutchinson, Kansas, 67504, by Tuesday, September 7, 2010. Hutchinson Kansas Public Schools (U.S.D. #308) has designated the following information as directory information:

- A) name;
- B) photographs and other images;
- C) dates of attendance;
- D) grade level;
- E) participation in officially recognized activities and sports;
- F) weight and height of members of athletic teams;
- G) diplomas, awards and honors received;
- H) student publications and yearbook information; and
- I) the most recent previous educational agency or institutions attended by the student.

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 No Child Left Behind. 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.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

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 of 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 615-4000.

Information about whether the school or district is making adequate yearly progress is available at http://online.ksde.org/rcard/district.aspx?org_no=D0308.

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 a Form 138 “Change in Elementary School Assignment Application” and submit it to their home school. The form may be picked up at the school.

Transfer requests must be 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: For Out-of-District Students

Parents who desire their children to attend a USD 308 school who live outside the USD 308 boundaries must complete a Form 122 “Out of District Student Enrollment Application” 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 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.

Treats

Students may wish to share treats at school. All snacks need to have been prepared in a licensed commercial kitchen. Contact the classroom teacher a few days in advance to schedule the best time to share the treats.

Wellness

Hutchinson Public Schools is committed to the wellness of students and staff as shown by the adoption of Administrative Policy JGCA, "Local Wellness Policy."

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.