

Hillsboro  
Elementary School  
Handbook  
2011 - 2012



Mr. Evan Yoder  
Principal

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## HILLSBORO ELEMENTARY STAFF

Principal .....Evan Yoder ..... Office 947-3981  
Home 983-2937

Secretaries .....Pam Bartel..... Office 947-3981  
Home 947-3722  
Sharon Funk ..... 947-3089

Kindergarten .....Michele Berens .....(785) 965-2296  
Tracy Boldt ..... 947-3553

First Grade .....Michelle Faul ..... 947-3109  
Eleanor Jost..... 947-3471  
Julie Linnens ..... 947-2994

Second Grade .....Debbie Dick ..... 947-5528  
Rachel Winter ..... 947-3854

Third Grade .....Vera Isaac ..... 947-3685  
Lenna Knoll ..... 947-5609

Fourth Grade .....Mike Jilka ..... 947-3683  
Maura Wiebe ..... 947-2576

Fifth Grade .....Collette Haslett ..... 947-3304  
Rod Just ..... 382-3805

Hillsboro Elementary  
Preschool..... Michelle Goldsby..... 947-2390

Fine Arts.....Rita Loewen..... 947-5656

Title I.....Ellyne Wiebe ..... 947-5558  
Sharon Jost..... 947-3402

Library / Computer Lab .....Sandy Arnold ..... 947-5794

Librarian Aide.....Eileen Butler ..... 947-3021  
Brenda Kimberly ..... 947-3218

Physical Education.....Doug Dick ..... 947-5528

Counselor .....Mike Moran ..... 382-2827

School Nurse .....Diedre Serene..... 947-3436

Cooks .....Judy Penner..... 947-3438  
Tracy Breeze .....  
Tricia Williamson .....

Custodians ..... Dave Espada ..... 947-2998  
Marty Hoffner ..... 732-2440

**MARION COUNTY SPECIAL EDUCATION STAFF**

Director ..... Dr. David Sheppard ..... (620) 382-2858  
Learning Disabilities ..... Chris Herbel ..... 483-3625  
Learning Disabilities ..... Kathy Koop ..... 947-3673  
Learning Disabilities ..... Gloria Winter ..... 947-2504  
E.L.P. Consultant ..... Kaylene Mueller ..... (785) 965-2652  
Student Support Worker ..... Kristi Lackey .....  
Speech Therapist ..... Julie Keithline ..... (785) 258-3384

**BOARD OF EDUCATION**

Eddie Weber - President  
Rod Koons - Vice President

Gary Andrews  
Chad Nowak

Debbie Geis  
Mark Rooker

**CENTRAL OFFICE STAFF**

Telephone - 947-3184

Steve Noble ..... Superintendent  
Jerry Hinerman ..... Clerk  
Carla Harmon ..... Treasurer  
Amy Plett ..... Secretary  
Keith Goossen ..... Supervisor of Buildings,  
Grounds and Transportation

**2011-2012 SCHOOL SITE COUNCIL**

If you are interested in volunteering to be on the HES Site Council, please call the office.

## ***BELIEF STATEMENT***

*U.S.D. 410*

*The following belief statements were developed by the staff of USD 410 and are listed in rank order according to the importance assigned each belief by students, staff members, parents, and community members.*

- We believe parents should support their child's school through their sincere interest and active involvement, thereby providing a positive role model for their children as well as enhancing the school and community.*
- We believe a variety of teaching techniques, time, and support should be provided to help all students reach their highest potential.*
- We believe USD 410 should strive to provide all students with the skills necessary for life in the 21<sup>st</sup> century.*
- We believe teachers, students, parents, and the community must be accountable for each child's education.*
- We believe all children should be provided opportunities to develop positive and healthy self-concepts based on curriculum success and meaningful interactions with others.*
- We believe students should be provided a caring and safe learning environment that encourages the development of respect for themselves and others.*
- We believe extra-curricular activities build self-confidence and character, develop leadership and social skills, and help develop a well-balanced student.*
- We believe all students must develop the life skills necessary to be responsible citizens.*
- We believe staff and student actions should model mutual trust, respect, and tolerance.*
- We believe staff members should seek to improve and expand knowledge and skills that enhance the school.*
- We believe clean, modern facilities enhance the learning environment for current and future generations.*
- We believe USD 410 should provide a comprehensive and continuing educational process which serves the needs of students, community, and staff.*
- We believe effective schools possess a spirit of cooperation, encourage input about the educational process, and require a financial commitment from all stakeholders.*

*(updated 2-23-1993)*

## ***VISION OF U.S.D. 410***

Based on beliefs commonly held by the community, parents, staff members, and students, the following vision has been developed and adopted.

*“Unified School District 410 requires  
that students enrolled in district schools  
develop and demonstrate scholastic, technical, social,  
and problem-solving skills essential for achieving  
personal, academic, and occupational success.*

\* \* \* \* \*

## **HILLSBORO ELEMENTARY SCHOOL HILLSBORO, KANSAS**

### **GOAL STATEMENT**

Hillsboro Elementary School seeks to enrich minds  
through the acquisition of learning skills  
enabling students  
to read, think, write, reason, and calculate.  
Hillsboro Elementary School strives  
to maximize the academic achievement of ALL students.

### **BELIEF STATEMENT**

Hillsboro Elementary School is a community for the mind and body  
of children Kindergarten through Fifth Grade.  
It is a learning culture for students, teachers, and parents.  
It is a place where teamwork will be stressed and cooperation encouraged  
so all aspects of learning will occur.

**HILLSBORO ELEMENTARY SCHOOL**  
**Policies and Procedures**

**Arrival Time**

School begins at 8:00 a.m. Playgrounds are not supervised before school begins, so we request that students not arrive before 7:45 unless eating breakfast. Students eating breakfast may enter at 7:30 a.m. Afternoon Kindergarten will begin at 12:30 p.m. Students should not arrive before 12:20 p.m.

**Supplies**

These supplies should be purchased by parents and brought to school on the first day. Please label all items.

**Kindergarten**

School bag  
No. 2 pencils  
1 large eraser  
Elmer's glue (8 oz)  
8 glue sticks  
School box (standard size)  
Old sock (for erasing chalkboard)  
Old T-shirt for painting  
Large box of tissues  
Extra change of clothes

**(All articles should be labeled.)**

**First Grade**

School bag  
18 No. 2 pencils  
4 large erasers  
1 box of 24 regular Crayola crayons  
8 **BLACK** wide dry erase markers  
8-9 glue sticks  
Pointed Fiskars scissors  
3 two-pocket folders (1 red, 1 blue, 1 yellow)  
School box (standard size)  
Old sock (for erasing chalkboard)  
Apron or art shirt  
2 boxes of tissues (175 ct.)

**(All articles should be labeled.)**

**Second Grade**

School bag  
No. 2 pencils  
2 red pens  
6 blue, green or black dry erase markers  
(wide-tip)  
2 erasers  
2 glue sticks  
Sharp, pointed scissors  
3 plastic two-pocket folders  
(1 red, 1 blue, 1 orange)  
1 two-pocket folder with prongs -- purple  
Spiral drawing pad / tablet  
School box (standard size)  
Old sock  
Apron or art shirt  
2 boxes of tissues (175 ct.)  
8 oz. hand sanitizer

### **Third Grade**

#2 pencils (1 dozen)  
6 blue or black dry erase markers  
Elmer's glue (8 oz.)  
1 glue stick  
Eraser  
Sharp, pointed scissors  
Colored pencils  
School box and pencil bag  
3 individual pocket folders, plastic  
1 two-pocket folder with metal prong  
Wide-lined notebook paper  
Large manila envelope for notebook paper  
2 boxes of tissue (175 count)  
Apron or art shirt  
Old sock  
Water bottle with lid

### **Fourth Grade**

Pencils (NO mechanical or Eversharps)  
2 red felt tip pens  
1 box crayons (16 count)  
Colored pencils (24 count)  
1 yellow highlighter  
3 regular size erasers  
2 small glue sticks  
Pointed scissors  
Ruler (cm and inches)  
1 wide-lined spiral notebook  
5 pocket folders  
4 dry erase BLACK Expo markers (chisel pt.)  
School box for pencils, markers, etc.  
Art shirt  
2 boxes of tissues (175 ct.)

### **Fifth Grade**

Pencils  
2 red Flair pens  
Colored pencils (box of 24)  
Box of crayons (16 count)  
8 dry erase markers  
Yellow highlighter  
2 large erasers  
2 small glue sticks  
Pointed scissors  
Ruler  
Large zippered pencil pouch  
2 wide-lined spiral notebooks  
1 pkg. wide-ruled loose leaf paper  
6 pocket folders with metal prongs  
Old sock or dry erase eraser  
Art shirt or apron  
2 boxes of tissue (175 ct.)

### **P.E.**

No special clothing  
Soft soled shoes that do not mark  
(Not black soles)

## **Fees**

### **Textbook rental fee:**

Kindergarten    \$15.00  
1<sup>st</sup> – 12<sup>th</sup>        \$25.00

Families that qualify for reduced lunches:

Kindergarten -- 10.00  
1<sup>st</sup> - 12<sup>th</sup> -- \$15.00

Families that qualify for free lunches - No charge

**Recorder Fee**        \$6.00 (4<sup>th</sup> grade only)

## **Textbooks and Workbooks**

Textbooks and workbooks are purchased by U.S.D. #410. Students need to take proper care of these items. Students will be held responsible for replacement of damaged / lost textbooks.

## **Attendance**

Regular and prompt attendance is directly related to school success.

**Tardiness:** A child is considered tardy when the child is not in the classroom at the time school begins.

8:00 - 8:15 - Tardy  
8:15 - 9:55 - 1/4 day absent  
9:55 - 11:35 - 1/4 day absent  
11:35 - 1:30 - 1/4 day absent  
1:30 - 3:30 - 1/4 day absent

1. A student is considered ¼ day absent if he/she is gone from school more than 30 minutes.
2. A student will be counted ¼ day absent for each increment of 1.5 hours that he/she is absent. For e.g., if a student is gone from school for 2.5 hours, he/she will be marked ½ day absent.

### **Truancy:**

- A child is truant when he/she is not enrolled in a public or non-public school.
- A child is truant if he/she is not in school for three consecutive days.
- A child is truant if he/she is absent for five days per semester without valid reasons.

## **Students Attending Funerals**

It is the belief of the school district that at times of funerals students are in need of support from their parent, guardian or other significant person in their life. Students will be dismissed to a parent, guardian, or significant person in their life for the purpose of attending a funeral or memorial service.

## **Dress Code**

Neatness and cleanliness is top priority.

Label all garments, please.

Clothing should not advertise or promote alcoholic beverages or illegal drugs.

Clothing should not be offensive as judged by the staff (ex. tank tops with large arm holes).

## **Nondiscrimination**

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

## **Gang Activities**

The type of dress apparel (chains, bandannas, etc), activities, acts, behaviors or manner of grooming displayed, reflected, or participated in by any student:

- \* shall not lead school officials to reasonably believe that these are gang related and would disrupt or interfere, or be participated in by any student.
- \* shall not lead school officials to reasonably believe that these are gang related and would disrupt or interfere with the school environment or activity and/or education objective.
- \* shall not represent a physical hazard to self, students, staff and other employees.
- \* shall not create an atmosphere in which a student, staff or other person's well being is hindered by undue pressure, behavior, intimidation, overt gestures, or threat of violence.
- \* shall not imply gang membership or affiliation by written communication, marks, drawings, painting design or emblem on any school building, any personal property or on one's person.

Electronic communication devices of any type will not be allowed in school.

If the student's behavior or other attribute is in violation of these provisions, the Principal will request the student to make the appropriate corrections. If the student refuses, the parent/guardian may be notified and asked to make the necessary corrections. The Principal shall take appropriate correction and disciplinary action if necessary.

## **Bus Procedure**

Bus service is provided for all out of town students. The bus will pick up your child and bring them to school provided they follow the guidelines in the Bus Handbook. The buses unload in the front circular drive on A Street between 7:40 and 8:00 AM.. Buses arrive at 3:15 and pull into the front circle drive for loading at 3:25 p.m.

Students are not to eat or drink on regular bus routes.

For additional information on bus procedure, please refer to the student transportation handbook.

**If a change of plans occurs, please send a note. If we do not have a note or a phone call from an adult, we will place the child on the bus.**

## **Bicycles**

- Bicycle riders are encouraged to observe all traffic signs and laws.
- Bicycles must be parked in the bike racks until the end of the school day.
- Each student is responsible for the protection and care of their own bicycle.
- Students shall park their bikes in the racks on the west side of the school.

## **Drop off/Picking up Students Before/After School**

All students are to be dropped off in the morning and picked up after school on the east side circular drive. *The only exception to this is the 11:00 kindergarten dismissal.* Those students may be picked up in the front circular drive

## **Dismissal Time**

- Morning session of Kindergarten – 11:00 AM
- Afternoon Kindergarten—12:30 PM
- Afternoon Kindergarten through fifth grade -- 3:30 p.m.
- Bus students -- 3:25 p.m.
- Walking students -- 3:30 p.m.
- There is no supervision of the playground after school so students are encouraged to go home immediately.

## **Field Trips**

In order to enrich the instructional program and provide some first hand experiences for children, field trips may be scheduled. Additional money on field trips is discouraged. Students are going on a learning experience and we will not take the time for gift shops.

## **Make-up Work**

Make-up work for each student is accumulated during the school day and will be available on your child's desk at the END of each school day. If it is not picked up, it will be saved for the child's return to school.

Make-up work need not be completed upon return to school. Your child will be given ample time to complete make-up work for credit. (General rule of thumb: two days will be allowed to make-up assignments for each day of school missed.)

Make-up work is at the discretion of each individual teacher and some may prefer to give individual instruction to help each student with the work.

If you feel that your child needs something to do to occupy the mind during periods of illness, encourage your child to read. We feel this is as beneficial as anything that can be done.

## Lunch Program

The school hot lunch program is part of the total school program. It provides a balanced hot meal and an opportunity to eat new kinds of foods prepared in ways that may be different from what is done at home.

- Orderly conduct is expected in the lunch room.
- Children are encouraged to eat the food placed on their tray and drink the half pint of milk which is part of the meal.
- Students who bring a lunch to school are to eat in the lunchroom.

## Breakfast Program

U.S.D. 410 strongly encourages you to supply your child with a nourishing breakfast at home before leaving for school. The district is also offering breakfast to all students who wish to eat at school before school begins. We will begin serving at 7:30 A.M. The prices for breakfast are:

Adult price	\$1.70
Regular price (K - 12)	\$1.45
Reduced price (K - 12)	\$ .30

## Lunch and Breakfast Meal Payments

-- Breakfast and lunch payments may be made at enrollment time. In an attempt to simplify the bookkeeping procedure, we would like to encourage the purchase of 20 meals at a time.

Grades K - 5 - \$42.00 (\$2.10 per lunch)

- Lunches are to be paid in advance.
- When your family needs lunch money, a notice will be sent home with the youngest student.
- If you feel you qualify, you may complete the state form for free or reduced lunches and return it to the Central Office.
- **Call before 9:00 a.m. if you are eating with your child.**  
Adults - \$3.70

## Lunch Policy

All children in the family are on one account regardless of which school they attend. Lunch notices are sent out twice a week: e-mails are sent out on Monday regardless of the lunch balance and e-mails/hard copy notices sent out on Wednesday to those whose family account drops below \$12.00. Remember, when you send lunch money you are sending money for the entire family - not just for the child whose name appears on the lunch notice.

Free meals come with **one milk**. The second milk is \$.35. Please put money in your family account if you want your children to receive 2nd milks. Parents must give the elementary office written notification if you do not want your children to receive second milks.

## **Library**

All students will have access to the Elementary School library. The procedure is as follows:

- Two week check-out period
- Books that are lost or damaged must be paid for by the borrower.
- Flagrant misuse of books will make the borrower ineligible for further use of the library.
- Lost or damaged books will need to be paid for.
  - Hardback books - Replacement cost up to \$18
  - Paperback books - Replacement cost up to \$8
  - Videotapes - Replacement value
  - Magazines - \$3 each

All the above items may be prorated due to age of the item that is lost.

## **Parent Questions**

When misunderstandings arise at school which cause concern on the part of the parent, please request clarification immediately:

- First with the teacher involved
- Second with the Principal
- Third with the Superintendent of Schools
- If still unresolved, a request for a hearing with the Board of Education may be presented.

Such a request should be made to the Superintendent of Schools prior to the next board meeting.

Individual board members may be informed, but they do not have the authority to render decisions outside of regularly called board meetings.

## **Illness**

If your child is absent please call the Elementary School Office and notify the school of the cause for the absence before 9:00 a.m. If we have not heard from you by 9:00 a.m., we will call you for verification.

We will try to call a parent if a child has a 100 degree temperature. If we cannot reach the parent, we will call the emergency number you have provided.

## **Supervision of Medications**

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

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical 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 medication when requested in writing by the parents.

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.

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

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.

### **Student Self-Administration of Medications**

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

**Student Eligibility.** An eligible student shall meet all the following requirements:

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

**Authorization Required.** The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any

written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

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

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

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

**Additional Requirements.**

\* The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency:

\* The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

\* Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;

\* The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

**Health Services**

-- We are authorized to administer only first aid for minor injuries occurring at school. In case of an emergency injury, the parent will be notified. If you cannot be reached, your family physician will be called. Alternate phone numbers to call in case of an emergency should be given to the school.

-- Vision and hearing screenings will be administered by the Marion County Special Education Cooperative.

**Communicable Diseases**

All school entrants are required to have the immunizations as shown on the previous page. These immunizations need to be up to date by the 60th school day or the child may be excluded from school.

The County Health Office schedule for shots is as follows:  
Every Wednesday at  
Marion County Health Office  
8:30 - 12:30, 1:30 - 4:30

**Chart Depicting Kansas Immunization Requirements  
for School Entry Ages 3 to 18  
(updated July 2005)**

<b>Ages 3 – 4</b> (based on child's age as of September 1 of current school year)	
Birth	HEP B
2 months	DTP/DTaP/DT POLIO HEP B
4 months	DTP/DTaP/DT POLIO
6 months	DTP/DTaP/DT HEP B
12-15 months	DTP/DTaP/DT POLIO MMR VARICELLA

<b>Ages 5 – 18</b> (based on child's age as of September 1 of current school year)	
<b>DTP : 4 doses</b>	
a) There must be a minimum of 4 weeks between doses, with 6 months between the 3 <sup>rd</sup> and 4 <sup>th</sup> dose.	
b) At least one dose must be on or after the 4 <sup>th</sup> birthday.	
c) 3 doses are acceptable if the series is completed after the child is 7 years of age and there are 6 months between the 2 <sup>nd</sup> and 3 <sup>rd</sup> dose.	
d) The Td booster (for students age 14 and above) is required 10 years after the date of the last DTP.	
<b>OPV/IPV:</b>	
a) <b>3 doses</b> – There must be 4 weeks between doses <u>and</u> one dose must be on or after the 4 <sup>th</sup> birthday <u>and</u> the 3 doses must be all OPV <b>or</b> all IPV. <b>OR</b>	
b) <b>4 doses</b> – There must be 4 weeks between each dose (any combination of OPV/IPV).	
<b>MMR: 2 doses</b>	
a) The first dose must be on or after the 1 <sup>st</sup> birthday.	
b) There must be 4 weeks between the 1 <sup>st</sup> and 2 <sup>nd</sup> dose.	
<b>Note:</b> Hepatitis B - 3 doses and Varicella (Chicken Pox) – 1 dose, also required for kindergarten and first grade students school year 2005/2006. See back of K.C.I. for specific dose requirements.	

Parents should take the following precautions on returning children to school following a communicable disease.

- Temperature normal for 24 hours preceding return to school
- In case of chicken pox - scabs dried or removed
- In case of doubt - consult your physician

### **Health Assessment**

Kansas law requires that all students entering a Kansas school for the first time (Kindergarten and students from out of state) have a health assessment done by the Health Department or a physician.

### **Head Lice**

Kansas Administrative Regulation 28-1-6 requires that students who are infested with head lice (pediculosis) or nits, be excluded from school until they have been treated with an adequate pediculocide and have removed **all** nits. The child will be admitted back to school immediately after treatment is judged to have been effective by the school nurse.

### **Insurance**

U.S.D. #410 does not provide accident insurance for students injured while attending school or participating in school-sponsored activities. Parents that do not have health insurance coverage for their children are encouraged to purchase low-cost accident coverage that is available at the time of enrollment. Check with your building office for details about this coverage.

### **Pictures**

Individual school pictures will be taken in September. Parents may or may not purchase pictures. The pictures must be prepaid. There will be retakes for these fall pictures. Class pictures will be taken in spring. Again, they must be prepaid and purchasing is optional. Spring casual pictures are on approval. There will be no retakes for these pictures.

### **Internet Usage by Students**

Elementary students will need to be supervised by a teacher when using the Internet. This way we can insure that students stay at appropriate sites. Students in grades Kindergarten-5 will need to have an Acceptable Use Policy form signed and on file in the school system.

### **School Property**

The school and school grounds are public property to be cared for by everyone. Defacing or marring of any school property will require appropriate discipline and payment for damages.

### **Personal Property**

- All items of personal property should be marked with the child's complete name.
- Toys (rollerblades, skateboards, virtual pets, etc.), CD players, and electronic games should be left at home.
- Hazardous toys will be picked up and given back only at the parents.
- Pets may be brought to school **ONLY** upon approval of the teacher. They may not stay in school all day. Preferably they will be brought by the parent and taken home after sharing time.

### **Pupil Progress**

- Report cards will be prepared every quarter.
- Parent-Teacher Conferences will be held at the end of the first quarter and in February.
- Individual conferences will occur upon request.
- Unsatisfactory progress will be reported and discussed with parents.

### **Grading Scale**

100 - 90	-	A
89 - 80	-	B
79 - 70	-	C
69 - 60	-	D
59 & below		F

### **State Report Cards**

State building and district report cards are available on the KSDE web page at <http://online.ksde.org/rcard/>

### **Grade Cards**

Final grade cards will be mailed out to families following the end of school.

### **Title Support**

Title supportive instruction is available for students who meet the state guidelines for this service.

### **Special Education**

Available through the Marion County Special Education Cooperative

Definition of Exceptionalities:

(1) Exceptional Children: Children who, because of certain typical characteristics, have been identified by professionally qualified personnel as requiring special education planning and services. In general the term "exceptional children" considers exceptionality on the basis of (a) physical, health or sensory handicap, (b) emotional handicap and (c) observable exceptionality in mental ability, i.e., mentally gifted and mentally retarded. Some exceptional children have more than one type of exceptionality.

(2) Emotionally Disturbed: A child who is diagnosed by a professional as having severe emotional conditions which interfere with the learning process, relationships, and/or personal adjustment within school settings. The child's primary difficulty is emotional/behavioral and cannot be explained satisfactorily by other handicapping conditions.

(3) Learning Disabled: Children with special learning disabilities exhibit a disorder in one or more of the basic psychological processes involved in understanding or using spoken or written languages. These may be manifested in disorders of listening, thinking, talking, reading, writing, spelling or arithmetic. They include conditions which have been referred to as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, developmental aphasia, etc. They do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, emotional disturbance or to environmental disadvantage.

(4) Hard of Hearing/Hearing Impaired: A severely hearing impaired child is one who exhibits a hearing loss which interferes with his/her acquisition or maintenance of auditory skills necessary for the development of speech and language. This may include children who are hearing impaired due to congenital or acquired factors.

(5) Deaf: Those children who are unable to use the sense of hearing, even with amplification, for the ordinary purposes of life without additional assistance.

(6) Visually Impaired: Children whose visual handicaps interfere with their learning and whose visual handicaps may result from congenital defects, eye diseases, severe refractive errors, injuries to the eye or poor coordination.

(7) Deaf-Blind: Children who have been diagnosed as having both hearing and vision handicaps.

(8) Multiple Handicapped: Children who have a combination of two or more handicaps which produce multiple learning, developmental and/or behavioral problems.

(9) Educably Mentally Handicap: refers to significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifests itself during the developmental period. Severity usually determines classification into various performance levels.

(10) Gifted: The "gifted" include individuals whose potential is so high or whose level of mental development is so far advanced that they have been identified by professionally qualified personnel as needing additional educational opportunities beyond what is provided by the usual school program if they are to be educated to the level of their abilities.

(11) Physically Impaired: Those individuals of normal, or near normal intellectual functioning with physically impairing conditions so severe as to require special education and/or supportive services.

(12) Speech/Language Impaired: It may be suspected that a child has a speech disorder when his/her speech behavior is obviously different from that of most children of his/her age level. When a child has difficulty in expressing his/her thought to others or when the listener has difficulty understanding what a child is saying, or if attention is called to "how" an individual is speaking, rather than to "what" he/she is saying, the possibility of a speech disorder should be investigated.

### **School Safety Hotline**

The state of Kansas has established a school safety hotline to give students the opportunity to anonymously report any potential violence. The hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending violence before it occurs. Kansas Safety Hotline 1-877-626-8203

### **Building Evacuation**

In the event we would have to evacuate the building, students would go to the United Methodist Church on D Street. We will have someone in the church office if you want to pick up your child(ren). We will only release children to their parent, guardian or significant person in their life.

## **Building Lockdown**

In the event we would need to have an emergency that would cause us to lock all the doors of the building, we would not let anyone except emergency personnel into the building.

## **Telephone**

The school phone is a business phone. Messages will be taken and given to the homeroom teachers. Children will not be called from the classroom to take a phone call.

If there is an emergency the secretary or the classroom teacher will call you.

## **School Relationships**

Positive relations are crucial for good learning.

Teachers are expected to

- maintain control of the classroom
- plan and conduct purposeful activities
- use appropriate discipline
- call parents when a students' behavior is inappropriate

Pupils are expected to

- show respect for all adults
- refrain from vulgar language
- follow rules of the classroom
- be a good citizen to and from school

The principal will

- assist instruction to meet individual needs
- support the educational program
- be a consultant when misunderstandings occur

Parents are requested to

- support the school and staff
- ask for a conference when differences occur
- help clarify their child's side of an issue
- attend school functions

## **Anti-Bullying Policy**

The USD #410 School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional written, verbal, physical, or ***computer/technologically/electronically*** (heretofore referred to as ***cyber-bullying***) generated act when the intention:

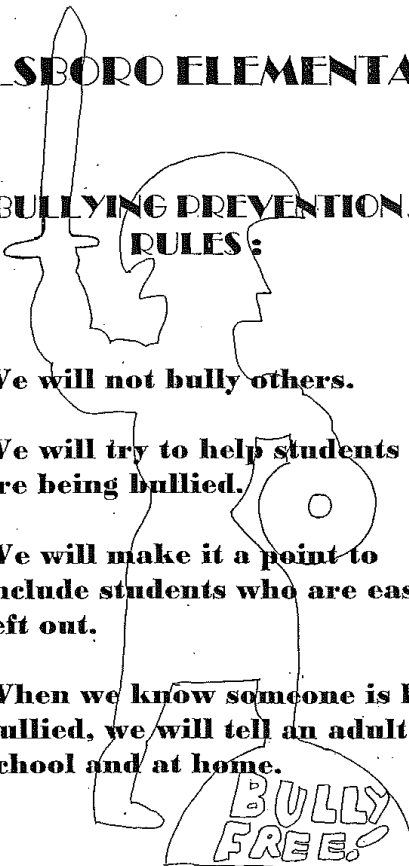
- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, cyber-bullying, drawing cartoons, pranks, gestures, physical attacks, threats, or other

<b>BULLYING RUBRIC FOR HILLSBORO ELEMENTARY</b>				
<b>Behavior</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	
Teasing or exclusion	Written warning. Student calls parent.	One missed recess. Student calls parent.	Student calls parent. One missed recess. 1 hour after school.	After three incidents, develop individual plan.
Hitting, physical contact	One missed recess. Student calls parent.	Student calls parent. One missed recess. 1/2 hr. after school.	Student calls parent. One missed recess. 1 hr. after school.	After three incidents, develop individual plan.
Severe hitting, threats of violence, or severe harassment	Student calls parent. One ISS	Student calls parent. Develop an individual plan.		

**HILLSBORO ELEMENTARY**

**BULLYING PREVENTION.**  
**RULES:**



- **We will not bully others.**
- **We will try to help students who are being bullied.**
- **We will make it a point to include students who are easily left out.**
- **When we know someone is being bullied, we will tell an adult at school and at home.**

**BULLY FREE!**

written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline (see HES Bullying Rubric), and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

### **Racial Harassment**

All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Racial harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Any student who believes that he or she has been subjected to racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member.

Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligations to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved.

Complaints received will be investigated to determine whether, under the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct. Behaviors that are unacceptable but do not constitute racial harassment may provide ground for behavioral disciplines.

### **Sexual Harassment**

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal of district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved.

Complaints received will be investigated to determine whether, under 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. Behaviors that are unacceptable but do not constitute sexual harassment may provide ground for behavioral discipline.

### **Emergency School Closings**

Schools may be closed for emergency purposes by the Superintendent of Schools. If time permits, this will be announced over the radio.

If there is doubt about holding school, early dismissal, or the buses running, the radio and television stations carrying our school information will be:

KFDI ..... AM 1070 FM 101.3  
KFH/KLZS ..... AM 1330 FM 98  
KSAL/KYEZ ..... AM 1150  
KJRG/KOEZ ..... AM 950 FM 92.3  
KWCH (Television) Channel 12  
KAKE (Television) Channel 10  
KSNW (Television) Channel 3

**OR** login to <http://www.usd410.net>

We will also use the Skylert system to send a call to all families (on their listed phone numbers on enrollment sheet) in the event of an early dismissal or other important announcement.

### **Playgrounds**

- There is no supervision of the playground before and after school.
- The football field is not part of the elementary playground.
- Playgrounds will be supervised during all recesses.
- Snowballing is not permitted.
- The following safety rules are to be followed:

### **Slide**

1. Only sit on the slide.
2. Use steps to go up the slide.
3. One person on the slide at a time

### Swings

1. Only sit on the swings.
2. Play away from the swings.
3. One person per swing
4. Swing back and forth.
5. Stop swings before getting off.
6. Do not hook legs together with other students while swinging.

### Teeter-totter

1. Only sit on the teeter-totter with legs down.
2. No bouncing of the teeter-totter

### Merry-go-round

1. No hanging off of the merry-go-round

### Trees and Bushes

1. Stay out of trees and bushes.
2. Play where you can see a teacher

### Monkey Bars

1. Monkey bars are only for climbing.

### Track Slide

1. Only one student on a step at a time.
2. Stay off the top of the track slide.

### Playing Catch

1. Use a tennis ball when playing catch.

### Cement Area

1. No playing or sliding on the ice.

### **Visitation**

Pre-school age children are discouraged from visiting school. Special periods of visitation may be planned by the school in order for all parents to visit by special invitation.

Visits by school aged relatives or friends are discouraged.

### **Civil Rights**

U.S.D. #410, Hillsboro, Kansas does not discriminate on the basis of race color, national origin, sex, age, or handicap in admission, treatment, or employment in its program and activities. If you have questions regarding the above, please contact: Dr. Steve Noble, 416 S. Date, Hillsboro, KS 67063 (620-947-3184).

### **Buckley Amendment**

In accordance with the Buckley Amendment (Family Rights and Privacy Act) U.S.D. #410 does publish "directory information" which may include name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, awards received and the most recent school attended by the student.

## **Counseling for Individual Students**

The Hillsboro Elementary school counselor is a full time staff member hired to help in many ways. The counselor will assist the staff in understanding problems from the child's viewpoint, interact with students collectively and personally, and be a communication link with parents.

## **Permission to Leave**

Any child may be released from the classroom upon a request from the parent. Please inform the office of such a request. Teachers are to satisfy themselves as to the identity of any person asking the release of a child under their supervision. No child shall be released to a stranger.

If your child must leave school before the 3:30 dismissal time please check in at the office. Your child will be called to the office for your convenience.

## **Time Schedule**

### Kindergarten

A.M. Session 8:00 - 11:00

P.M. Session 12:30 - 3:30

### First

8:00 - 3:30 School day

11:00 - 11:30 Lunch

### Second

8:30 - 3:30 School

11:05 - 11:35 Lunch

### Third

8:30 - 3:30 School

11:35 - 12:05 Lunch

### Fourth

8:30 - 3:30 School

11:30 - 12:00 Lunch on T/Th

12:00 - 12:30 Lunch on M/W/F

### Fifth

8:30 - 3:30 School

11:30 - 12:00 Lunch on M/W/F

12:00 - 12:30 Lunch on T/Th

## **Transfers**

- The office should be informed about forthcoming transfers.
- All fees must be paid and books returned for transfer of proper school records.
- School records will be sent to the receiving school by the office, upon request of the parent/guardian.

### **Deliveries to Students**

To help keep order in the classroom, we will keep flowers, candy and balloons delivered to school for students until the end of the day. The office will notify the classroom teacher of the delivery. The student can then pick up the delivery before they leave school.

### **Parties**

- Children are allowed to bring treats for their class when celebrating their birthday.
- There will be a Valentine party in each classroom.
- School will not pass out invitations.

### **Tornado Safety**

Children will learn and practice safe behaviors to use in case of an emergency. Students will use the hallway closest to their rooms.

### **Asbestos Report**

Non-friable asbestos material is present in the vinyl floor tile in the main hallways and some classroom areas, and on the HVAC units in the basement and two kitchen doors. The Inspection Management Plan may be found in the following locations for public viewing:

USD 410 Central Office  
416 S Date  
Hillsboro, KS 67063

Hillsboro High School Office  
500 East Grand  
Hillsboro, KS 67063

Hillsboro Middle School Office  
400 East Grand  
Hillsboro, KS 67063

Hillsboro Elementary Office  
812 E A Street  
Hillsboro, Kansas 67063

Any questions concerning the Inspection Management Plan and action to be taken in regard to those findings should be directed to Harris Ewert, who has been designated as the “Asbestos Program Manager for U.S.D. 410.”

U.S.D. 410 facilities are presently assessed to be asbestos safe and no dangers exist to the students or employees.

### **Animal Visits to School**

It is important that animals that are brought to Hillsboro Elementary School be clean and healthy so that the risk of transmitting diseases is minimal. Children tend to be more susceptible to diseases carried by animals and parasitic infections than adults because of their lack of hand washing and greater tendency for putting hands in their mouths. Therefore, animals that are brought to school should be clean and free of disease and external parasites such as fleas, ticks and mites to decrease the likelihood of the animal transmitting diseases to the students. Visiting animals should be restricted to an area designated by the principal or administrator. Kittens and puppies are appropriate only for short classroom visits.

The following are specific recommendations for some common visiting animals:

a. **Verified Rabies Vaccination**

Current rabies vaccination by a licensed veterinarian should be documented for all dogs, cats and ferrets brought onto the school campus for instructional purposes. Dogs and cats under three months of age or not vaccinated against rabies should not be handled by children.

b. **Health Certificates for dogs, cats and ferrets**

A health certificate signed by a licensed veterinarian showing proof of current vaccination should be available. Animals must have had a negative fecal exam or proof of successful treatment for internal parasites in the past year.

The animal should be free of external parasites such as fleas, ticks, and mites and free of obvious skin lesions. Dogs over four months of age should be housebroken.

### **Proper Restraint of Animals**

Because animals may react strangely to classroom situations, it is important to have an effective way to control them. Fear may cause an animal to attempt to escape or even act aggressively in situations which are unusual to them (the “flight or fight” phenomenon). Appropriate restraint devices will allow the holder to react quickly and prevent harm to students or escape of the animal.

1. Collars and Leashes -- Dogs, cats and ferrets should be wearing a proper collar, harness, and / or leash when on the school campus or in the classroom so they can be easily controlled. Household rope or string is not an appropriate restraint tool. The owner or responsible person should stay with the animal during its visit to the school. No animal should be allowed to roam unrestrained on the school campus or in the classroom.
2. Pet Birds -- Pet birds should never be allowed to fly free in a classroom.
3. Designated Areas -- All animals should be restricted to the area designated by the principal or administrator.
4. Estrus -- Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit.
5. Other Animals -- Animals not mentioned above can be shown if properly restrained or in a cage. Students are not to touch these animals.

### **Treats in the Classroom**

Bringing cupcakes, cookies or candy to help your child celebrate special occasions is considered a tradition for most parents. If your child has a severe peanut allergy, diabetes or other special diet needs, the classroom treats can be a cause for concern.

This school year, our district recommends all treats brought from home be pre-packaged. While home-baked goodies taste wonderful, they don't usually include labels. Food manufacturers are required by federal law to clearly state on food labels any ingredients that contain protein, tree nuts, wheat, milk and soybeans. Labels also state the amount of carbohydrates which is important in managing diabetes.

While food allergies may affect only a few children, accidental ingestion of allergens can be a life-threatening situation to these children. Approximately 30,000 consumers require emergency room treatment and 150 Americans die each year because of allergic reactions to food.

Still confused about what to send when it's your child's turn to send treats? Refer to the following list. Thanks for your cooperation.

**Recommended Snacks:**

- \* Cereal bars such as *Kellogg's Nutri Grain* or *Quaker Oats Chewy Granola Bars* (avoid peanut butter varieties or trail mix types which usually contain nuts)
- \* Rice Krispy treats
- \* Animal crackers
- \* *Teddy Grahams* or other shaped graham cracker treats
- \* Baked chips and *Sun Chips*
- \* Pretzels
- \* Whole-grain or multi-grain wheat crackers (avoid peanut butter filled crackers)
- \* *Fig Newtons*
- \* *Quaker Oats Quakes* rice snacks
- \* Raisins and other dried fruits
- \* Juices that are 100% real fruit juice with no added sweeteners or sugar
- \* *Hunts* pudding cups
- \* Individual packaged fruit or applesauce cups

Notes:

- \* Avoid foods which require refrigeration.
- \* Send food and beverage items which meet the following nutrition guidelines:  
Each packaged item should have 200 calories or less, 5 grams fat or less, and 30 grams carbohydrate and/or 35% added sugar by weight.
- \* This list is not meant to be all-inclusive. Items not found on this list do not mean they don't meet recommendations. Generic/store brands are often of equal nutritional value.
- \* Packaging size makes a difference. Select small portion sizes and avoid large sizes that contain more than a "single" serving.