



**Hillsboro Middle School  
2011 – 2012**

**Grades 6, 7 and 8  
400 East Grand, Hillsboro, KS 67063**

**Telephone: 620-947-3297**

**Or 1-800-894-3991 & ask for the HMS Office  
Or 620-947-3991 and ask for the HMS Office**

**This agenda belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **ZIP Code** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

### H.M.S. PHILOSOPHY

The philosophy of Hillsboro Middle School is to provide a positive learning setting for the pre and young teenager. We aim to meet the academic, physical, emotional and social needs of each pupil. Responsibility for behavior will be stressed.

### H.M.S. GOAL

It is the goal of Hillsboro Middle School to provide a well-rounded education for each child. We strive to teach responsibility, requiring it according to grade level. Responsibility and privileges will go hand in hand. Lack of responsibility will have a logical consequence. Cooperation will be stressed.

### 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."

### Staff Directory

|  |  |                              |  |
|--|--|------------------------------|--|
| Dr. Steve Noble .....                          | Superintendent.....                                  | 947-3184 .....               | <a href="mailto:steve.noble@usd410.net">steve.noble@usd410.net</a>               |
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| Dave Sheppard.....                             | MCSEC Director.....                                  | 620-382-2858 .....           | <a href="mailto:dsheppard@mcsec.org">dsheppard@mcsec.org</a>                     |
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| Mrs. Sue Buchholz .....                        | Interrelated .....                                   | 947-3734 .....               | <a href="mailto:sue.buchholz@usd410.net">sue.buchholz@usd410.net</a>             |
| Mr. Leonard Coryea.....                        | 6 <sup>th</sup> Grade .....                          | 947-2550 .....               | <a href="mailto:len.coryea@usd410.net">len.coryea@usd410.net</a>                 |
| Mr. Dustin Dalke.....                          | Art .....  | 947-3774 .....               | <a href="mailto:dustin.dalke@usd410.net">dustin.dalke@usd410.net</a>             |
| Mrs. Carol Dick.....                           | Aide.....  | 947-5937 .....               | <a href="mailto:carol.dick@usd410.net">carol.dick@usd410.net</a>                 |
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| Mr. Jeff Haslett .....                         | 8 <sup>th</sup> Grade P.E. & Coach.....              | 947-3304 .....               | <a href="mailto:jeff.haslett@usd410.net">jeff.haslett@usd410.net</a>             |
| Mr. Max Heinrichs.....                         | High School Principal .....                          | 947-2851 .....               | <a href="mailto:max.heinrichs@usd410.net">max.heinrichs@usd410.net</a>           |
| Miss Diana Holub .....                         | Counselor & 6 <sup>th</sup> P.E. ....                | 947-3297 .....               | <a href="mailto:diana.holub@usd410.net">diana.holub@usd410.net</a>               |
| Mrs. Anne Janzen.....                          | Interrelated.....                                    | 947-2445 .....               | <a href="mailto:anne.janzen@usd410.net">anne.janzen@usd410.net</a>               |
| Mrs. Lynn Just .....                           | Vocal Music.....                                     | 947-3881 .....               | <a href="mailto:lynn.just@usd410.net">lynn.just@usd410.net</a>                   |
| Ms. Kristi Lackey .....                        | Student Support .....                                | 1-888-877-6060 ext. 201..... | <a href="mailto:klackey@mcsec.org">klackey@mcsec.org</a>                         |
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| Mr. Mike Moran.....                            | Counselor.....                                       | 947-3981 .....               | <a href="mailto:mike.moran@usd410.net">mike.moran@usd410.net</a>                 |
| Mrs. Kaylene Mueller.....                      | Gifted Education.....                                | 785-965-2652 .....           | <a href="mailto:kaylene.mueller@usd410.net">kaylene.mueller@usd410.net</a>       |
| Mrs. Gita Noble.....                           | 6 <sup>th</sup> Grade Math .....                     | 9473938 .....                | <a href="mailto:gita.noble@usd410.net">gita.noble@usd410.net</a>                 |
| Mr. Phil Oelke.....                            | 6 <sup>th</sup> Grade .....                          | 947-2244 .....               | <a href="mailto:phil.oelke@usd410.net">phil.oelke@usd410.net</a>                 |
| Mrs. Charlene Pschigoda.....                   | Aide.....  | 947-5990 .....               | <a href="mailto:charlene.pschigoda@usd410.net">charlene.pschigoda@usd410.net</a> |
| Mr. Robert Rempel .....                        | Activities Director .....                            | 947-3271 .....               | <a href="mailto:robert.rempel@usd410.net">robert.rempel@usd410.net</a>           |
| Mrs. Diedre Serene.....                        | School Nurse.....                                    | 947-3436 .....               | <a href="mailto:diedre.serene@usd410.net">diedre.serene@usd410.net</a>           |
| Mrs. Stephanie Sinclair.....                   | 7 <sup>th</sup> & 8 <sup>th</sup> Grade Math .....   | 947-3835 .....               | <a href="mailto:stephanie.sinclair@usd410.net">stephanie.sinclair@usd410.net</a> |
| Mrs. Janet Whisenhunt .....                    | Library Aide.....                                    | 947-2669 .....               | <a href="mailto:janet.whisenhunt@usd410.net">janet.whisenhunt@usd410.net</a>     |

## ACADEMICS AND HONORS

Awards to be given are: Participation Awards, Honor and High Honor Roll, Citizenship Award, National Presidential Physical Fitness Award, the Presidential Physical Fitness Award and the "Try Harder" Award.

**Grades and Grading:** Grade cards will be issued within a week of the closing of each grading period. Grades A, B, C, D, F, S, and U (Satisfactory and Unsatisfactory) will be used.

|          |          |          |
|----------|----------|----------|
| 100-93=A | 82-80=B- | 69-67=D+ |
| 93-90=A- | 79-77=C+ | 66-63=D  |
| 89-87=B+ | 76-73=C  | 62-60=D- |
| 86-83=B  | 72-70=C- |          |

**Progress Reports:** Progress reports of unsatisfactory grades or good improvements will be mailed home at midterm of each quarter.

**Honor Roll:** The honor roll will be published every quarter. To be on the high honor roll, your grade point average must be 3.5 to 4.0 with no D, F, or I's. The honor roll is from 3.0 to 3.499 with no D, F or I's.

**Renaissance Program:** The HMS Renaissance Program is designed to motivate students toward high academic achievement and positive social interaction. Renaissance cards are awarded as outlined below.

|  |
|--|
| <b>Gold Card</b>   |
| 4.0 – 3.7 GPA<br>Office Referrals: 0<br>Unexcused Absences: 0<br>Unexcused Tardies: 0<br>Unexcused Class Tardies: 0                        |
| <b>Red Card</b>  |
| 3.69 – 3.3 GPA<br>Office Referrals: 0<br>Unexcused Absences: 0<br>Unexcused Tardies: 0<br>Unexcused Class Tardies: 2                       |
| <b>White Card</b>  |
| 3.29 – 3.0 GPA or<br>.5 raise in GPA<br>Office Referrals: 1<br>Unexcused Absences: 0<br>Unexcused Tardies: 0<br>Unexcused Class Tardies: 4 |

Renaissance Cards may also be earned by accomplishing State Assessment and MAP test goals.

|                  |                 |                   |
|------------------|-----------------|-------------------|
| <b>Gold Card</b> | <b>Red Card</b> | <b>White Card</b> |
| 67% Goals Made   | 50% Goals Made  | 33% of Goals Made |

*No student will be prevented from earning a Renaissance card for not meeting goals.*

Behavior and attendance standards apply to the earning of Renaissance cards by reaching goals.

If a student is caught cheating, he/she will lose their next two cards. This can carry over a summer.

**Appeal Process:** If a student has improved his/her academic performance, but not quite enough to meet the automatic award levels, this student is encouraged to visit with the principal to consider completing an appeal form to receive at least a white card.

Other Renaissance program student recognitions may include "students of the nine weeks," "Go On Make a Difference Award (GOMAD)" and "Outstanding Class Competitions."

## ATHLETICS & ACTIVITIES

**Conduct:** Each athlete will be considered a representative of HMS and will be responsible to the coaching staff. Decisions by coaches or officials will be respected at all times. A cooperative attitude is essential to remain a team member.

**Objectives:**

We believe the athletic programs here at Hillsboro Middle School should:

- a) promote good sportsmanship and fair play.
- b) prepare the athlete for the future by teaching basic fundamentals of the sport he/she is involved in.
- c) instill in each athlete the desire to reach his or her potential.
- d) convince each player that nothing worthwhile is achieved without sacrifice and hard work.
- e) place our students in a position to win those games we deserve to win.

**Practices:** All athletes will report for regularly scheduled practices unless the head coach notifies the players of a change. Athletes not reporting for practice must get permission from the head coach prior to the starting time for practice. Excuses from parents or physicians will be honored as excused absences from practice sessions.

**Participation:**

- a) Seventh grade students will play on the 7<sup>th</sup> grade teams (with the possible exception for football).
- b) Eighth grade students will play on the 8<sup>th</sup> grade teams (again, with the possible exception for football).
- c) Seventh & eighth grade students may play together on a separate mixed team. The 7<sup>th</sup> graders on the mixed team will play a fairly equal amount of time if attendance and discipline allow.

- d) The coach is responsible for fairly equal playing time for 7<sup>th</sup> grade students unless there is one of the following factors: attendance, discipline, safety, size of the opponent's rosters, and/or number of participants allowed.
- e) The coach is responsible for every eighth grade student to have some playing time.

**Equipment:** Each athlete will provide his/her own practice gear and shoes. Football shoes, tack spikes, and basketball shoes are recommended by the coaching staff to insure that quickness of movement is at a maximum. All other equipment will be furnished by USD #410. Each athlete is responsible for the care and return of all assigned equipment.

**Physical Form:** Each 7<sup>th</sup> and 8<sup>th</sup> grade student participating in interscholastic athletics must have on file, in the athletic director's office, a physical examination report. This report must be signed by both a physician and a parent or guardian. ***Physicals taken on or after May 1<sup>st</sup> will be valid for the following year.***

**Athletic Lockers:** Athletes will be issued a locker and a combination lock that can be opened by the coaching staff. Each locker must be locked at all times when the athlete is not in the dressing room. Only school-provided locks are to be used. ***The school is not responsible for unlocked items.***

**Bus Conduct:** All athletes will be the responsibility of the coaching staff. Silence is required at all stop signs and railroad crossings. There is to be no food eaten on the bus without the driver's permission. Track spikes are not to be worn on the bus.

**Eligibility:** Scholastic eligibility for participation in extracurricular activities will be determined on a weekly basis. If a student is failing two or more classes, the parents will be notified that he/she will not be allowed to play his/her grades improve.

The KSHSAA states that all students participating in a current activity must have passed five full credit courses the previous semester and be enrolled in five full credit courses during the semester of competition.

Students who are not in "good standings" with the school because of behavior will also not compete in games or practices. Once a penalty has been completely served, the student's "good standing" is re-established. Consequences for detentions, suspensions and other misbehavior consequences will be determined by the coach, teacher and principal.

**Attendance and Competition:** Students must attend all classes on the day of competition to be eligible to compete or travel with the team unless involved in a field trip or other excused activity.

**Clubs:** Student clubs will meet bi-weekly during each semester and are sponsored by staff members. Club

time may also include interclass competition in academic and athletic contests.

**Field Trips:** Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

**Student Council:** Each homeroom will select, via ballot, one representative to serve for two quarters. Every student will vote for the officers to Student Council by ballot. Eligibility must be maintained to serve on the Student Council. Students must be a part of the school for at least a quarter before holding office.

**Weekly Eligibility:** Students here at Hillsboro Middle School are expected to maintain strong grades in order to participate in extra activities. With this in mind, the following eligibility policy will be enforced: If a student has more than one "F" on a weekly grade report, he or she will not be able to participate in the next week's athletic contests, school parties outside of the school day or clubs. Ineligible students will be expected to serve 30 minutes of homework crunch daily until they re-establish eligibility. Eligibility is re-established through the principal's office.

**Quarterly Eligibility:** A student will be ineligible for a nine-week grading period if he/she did not pass five full units of credit the previous quarter.

## ATTENDANCE GUIDELINES

**School Day:** The school day begins at 8:00 a.m. and ends at 3:30 p.m.

**Excused Absences:** Students are expected to attend school unless they are sick, for a family emergency, or religious reasons. Parents should call the office at 947-3297 to notify the school when their child is going to miss school. Office personnel will call parents if the parents have not called.

**Unexcused Absences:** Students will receive an unexcused absence anytime the parents or the school do not know where the student is during school time. Time will be made up through detention and/or in-school suspension.

**Planned Absences:** Parents should visit with the principal when they know their child will miss school for a family reason. Prior notification of these kinds of absences should give the HMS staff the opportunity to provide work ahead of schedule to prevent the student from falling too far behind.

**Tardies:** If a student arrives late to class without an excuse from another staff member, the student will have a tardy recorded by the office. 30 minute detentions will be assigned after 3 tardies are recorded during a nine-week grading period.

**Passes:** If a student is asked to stay for a short time at the end of class, the student may need to bring a pass from the requesting teacher to his/her next class period to avoid a tardy.

**Organizational Tardies:** Teachers may assign "trade-off" time at the rate of two minutes for every one minute late if a student does not come to class with everything needed for class. The principal may also assist students with organization outside of regular class time.

**Leaving School:** When a student must leave school during the day, the student must check out at the office and report back to the office upon returning. We will not dismiss a child without parental permission.

**Before School:** Students are encouraged not to arrive at school before 8:15 a.m. since supervision is limited before that time. **Students reporting to school before 8:15 a.m. are to stay in the HMS lobby or in the "Crunch Time" room.** Students who eat breakfast may report to the lunchroom at 8:00 a.m.

**After School:** Students will be dismissed at 3:30 p.m. Students are expected to leave the building by 3:40 p.m. unless they are serving a detention, participating in an organized activity, staying at the request of a teacher, or attending an athletic contest.

**Excessive Absences:** Students accumulating (8) or more absences in a class for a given semester will be contacted. A conference with the parents will be required. Students may be asked to provide a doctor's note for future absences to be recorded as excused absences.

**Truancy:** Truancy is being absent without an acceptable explanation or a valid excuse for the absence. A pupil is considered truant if:

1. Between the ages of 7 and 15, inclusively, and not enrolled in a public or nonpublic school or
2. Inexcusably absent the "substantial part" of either three consecutive days or five cumulative days in any semester.
3. The County Attorney or SRS may be contacted.

**Closing of School:** In the event of inclement weather or mechanical breakdown, school may be closed, the starting time may be delayed, or school may be dismissed early by the superintendent of schools. USD #410 will use an automated phone notification system to call each family. If time permits, this will be announced over the radio stations and TV stations listed below:

KSAL 1150 AM, KACY 102.5 FM, KSAJ 98.5 FM  
 KFFX 104.9 FM, KFDI 101.3 FM, KFDI 1070 AM,  
 KMXW 92.3 FM, KFXJ 104.5 FM, KICT 95.1 FM

KYQQ 106.5 FM, 107.3 FM Clear Channel News  
 KHUT-FM 102.9, KHMV-FM 93.1  
 TV Channels: KWCH (12), KAKE (10) & KSNW (3)  
 Or logon to <http://www.usd410.net>

It is recommended that each family formulate a plan of action in the event school is delayed, cancelled, or dismissed early. Bus drivers will not travel roads which appear dangerous or impassable to them.

**Withdrawal/Transfer:** When a student plans to withdraw or transfer from school, a special form should be picked up in the office. This form must be signed by each of the student's instructors and the librarian. All fees must be paid, all school-owned books returned, and all work completed before a withdrawal slip will be signed by the principal.

Transcripts will be sent by the office upon written requests from the parents or notification from the receiving school.

## BEHAVIOR CONSIDERATIONS

We believe that students are capable of making good choices concerning their behavior and that these choices protect the rights of others, particularly as it relates to a safe and orderly school environment. Students at HMS are expected to demonstrate appropriate behaviors. These are:

- \*study
- \*work hard
- \*leave other people's property alone
- \*treat people the way you want to be treated
- \*report suspicious activity to an adult
- \*be prepared
- \*tell the truth

**Dress Code:** We believe a student's behavior is affected by how he/she dresses. Parents can help their child's learning by using the following guidelines:

1. Clothes should be in good taste for learning. Modesty is a primary consideration. Immodest clothing places teachers and students in compromising positions during instructional settings. **Spaghetti straps, tank tops, halter tops, tube tops, fishnet tops and other shirts that do not cover the midriff area will not be allowed at school.**
2. **Shorts** may be worn throughout the school year, but a teacher may decide to limit a student's participation in outdoor activities if that teacher believes the student is not dressed appropriately. Shorts may be **no shorter than the ends of the fingertips** when the student is standing with his/her arms at their sides. Shorts that are **bicycle tights in style may not be worn**, unless regular shorts are worn over them.
3. **Pants may not sag.** This has become a school safety issue in recent years.
4. **Wallet chains and other similar chains** will be confiscated and returned to the student at the end of the day.

5. **Commercialization of tobacco, alcoholic beverages or other illegal substances** that are not consistent with school regulations are not permitted.
6. Shirts or other outfits that **promote sexual permissiveness or the mistreatment of others** will not be permitted.
7. **Coats and jackets** are not to be worn in the classroom unless the teacher feels it is appropriate for their individual room.
8. **Hats, caps or similar head attire** are not to be worn in the buildings except for safety or cleanliness as approved by the instructor and principal when working in the classroom or during spirit week activities. Caps may be worn at athletic events.
9. Students who **participate in interscholastic activities and public performances** will be expected to follow the personal appearance code required by the directors or coaches.
10. All clothing is expected to be free of questionable language, clean, not revealing, torn or ripped.

**Faculty and staff have the authority to deem any questionable attire as inappropriate. Students may be sent home or to the locker room to change clothing in such cases.**

**Recess Behavior Expectations:** When students are involved in recess activities, they are expected to play in an organized style. Activities that pose a danger will not be allowed. These types of activities include, but may not be limited to: kicking a ball, throwing a ball at someone, keep away, pushing, tackling and riding on someone’s shoulders or back.

**Problems and Conflicts:** We will work hard at Hillsboro Middle School to provide a positive learning environment. Your child’s teachers need to know if your child is experiencing a problem. We are here to help resolve conflicts, and in a building with over 130 students and adults, we are bound to have differences. So, if you are having a problem, please call the school and ask to speak to your child’s teacher, the counselor, the nurse, or the principal.

**School Safety:** One of the biggest issues that concern parents and school personnel is the safety of students. Because most of our staff are parents themselves, we understand the importance of maintaining a safe environment for learning. We are also aware that if one is frightened, one cannot learn. Therefore, we continue to work hard to create a culture within the building that promotes respect for others and their property, as well as an atmosphere conducive to learning for all of us.

**Sexual Harassment:** Sexual harassment is defined as sexual advances, requests for sexual favors, and/or innuendoes, words or actions, of a sexual nature, directed toward any other person, which are unwelcome by the person to whom the conduct is directed and which would be offensive to a reasonable person. If the conduct involved fits this definition, it makes no difference how the conduct was intended. Sexual harassment will not be tolerated at this school. Any

incident of sexual harassment should be reported to a school official immediately.

**HMS “Survivor” Bully Prevention Program:** Middle school age students generally struggle to develop physically and emotionally. Sometimes, as students seek to define themselves, they attempt to elevate their own self esteem by verbally or physically targeting another student as a lesser person. If there is an unbalance of power between two students when this type of attempt is made, the HMS Bullying rules and rubric will be referenced.

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

Your child is never expected to suffer in silence while someone else hassles him/her. We will help solve problems your child may have with others!

**The HMS Bully Prevention Program will also be enforced for students choosing to use cyberspace to negatively interact with a peer(s).**

| Consequences for Bullying Infractions                              |                         |  |
|--|-------------------------|--|
| <b>Verbal Category:</b>  | 1 <sup>st</sup> Offense | Written warning.<br>Student calls parent.<br>One quiet lunch.                    |
|  | 2 <sup>nd</sup> Offense | Student calls parent.<br>Three Quiet lunches.                                    |
|  | 3 <sup>rd</sup> Offense | Student calls parent.<br>One day of classes only.                                |
|  | 4 <sup>th</sup> Offense | After three incidents,<br>develop individual plan.                               |
| <b>Physical Category:</b>  | 1 <sup>st</sup> Offense | Written warning.<br>Student calls parent.<br>One quiet lunch.                    |
|  | 2 <sup>nd</sup> Offense | Student calls parent.<br>Three Quiet lunches.                                    |
|  | 3 <sup>rd</sup> Offense | Student calls parent.<br>One day of classes only.                                |
|  | 4 <sup>th</sup> Offense | After three incidents,<br>develop individual plan.                               |
| <b>Unwanted Touching</b><br>Examples:<br>Pushing,<br>hitting, etc. | 1 <sup>st</sup> Offense | Student calls parent.<br>Three days of classes only.                             |
|  | 2 <sup>nd</sup> Offense | Student calls parent.<br>One week of classes only.                               |
|  | 3 <sup>rd</sup> Offense | Student calls parent.<br>In-school suspension.<br>Individual plan is developed.  |
|  | 4 <sup>th</sup> Offense | Student calls parent.<br>In-school suspension.<br>Individual plan is re-visited. |

Consequences earned through the bully prevention program include an **office referral and 60 minutes of detention.**

**Detention:** Students may be given before or after-school detentions for noncompliance with school rules.

Students will need to serve any and all assigned detentions on the day of the offense or following day. Missed detentions may double in length or result in in-school suspensions.

**Quiet Lunch:** Students may be assigned quiet lunches for one or more days. When assigned, the student will be expected to pick up his/her lunch approximately two-minutes early and eat it in the office or another space in the building separated from the rest of the students. The tray will be taken back to the kitchen area by an adult in the building, as the student will remain in the quiet lunch until the normal lunch period and adjoining recess.

**Class Only:** Students may be assigned “class only” for one or more days. The student will be removed from all unsupervised, informal opportunities during his/her school day. The student will be required to report to the office upon arriving to school and will then be escorted by an adult to each class approximately two minutes prior to the end of each previous period throughout the day. A quiet lunch and a 30-minute detention will be part of the class only consequence.

**In-School Suspension:** In-school suspensions result when a student’s noncompliance behavior is more aggressive. Examples of these behaviors include, but may not be limited to: swearing at a teacher, threatening to fight and open defiance. ISS students are isolated from the rest of the student body throughout their school day and are assigned 60-minutes of detention after school as well.

**Out of School Suspension:** A student may be assigned an out of school suspension if the student’s behavior is exceptionally anti-social. ***This includes, but is not limited to fighting.*** A conference with the parent(s) will be required prior to the student returning to class. The county attorney and the local police department will be informed about a student’s out of school suspension because of mandatory school attendance laws and other possible legal considerations.

The disciplinary charts below outline basic consequences for negative student behaviors. It should be noted that all students will be dealt with on an individual basis. The principal has the freedom to deviate from these general guidelines as needed to increase the likelihood that a student will change his/her behavior.

| <b>Quiet Lunch<br/>(One or More Days)</b>  |
|--|
| <ul style="list-style-type: none"> <li>➤ Attention seeking, disruptive behaviors</li> <li>➤ Failure to complete assignments</li> <li>➤ Negative interactions with peers</li> <li>➤ These are served in conjunction with class only and ISS.</li> </ul> |

| <b>Detention<br/>(30 or 60 minutes at a time)</b>   |
|---|
| <ul style="list-style-type: none"> <li>➤ Bus referrals</li> <li>➤ Office referrals</li> <li>➤ Failure to serve teacher crunch time</li> </ul> |

| <b>Class Only<br/>(Each day of class only lasts from the student’s arrival to school until 4:00 p.m.)</b>  |
|--|
| <ul style="list-style-type: none"> <li>➤ Excessive attention seeking behavior</li> <li>➤ Excessive disruption of class</li> <li>➤ Unacceptable behavior during passing periods or other informal times of the day</li> </ul> |

| <b>In School Suspension<br/>(Each day of ISS lasts from the student’s arrival to school until 4:30 p.m.)</b>  |
|---|
| <ul style="list-style-type: none"> <li>➤ Aggressive verbal or physical behavior</li> <li>➤ Open defiance toward an authority figure</li> <li>➤ Repeated failure to assume responsibility</li> <li>➤ Possession of items designed to create disorder (<i>legal authorities contacted</i>)</li> <li>➤ Possession of illegal contraband or stolen property (<i>legal authorities contacted</i>)</li> <li>➤ Vandalism (<i>legal authorities contacted</i>)</li> </ul> |

| <b>Out of School Suspension<br/>(The student may not be on any USD #410 grounds until the suspension is over. Legal authorities are informed about every OSS.)</b>   |
|--|
| <ul style="list-style-type: none"> <li>➤ Repeated aggressive verbal or physical behavior</li> <li>➤ Repeated open defiance</li> <li>➤ Refusal to admit responsibility</li> <li>➤ Possession of illegal drugs or alcohol (Hearing prior to re-entry)</li> <li>➤ Possession of weapon (Hearing prior to re-entry)</li> </ul> |

## CURRICULUM ENHANCEMENT

### **Math Facts to Keep in Mind:**

**Math Symbols:**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| $<$ is smaller than             | $>$ is greater than             |
| $\leq$ is smaller than or equal | $\geq$ is greater than or equal |
| $=$ is equal to                 | $\approx$ is approximate        |

**Math Order of Operations:**

1. Do operations within parentheses and other grouping symbols. ( ) , [ ] , { } , etc.
2. Do powers (exponents) and roots.
3. Do multiplication and division as either occurs in order from left to right.
4. Do addition and subtraction as either occurs in order from left to right.

**Rule of Subtraction** – To subtract any number, add its opposite.

**Rule of Division** – To divide, multiply by the divisor’s reciprocal.

**Problem Solving Methods:**

|                         |   |
|-------------------------|---|
| Guess & Check           | Make a reasonable guess and check it out. If incorrect, try again.  |
| Look for a Pattern      | The key is to find any differences between given pieces of information.   |
| Write a Number Sentence | Take the written information and write it out in math; ignore irrelevant information.                             |
| Make a Diagram or Model | Drawing a picture or graph may help solve a problem more easily. You could also make a table to sort information. |
| Work Backward           | Start at the end of a problem and work your way back to the beginning to find the solution.                       |

*Think logically...Act it out if you can...Be a smart estimator...Always test your answer.*

**Reading Strategy & Study Skills:**

Learning how to learn is one of the most important aspects in education. It is important to have a strategy for reading in order to get the most out of a reading assignment. The following reading strategy works well for many people.

**Step 1 – Preview and Questions**

Before you read the actual assignment...

- a. Read the title. Turn it into a question.
- b. Read the introduction or introductory paragraphs. Ask yourself questions.
- c. Read heading, subheading, captions, charts, graphs, maps, etc.
- d. Look at review questions or study guides.
- e. Review what you already know about this subject.

**Step 2 – Read the Assignment**

- a. Look for answers you thought about during the Preview and Questions step.
- b. Look for answers to the review questions or study guides.
- c. Reread captions, charts, graphs, maps, etc.
- d. Carefully read and make sure you understand the meaning of all underlined, italicized, or bold words or phrases. Use a dictionary if necessary.
- e. Reduce your speed or reread difficult passages.

**Step 3 – First Review: Immediately following reading the assignment...**

- a. Orally review either by yourself or with someone else (they do not have to read the assignment).
- b. Take quick notes over important concepts, words or phrases.
- c. Underline or highlight most important concepts, words, or phrases (do only if you have permission from the teacher or if the material belongs to you).

**Step 4 – Second Review: Within 24 hours of reading the assignment...**

- a. Glance over assignment briefly.
- b. Reread notes, underlined, or highlighted areas.

*Repeating step 4 briefly and periodically until test time will hopefully make studying for a test less stressful. Give it an honest try and see if it will work for you!*

**Analytical Scoring Guide for 6 Trait Writing**

**Trait: Ideas and Content/Development**

This paper is clear, focused, and interesting. It holds the reader’s attention. Relevant anecdotes and details enrich the central theme or story line. Ideas are fresh and original.

- ❖ The writer seems to be writing from experiences and shows insight: a good sense of how events unfold, how people respond to life and to each other.
- ❖ Supporting, relevant, telling details give the reader important information that he or she should not personally bring to the text.
- ❖ The writing has balance: main ideas stand out.
- ❖ The writer seems in control and develops the topic in an enlightening, entertaining way.
- ❖ The writer works with and shapes ideas, making connections and sharing insights.

**Trait: Organization**

The organization enhances and showcases the central idea or theme. The order, structure, or presentation is compelling and moves the reader through the text.

- ❖ Details seem to fit where they’ve placed; sequencing is logical and effective.
- ❖ An inviting introduction draws the reader in and a satisfying conclusion leaves the reader with a sense of resolution.
- ❖ Pacing is very well controlled; the writer delivers needed information at just the right moment, then moves on.
- ❖ Transitions are smooth and weave the separate threads of meaning into one cohesive whole.
- ❖ Organization flows so smoothly the reader hardly thinks about it.

**Trait: Sentence Fluency**

The writing has an easy flow and rhythm when read aloud. Sentences are well built, with consistently strong and varied structure that makes expressive oral reading easy and enjoyable.

- ❖ Sentence structure reflects logic and sense, helping to show how ideas relate. Purposeful sentence beginnings guide the reader readily from one sentence to another.
- ❖ The writing sounds natural and fluent; it glides along with one sentence flowing effortlessly into the next.
- ❖ Variation in sentence structure and length adds interest to the text.
- ❖ Fragments, if used at all, work well.
- ❖ Dialogue, if used, sounds natural.

**Trait: Voice**

The writer speaks directly to the reader in a way that is individualistic, expressive, and engaging. Clearly, the writer is involved in the text and is writing to be read.

- ❖ The paper is honest and written from the heart. It has the ring of conviction.
- ❖ The language is natural yet provocative; it brings the topic to life.
- ❖ The reader feels a strong sense of interaction with the writer and senses the person behind the words.
- ❖ The projected tone and voice give flavor to the writer's message and seem very appropriate for the purpose and audience.

**Trait: Word Choice**

Words convey the intended message in an interesting, precise, and natural way. The writing is full and rich, yet concise.

- ❖ Words are specific and accurate; they seem just right.
- ❖ Imagery is strong.
- ❖ Powerful verbs give the writing energy.
- ❖ Striking words and phrases often catch the reader's eye, but the language is natural and never overdone.
- ❖ Expression is fresh and appealing; slang is used sparingly.

**Trait: Writing Conventions**

The writer demonstrates a good grasp of standard writing conventions (e.g., grammar, capitalization, punctuation, usage, spelling, paragraphing) and uses them effectively to enhance readability. Errors tend to be so few and minor the reader can easily skim right over them unless specifically searching for them.

- ❖ Paragraphing tends to be sound and to reinforce the organizational structure.
- ❖ Grammar and usage are correct and contribute to clarity and style.
- ❖ Punctuation is smooth and guides the reader through the text.
- ❖ Spelling is generally correct, even on more difficult words.
- ❖ The writer may manipulate conventions – particularly grammar – for stylistic effect.

- ❖ The writing is sufficiently long and complex to allow the writer to show skill in using a wide range of conventions. (This criterion applies to grade 7 and up only.)
- ❖ Only light editing would be required to polish the text for publication.

**FACILITIES AND EQUIPMENT**

**Care of School Property:** Textbooks, equipment, furniture, and the building itself have been provided by your parents and other taxpayers. You have a responsibility to take care of school property as though it were your own. Any damaged or lost property may be charged to the student involved.

**Bus Transportation:** The school buses are provided as a service to those students who need transportation to school. Students must remember that the bus driver is in complete charge of the bus and all passengers. The bus driver's authority is no less than that of the teacher. Students should board the bus, go immediately to a seat, and remain seated at all times while the bus is in motion. Talking is permissible, but loud, boisterous conduct that could be distracting to the driver and thus endanger the safety of all, will not be permitted.

***Students are not to leave school grounds upon their arrival at school.***

**Computer Use:** Durham/Hillsboro USD 410's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 410.

Students must acknowledge their understanding of the district's technology use policy and guidelines ([see www.usd410.net](http://www.usd410.net)). Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges. Students will sign contracts indicating they understand how to use the Internet in a responsible manner and they know how to properly care for their school issued laptop computer. By signing these contracts, students are acknowledging that they are responsible for anything brought onto the screen.

Any action taken using the Internet that is not considered school related or appropriate will result in 1) an office referral and 2) denial of Internet access.

**Crunch Time:** Each afternoon from 3:40 to 4:15 a supervised study period is provided. Students may voluntarily attend this period or may be assigned to attend by a classroom teacher. Students will be able to complete assignments, make up tests, and have the opportunity to receive help from an adult. Failure to serve a teacher assigned "crunch time" can lead to an office referral. Morning crunch sessions will be available by appointment with a teacher or the principal.

**Emergency Drills: Fire drills** will be held each month in accordance with regulations of the State Fire Marshal. In case of fire, keep calm and clear the building by 100 feet as quickly as possible in an orderly manner. A long continuous buzz will indicate fire in the building.

**Tornado Drills:** In case of a tornado warning, move as quickly as possible in an orderly manner to your assigned area in the middle school. Sit on the floor, cover your head until the all-clear signal is given from teachers or the principal. The intercom system will be used to give tornado warning or drills. Parents are discouraged from picking up students during a tornado alert.

**Drug Dog Searches:** Hillsboro Middle School will work with the local law enforcement to use trained canines to conduct random drug searches on school property throughout the school year. When the building is occupied by students, a non-emergency lockdown will be enacted to reduce the chance of off-task performances by the dog and/or the students and to protect student dignity in the event an illegal contraband is found.

**Hall Lockers:** Lockers will be assigned to students at the beginning of the school year. Each student is expected to use the assigned locker. The dimensions of the lockers are 9" x 11". All personal items are to be kept in the locker. Lockers are to be kept clean. Any notes to be student will be taped inside his/her locker. The school is not responsible for personal items left in lockers. Valuable items should be left at home or locked in the student's P.E. locker.

**Library Use:** The Wiebe Media Center provides media services for 6<sup>th</sup> through 12<sup>th</sup> grade students. The center is open each day from 7:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays). No food or drink is allowed in the media center. In addition to regular classroom behavior expected at all times, the following specific rules apply:

**Passes:**

1. All students have access to the media center without a pass before and after school.
2. All students have access to the library with a pass and permission from their teachers while classes are in session.

**Checkout:**

1. All media center materials: books, shelved magazines, encyclopedias, clippings, etc., are checked out for a period of two weeks.
2. Periodically, overdue notices are given to students.
3. Newspapers are not to be removed from their holders or from the media center.
4. Current magazines, which are kept in blue plastic covers, are not to be taken from the media center.

**Fines:**

Although no overdue fines are charged to students, a student is charged a replacement cost if materials are damaged beyond repair, or are not returned by the close of the year. Books have specific unique replacement costs and magazines will run \$3.00.

**Lunch/Breakfast Program:** U.S.D. #410 strongly encourages students to eat a nutritious breakfast at home. However, for those students who do not receive breakfast, U.S.D. #410 will offer a breakfast program each morning beginning at 8:00 a.m. Hot lunch is a privilege all students have. Lunch tickets may be purchased at the office. Charging may not be allowed. Lunch may be brought from home and eaten in the commons.

**Free/Reduced Breakfast & Lunch Program:** U.S.D. #410 does participate in a free/reduced breakfast & lunch program offered by the State of Kansas. Please contact the office for more information.

**Lunch Hour:** Middle school students are expected to eat lunch at school. If parents would like to have their child go home for this 25-minute lunch period, their student must present a permission slip to the office from a parent. The student must sign out in the office upon leaving and sign back in upon returning. ***Students may not take friends home with them.***

**Lunchroom Rules:** Inappropriate behavior during the lunch period will result in a student being assigned at seat and their recess privileges taken. Continued or serious negative behavior choices will result in an office referral. Some general guidelines to follow are:

1. walk to the lunchroom and line up by grade.
2. don't push and shove in line.
3. cutting in line and saving places in line is not acceptable.
4. follow the card sitting system on days when it is being used.
5. leave your eating area clean.
6. food should not be thrown or taken from the lunchroom.
7. keep the visiting volume at a controlled level.
8. students are to remain in the lunchroom until otherwise directed.
9. be safe
10. seek permission for the supervisor to leave the lunchroom.

**Physical Education Program:** The daily procedure will be to report to the dressing room and "dress out." Lock your locker, then report to the area designated by the teacher. Roll call will be taken and exercises completed. Following class, return to the dressing room, shower, and dress for the next class. Be sure to **ALWAYS LOCK YOUR LOCKER. Students are responsible for the locks provided by the school.**

**P.E. Grades:** The students' grades will be determined after consideration of the following:

1. Improvement of skills
2. Knowledge of rules and strategy/tests
3. Attendance/Participation – points will be deducted for nonparticipation except for health reasons supported by your doctor's signature and/or a properly identified physical handicap.
4. Cooperation
5. Proper Uniform

**P.E. Uniform:** The uniform will be a burgundy t-shirt, black shorts (bicycle tights are appropriate to wear underneath), white socks, one pair of gym shoes for use in the gym class only, and a clean towel. **BE SURE TO LABEL ALL ITEMS.**

**Telephone:** The office telephone is a business phone and should not be used by students except for emergencies. Incoming emergency messages will be relayed to students as soon as possible.

There is a "local call only" phone located near the middle school lobby that is available to the students before 8:00 a.m. and after 3:30 p.m. Students should seek permission if there is a need to use this phone during the school day.

**Textbook Use:** Textbooks for all students will be checked out by the classroom teachers. A record will be kept of the book and its condition. Students have 5 days to inspect the book. Care of books reflects the student's attitude toward school property. The pupil is responsible for any damage to the books checked out to him/her. If the book is lost, the pupil will have to pay the replacement value. If the book is damaged, the student will be assessed the amount of repairing the book. Report cards will be held until payment is received.

## PARENT INFORMATION

Close contact between home and school is essential for Hillsboro Middle School to be a school that meets students' needs and a school that reflects the community that it serves. Call, email, or simply make arrangements through the office if you would like to visit our classrooms. The HMS phone number is 947-3297. Teachers may be contacted at home in the evening.

**Newsletters:** HMS will send out a monthly newsletter each monthly via traditional mail delivery. We parents will find the time to read this information and attend any parents' meetings.

**Email Principal Notes:** Mr. Brown tries to email weekly patron notes to parents who have provided email addresses. If you would like to receive these

notes, please email Pati Funk at [pati.funk@usd410.net](mailto:pati.funk@usd410.net) in the office and she can get you included in the distribution list.

**Helping your child succeed in school:** You can help your child in the following ways:

1. Listen, ask, share... Your interest in school will indicate to your child that school is important.
2. Give help. Middle school students NEED help when they say, "I don't get it." Remember also that doing their work for them doesn't help.
3. Plan with your child. If you will take a few minutes each morning to review your plans and the school activities with your child, no telephone messages will need to be made, and you have helped to teach your child organizational skills that will benefit him/her for a lifetime.
4. Middle school students often exaggerate. If you feel your child is upset about a staff member or a school policy, please call, so the dissatisfaction can be cleared up immediately.
5. Help your child understand that learning is work and demands discipline.
6. Work with the staff so that they can be successful educators of your child.
7. Keep your student at home in the evening after a day of illness.

**Parent Conferences:** Parent-teacher conferences will be held each semester. Please see the school calendar for dates. When parents need clarification about school, they are encouraged to call or e-mail. Questions will be answered promptly. The Middle School phone number is 947-3297. When a conference is necessary to more desirable than a call, this will be scheduled through the office.

**Site-Based Council (SBC):** The Hillsboro Middle School Site Based Council will consist of parent representatives from each grade level. Efforts will be made to include parents who work in Hillsboro businesses to build a connection between the businesses of Hillsboro and the Middle School. Parent representatives will be sought during the enrollment procedures. They will meet monthly to review policies, procedures and ways to improve the middle school. The SBC constitution and bylaws are available in the Middle School office.

**Visitation:** We encourage every parent to visit HMS. Please call to make arrangements with the teacher(s) before you come. Pre-school siblings are discouraged from visiting the school. Visiting friends and relatives do not help the learning climate since students naturally want to visit with visitors. These visitors are welcome to come for lunch time, which is a social time at HMS.

All visitors to the school must report in the office to obtain a visitor's pass.

**Insurance:** Hillsboro Middle School makes available an insurance policy for those students desiring such protection. A folder will be given out at registration explaining the coverage. Athletic equipment will not be issued to any student until a physical examination form has been turned in and an indication of insurance coverage has been submitted.

**Medication or First Aid:** Medication may be administered and stored in the school office if the appropriate paperwork is filled out. Prescription medication will need a physician's request. All medication must be in the original container. Inhalers must be labeled with the student's name.

**Grievance Procedure:** If you feel your child has been mistreated, please share your complaint.

**First Step:** You and your child should meet with the teacher. The teacher will explain his/her actions and the class situation. They will strive to find grounds for agreement. If, however, you are still not satisfied...

**Second Step:** Have the teacher, pupil and parent(s) meet with the principal. In this meeting the handbook will be used to see if actions taken were in accord with the stated policies.

**Third Step:** Visit with the Superintendent of Schools.

If all these levels do not resolve the understanding of policy, the superintendent will be asked to take it to the Board of Education for review.

**USD # 410 Asbestos Report:** Non-friable asbestos material is present in the floor tile in the high school annex, also in the fume hood wallboard in the science room and the tree doors in the maintenance area.

The Inspection Management Plan may be found in the following Hillsboro locations for public viewing:

|                                |                  |
|--------------------------------|------------------|
| U.S.D. 410 Central Office      | - 416 South Date |
| Hillsboro Elementary Office    | - 812 East A St. |
| Hillsboro High School Office   | - 500 East Grand |
| Hillsboro Middle School Office | - 400 East Grand |

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.

**Nondiscrimination:** Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with U.S.D. #410 are hereby

notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA), or section 504 is directed to contact Mr. Steve Noble, 812 East A Street, Hillsboro, Kansas 67063 (620) 947-3184 who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination, or to the Assistant Secretary for Civil Rights, U.S. Dept. of Education.

## ROLE OF TEACHERS

1. Teachers are responsible for stimulating academic growth from all pupils.
2. Teachers, the principal, and the counselor will work with parents and pupils to create an open, positive learning environment.
3. Teachers desire to work with parents and children. Teachers may be called at school, 947-3297, or be reached at home after school hours.
4. All teachers are advisors to all students in Hillsboro Middle School.
5. Teachers are to use procedures that clarify behavior standards and discipline with dignity.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that U.S.D. 410, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, U.S.D. 410 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 U.S.D. 410 to include this type of information from your child's education records in certain school publications. Examples include:

- A program showing your student's role in a music or drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs, such as for basketball, name, weight, height and/or grade level 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 U.S.D. 410 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 U.S.D. 410 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. U.S.D. 410 has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

**Notification of Rights for  
Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate

or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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); a person serving on the school board; 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**NOTIFICATION OF RIGHTS  
UNDER THE PROTECTION OF  
PUPIL RIGHTS AMENDMENT  
(PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires U.S.D. 410

to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, U.S.D. 410 will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

- Kansas Communities That Care Survey
  - Administered to Grades 6, 8, 10, and 12
  - Administered during January 2005

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;

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

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

U.S.D. 410 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. U.S.D. 410 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. U.S.D. 410 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. U.S.D. 410 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable

notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901**

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| <b>Hillsboro Middle School Schedule 2011 - 2012</b> |  |  |   |  |  |  |  |  |  |
|---|--|--|---|--|--|--|--|--|--|
| Teacher   | 1 <sup>st</sup> Hour<br>8:00 – 8:49<br>49 min. | 2 <sup>nd</sup> Hour<br>8:53 – 9:42<br>49 min. | 3 <sup>rd</sup> Hour<br>9:46- 10:35<br>49 min.  | 4 <sup>th</sup> Hour<br>10:39 – 11:28<br>49 min. | 5 <sup>th</sup> Hour<br>12:02 – 12:51<br>49 min. | 6 <sup>th</sup> Hour<br>12:55 – 1:44<br>49 min.. | 7 <sup>th</sup> Hour<br>1:48 – 2:37<br>49 min. | 8 <sup>th</sup> Hour<br>2:41 – 3:30<br>49 min. |  |
| Mr. Corvea  | 6A Science                                     | 6B Science                                     | 6A Lan. Arts                                    | 6 Gr. Team                                       | 7A Soc. St.                                      | 6B Reading                                       | 7A Ext. Lrn.                                   | <b>PREP</b>                                    |  |
| Mr. Oelke   | 6B Soc. St.                                    | 6A Soc. St.                                    | 6B Lan. Arts                                    | 6 Gr. Team                                       | 7B Soc. St.                                      | <b>PREP</b>                                      | 6A Reading                                     | 6A Ext. Lrn.                                   |  |
| Mrs. Noble  |  |  | Alg. 1A   | 6 Gr. Team                                       | <b>PREP</b>                                      | 6A Math  | 6B Math  | 6B Ext. Lrn.                                   |  |
| Mrs. Janzen   |  |  |   | 6 Gr. Team                                       |  | Tier Instr.                                      |  | 6 th Ext. Lrn.                                 |  |
| Ms. Holub   |  |  |   |  | 6A &6B PE  |  |  |  |  |
| Mrs. Leihy  |  | 8 Careers & Life Plan                          |   |  |  |  | Careers & Life Skills                          |  |  |
| Mr. Hiebert   |  | 8 Business Essentials                          |   |  |  | <b>PREP</b>                                      | 7 <sup>th</sup> & 8 <sup>th</sup> Art          |  |  |
| Mr. Haslett   |  |  | 8 <sup>th</sup> Gr. PE                          |  |  | 7 <sup>th</sup> Gr. PE                           |  |  |  |
| Mr. Rempel  |  |  | 8 Comp..App                                     |  |  |  |  |  |  |
| Mr. Bell  |  |  |   |  |  |  |  | 8 <sup>th</sup> Tech<br>7 <sup>th</sup> Key.   |  |
| Mrs. Bartel   | 7A Science                                     | Tier Instr.                                    | <b>PREP</b>                                     | 7B Science                                       | 8B Science                                       | 8A Science                                       | 7B Ext. Lrn.                                   | 7 & 8 Team                                     |  |
| Mr. Bebermeyer                                      | 7B Lan. Arts                                   | HS Spanish                                     | 7A Lan. Arts                                    | 8B Lan. Arts                                     | 8A Lan. Arts                                     | HS Spanish                                       | <b>PREP</b>                                    | 7 & 8 Team                                     |  |
| Mrs. Sinclair                                       | 8A Math  | Tier Instr.                                    | 7B Math   | 7A Math  | <b>PREP</b>                                      | 8B Math  | 8A Ext. Lrn.                                   | 7 & 8 Team                                     |  |
| Mr. Knoll   | 8B Soc. St.                                    | HS English                                     | HS English                                      | 8A Soc. St.                                      | HS English                                       | <b>PREP</b>                                      | HS English                                     | 8 <sup>th</sup> Gr. Team                       |  |
| Mrs. Melton   | Support  | Tier Instr.                                    | Support   | Fast ForWord                                     | Fast ForWord                                     | 7 <sup>th</sup> Reading                          | 8B Ext. Lrn.                                   | Fast ForWord                                   |  |
| Mrs. Buchholz                                       | 8 <sup>th</sup> Math                           | Tier Instr.                                    | 7 <sup>th</sup> Lan. Arts                       |  | 8 <sup>th</sup> Lan. Arts                        | Tier Instr.                                      | 7 & 8 E. L.                                    | 7 & 8 Team                                     |  |
| Mr. Major   | Geometry                                       | <b>PREP</b>                                    | Geometry  | 6 <sup>th</sup> Band                             | Geometry 1.5                                     | Team   | HS Band  | 7 & 8 Band                                     |  |
| Mrs. Just   | SNC  | 7 & 8 Choir                                    | <b>PREP</b>                                     | 6 <sup>th</sup> Choir                            | 5 <sup>th</sup> Choir                            | 5 <sup>th</sup> Band                             | Team   | HS Choir                                       |  |
| <b>MS LS SCHEDULE</b>                               | 1 <sup>st</sup> Hour<br>8:00 – 8:45<br>45 min  | 2 <sup>nd</sup> Hour<br>8:49 – 9:34<br>45 min. | 3 <sup>rd</sup> Hour<br>9:48 – 10:23<br>45 min. | 4 <sup>th</sup> Hour<br>10:27 – 11:12<br>45 min. | 5 <sup>th</sup> Hour<br>11:46 – 12:14<br>45 min. | 6 <sup>th</sup> hour<br>1:07 – 1:52<br>45 min.   | 7 <sup>th</sup> Hour<br>1:56 – 2:41<br>45 min. | 8 <sup>th</sup> Hour<br>2:45 – 3:30<br>45 min. |  |

Lunch 11:28 – 11:58 Normal; 11:12 – 11:42 on Learning Support Days