

Hillsboro
Elementary School
Handbook
2019-2020



Mr. Evan Yoder
Principal

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2019-20 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 21st 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)

District Goal

Updated October 2013

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."

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HILLSBORO ELEMENTARY SCHOOL HILLSBORO, KANSAS

"Helping Each Student Do Their Best to Be Their Best"

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.

Preschool Sessions: 8:00-11:30 a.m.; 12:15-3:45 p.m. no Fridays

All Day Session: 8:00-3:45 M-Th, 8:00-12:00 on Fridays

Supplies

Parkview Church is donating all school supplies for Kindergarten – 5th grade EXCEPT for backpacks, art shirts or an old sock for dry erase boards.

Fees

	<u>Kindergarten</u>	<u>Grades 1-5</u>
Consumable Materials Fee	\$15.00	\$25.00
Consumable Materials Fee (Reduced)	\$10.00	\$15.00
Consumable Materials Fee (Free)	\$0.00	\$0.00

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

Students who have a habit of good attendance generally achieve higher grades, enjoy school more, and are much more desirable to employers after graduation. We expect all students to attend school regularly and to be on time for all classes. We appreciate all parental cooperation and support in this endeavor. Compliance is the responsibility of the student and his/her parents/guardians.

Any student who is tardy 20 minutes or more will be considered absent for the period. It is the school's responsibility and position to determine the status of all absences and tardies – either EXCUSED, UNEXCUSED.

The principal or their designated representatives will determine if any absence is excused or unexcused according to the following criteria:

Excused Absences:

Students are expected to attend school unless they are sick, have a family emergency, participating in school activities, or religious reasons. Parents should call the office to notify the school when their child is going to miss school. Examples of Excused Absences: Personal Illness, Medical/Dental/Legal Appointments, Family Crisis/Funeral, School Sponsored Activities. All other advanced absences need

to be approved by an administrator. Students who have a temperature of 100 degrees are not allowed at school and must be without a fever for 24 hours before returning to school without use of medication for fever treatment. Exceptions must be approved by the principal.

Excessive Absences:

Parents may only excuse their student for 10 absences per semester. Further absences will require a doctor's note to be excused. Any absences above 10 without a doctor's note or legal documentation will be unexcused and apply to truancy. In the interest of safety and student well-being, parents are requested to phone the school before 9:00 am any day their child is absent. Parents have two days following an unverified absence to validate the absence, the attendance clerk will record an UNEXCUSED absence. If a student accumulates five or more unexcused absences in a quarter or three consecutive they will be referred to the County Attorney for truancy. Extreme hardship situations such as extended health problems or medical illness may be granted a waiver by the administration.

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.

Discipline Policy

Goals:

The primary focus at Hillsboro Elementary School (HES) is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive selfimage, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

Philosophy:

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Hillsboro Elementary School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

STUDENT STANDARDS OF BEHAVIOR

In order to show **respect, maintain safety, and focus on learning**, I will:

- 1. Follow directions the first time.**
- 2. Speak using polite language, volume, and tone.**
- 3. Keep hands, feet, and objects to myself.**
- 4. Be where I am supposed to be.**
- 5. Take care of school property and personal belongings.**
- 6. Walk quietly in the hallways so I do not disturb other classes.**

Disciplinary Actions:

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses.

Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.

Descriptions of Expectations:

Classroom Behavior:

Students are expected to listen and follow all teacher directions.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior in Halls:

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior in Restrooms:

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension

Behavior in Lunchroom:

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension

Behavior on Playgrounds/Recess:

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment

responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior on Bus:

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension

Behavior During School Sponsored Activities/Field Trips:

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension

Excessive Tardiness, Truancy, Leaving School Without Permission:

Students must be on time for school and in their classrooms by 8:00 a.m.; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement

Dress:

School personnel may advise students about appropriate dress, footwear, and grooming for school, but they may not discipline students for their style of dress or grooming unless it:

- is likely to cause or causes a disruption to school activities or the educational environment;
- endangers health and safety;
- fails to meet a reasonable requirement of a course or activity, e.g., physical education class, specific field trips or daytrips.
- is associated with gangs;
- is lewd, vulgar, obscene, or revealing;
- promotes the use of drugs, tobacco, intoxicants or inhalants.

Possible Consequences: Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, suspension

Fighting/Physical Aggression:

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Cheating or Plagiarism:

This is defined as using the work of others as your own.

Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Inappropriate Use of the Computer Systems:

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member

Possible Consequences: Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement

Incendiary Devices:

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Physical Attack on Staff or Fellow Student:

This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Threats and/or Verbal Abuse:

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Teasing, Verbal or Non-Verbal:

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased—a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension

Malicious Pranks and Pseudo Threats:

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

Acts of Hate / Violence:

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or genderbased), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, inschool suspension, suspension, referral to law enforcement, recommendation for expulsion

Inappropriate Language/Gestures:

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Sexual Harassment:

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, transfer to another class, in-school suspension, suspension, recommendation for expulsion

Theft/Extortion:

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Theft/Burglary:

This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution.

Insubordination/Disrespect:

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

Destruction of Property/Vandalism:

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement

False Fire Alarm:

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Weapons:

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Possession of Communication and Other Electronic Devices:

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated

Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Possession and/or Trading/Selling of Non-School Related Items:

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Possession or Use of Destructive or Harmful Substances:

This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials:

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

Possible Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion

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.

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 a.m. 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.

Walking School Bus

A walking school bus is a group of children walking to school with one or more adults. If that sounds simple, it is, and that's part of the beauty of the walking school bus. It can be as informal as two families taking turns walking their children to school to as structured as a route with meeting points, a timetable and a regularly rotated schedule of trained volunteers.

Parents often cite safety issues as one of the primary reasons they are reluctant to allow their children to walk to school. Providing adult supervision may help reduce those worries for families who live within walking or bicycling distance to school. Other benefits of the WSB include reducing traffic at the elementary school and, some studies suggest, improved academic performance after exercising before school.

Studies show that fewer children are walking and biking to school, and more children are at risk of becoming overweight. Changing behaviors of children and parents require creative solutions that are safe and fun.

Implementing a walking school bus can be both.

At Hillsboro Elementary School, children and adults currently gather around 7:00 a.m. at Trinity Mennonite Church, 211 S. Elm, then leave promptly at 7:10. We head north to Grand and follow a path east to Adams and with a turn on "A" Street arrive at the elementary school at approximately 7:40. Trained adults lead and follow each morning.

We are looking to add a south route as soon as we have enough volunteers to lead from that side of town. The bus will operate while favorable weather holds in the fall and spring of the year.

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.

Dismissal Time

- 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 firsthand 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 or in the office 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.

Elementary School Food Programs

The school breakfast and lunch programs are a part of the total school program. These meals provide nutritionally balanced meals and opportunities to try new foods and familiar foods that may be prepared differently from what is done at home. Both breakfast and lunch meet the requirements to be reimbursed by the state of Kansas and the Federal government.

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

The prices for breakfast are:

Adult price	\$2.30
Student price (K-12)	\$1.85
Reduced price (K-12)	\$.30

Lunch prices:

Grade K-5:	\$2.55 per lunch
Grade K-12 Reduced fee	\$.40 per lunch
Milk	\$.50

-- Meals are to be paid in advance.

-- If you feel you qualify, you may complete the state form for the free or reduced meals.

-- **Please call before the Elementary office by 8:30 A.M. if you are eating with your child.**

Adult Visitor	\$4.10
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Meal Policy

Free meals come with one milk. A second must be purchased for \$.50. Please put money in your family account if you want your children to receive 2nd milks. Parents or guardians must give the elementary office a written notification if you do not want your children to receive second milks.

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 family account balance and e-mails/hard copy notices are sent out on Wednesday to those whose family account drops below \$10.00.

Remember, when you send meal money you are sending money for the entire family- not just for the child whose name appears of the lunch notice.

Class Lunch Schedules

Each grade level will have staggered lunch times. Listed below are the 2 or 3 times each section will be going to the lunch room. Each lunch period will last for 30 minutes.

Kindergarten	11:40 and 11:45
First Grade	11:00, 11:05 and 11:10
Second Grade	11:20, 11:25 and 11:30
Third Grade	12:25, 12:30 and 12:35
Fourth Grade	12:10 and 12:15
Fifth Grade	11:55 and 12:00

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 must send a written order to the school. This order must also have a parent signature.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

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.

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.

The appropriate licensed personnel 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.

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.

Additional Requirements.

* 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. Alternate phone numbers to call in case of an emergency should be given to the school. If you cannot be reached, your family physician will be called.

-- Vision and hearing screenings will be administered by the Marion County Health Department.

Communicable Diseases

All school entrants need to have had immunizations as required by the state of Kansas. These immunizations need to be up to date by the 60th school day or the child may be excluded from school. The list of required immunizations may be obtained from the school nurse or by going to the cdc.gov website.

The County Health Office schedule for shots is as follows:
Every Wednesday at Marion County Health Office
8:30 a.m. - 12:00 p.m. 1:30 – 4:30 p.m.
620-382-2550

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

- Temperature normal for 24 hours preceding return to school
- Free of vomiting and diarrhea for 24 hours
- 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.

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 the fall. 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; however, purchasing is optional. 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 3-5 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 / Grade Cards

- Report cards will be prepared every quarter.
- Parent-Teacher Conferences will be held in November.
- Individual conferences will occur upon request.
- Unsatisfactory progress will be reported and discussed with parents.
- Final grade cards will be mailed out to families following the end of school.

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/>

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
Website: www.mcsec.org

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

Reporting of Suspected Abuse

Employees may file a report of suspected abuse anonymously to either the Department of Children and Families (DCF) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

Building Evacuation

In the event we would have to evacuate the building, students would go to the Hillsboro High School. 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 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.

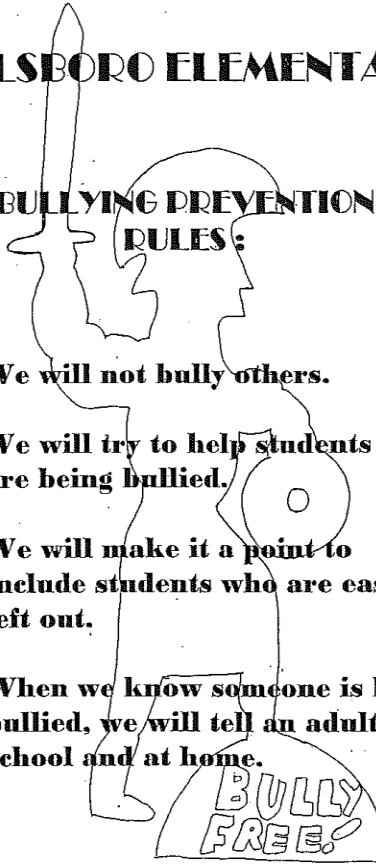
Complaints received will be investigated to determine whether, under the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct. Behaviors that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

BULLYING RUBRIC FOR HILLSBORO ELEMENTARY				
Behavior	First Time	Second Time	Third Time	
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.**



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 individual's 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>

Facebook

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.

Out of District Students

Students living outside of the USD 410 district boundary will need to complete an out of district form on a yearly basis which will need to be approved by the superintendent.

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. Before bringing treats, please check with your child's classroom teacher for possible allergies. If your child has a severe peanut allergy, diabetes or other special diet needs, the classroom treats can be a cause for concern.

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.