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**2019**-2020

Hill City Grade School

Parent/Student Handbook

## **welcome**

Welcome back to another exciting year at Hill City Grade School. Please take the time to read through the handbook as there are some changes. Students will be required to wear tennis shoes for PE class. Students can wear the ones they regularly wear to school and will not need to have a special pair just for PE.

We will be installing an exterior door security system this summer. All exterior doors will remain locked during the school day. We will be installing a exterior door security system this summer. To enter thThe building will be open at 7:30 a.m. for students.

I am looking forward to another great year as the principal for Hill City Grade School and your children. With continued support from parents and the community I am confident this will be another productive and exciting year.

**SCHOOL INFORMATION**

Hill City Grade School Jon Granberry, Principal

216 North 4th Ave.

Hill City, KS 67642 Melanie Kennedy, Secretary

785-421-3425

**IMPORTANT EARLY DATES:**

Wednesday, August 14 - Open House 5:00-6:00 pm

Thursday, August 15 - **First day of School**

**THE SCHOOL DAY**

School Begins at 8:15 a.m. and will dismiss at 3:30 p.m.

We will gather in the gym at 8:10 for the Pledge of Allegiance

Students arriving after 8:15 will be counted as tardy

**Students are not to enter the building prior to 7:30 a.m.**

**DISTRICT CONTACTS**

Jim Hickel, Superintendent of Schools 785-421-2135

Nancy Law, Clerk of the Board 785-421-2135

Lanna Bucl, School Nutrition Applications 785-421-2135

Bob Dinkel, Transportation Director 785-421-2223

**ADDITIONAL SCHOOL AND DISTRICT INFORMATION**

[www.usd281.com](http://www.usd281.com)

**HCGS 2018-2019 Faculty & Staff**

Jon Granberry – HCGS Principal

Melanie Kennedy – Building Secretary

Kelli Atkins – Kindergarten Vanessa Underhill – Kindergarten

Karen Thompson – 1st Grade Tanya Hamel – 1st Grade

Lori Vincent – 2nd Grade Lisa Briand – 2nd Grade

Heather Kowalke – 3rd Grade Holly Haynes – 3rd Grade

Diana Parker – 4th Grade Kiley Marcotte – 4th Grade

Katie Couey– 5th/6th Grade Kathy Hoffestetter – 5th/6th (fall)

Adrianna Nickelson- 5th-6th (Spring) Scott Parker – 5th/6th Grade

Scott Schulz – 5th/6th Grade

Karol Hickel – K-6th Vocal Music/Title I Kaitlyn Davis – K-6th PE/Title I Crystal Plante – Reading/Title I Coordinator Billy Wicks – 5th/6th Band

Mackenzie Schuckman– Speech Anna Ashcraft - Counselor

Vicki Hagen - Interrelated Peggy Pool - Interrelated

Mary Ann Keith – Library

Elaine McKeever – Building/Health Aide

Nursing Services – Graham County Health Department

GH County Early Childhood Center – Kay Mitchell, Dayna Summers,

Jessy Lovin, Taylor Gobin, Noel Galbavy

Paras: Julie Keener, Amber Morris, Ashley Richmeier, Vicki Wagoner,

Lana Winters, Michelle Penrod, Josie Pimlott, Lori Quint, Bridget Favors, Deb Born.

Custodians: Terry Wolf,

Cooks: Rocky Pimlott, Miranda Pimlott

Building Aide: Nancy Sauser,

## **District Mission Statement**

The community of Unified School District #281 accepts the challenges of a changing world by preparing our students to be productive and responsible members of society.

## **USD 281 Belief Statements**

* all students can learn regardless of previous performance or personal background;
* all students have the right to learn without being disrupted by others;
* communication is an essential part of the education process;
* students’ self-esteem can and should be enhanced;
* students should learn to work cooperatively;
* students share in the responsibility for their own learning and actions;
* education is a cooperative effort among the student, school, family, and community;
* all cultural and ethnic groups should be recognized and treated equitably;
* all students will be provided with educational opportunities needed to reach their full potential;
* extra-curricular activities play an important role in the educational process;
* learning is a life-long process; and
* high expectations are the basis for a strong education system.

**Non-Discrimination Policy**

USD #281 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs or activities. Inquiries should be directed to the Superintendent of Schools, P.O. Box 309, Hill City, KS 67642, phone 785.421.2135.

Title VI, Title IX, and Section 504 complaints may also be filed with US Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hill Blvd., Kansas City, MO 64135.

**Approved by the Board of Education USD 281;**

**STUDENT FEES**

**Student Material Fee** - $35 per student for all students grades K-12. Students qualifying for free meals will have book fees waived. Students qualifying for reduced meals will have a reduced book fee of $20. Any family unable to afford the fee and does not qualify for free meals may submit a Request to Waive Fees to the superintendent who will present it to the board for approval. Fees may be waived or reduced as a result of the request.

Any student that has unpaid fees or bills, has not been approved for a waiver, or has not made arrangements for payment may not participate in school activities, including clubs, or extracurricular field trips until all fees and/or bills are paid in full. All textbook fees must be paid by September 1st unless other arrangements have been made with the superintendent.

The waiver shall apply to text book and meal fees only and does not provide an exemption for other unpaid bills.

**MEAL FEES**

Payment for meal fees are to be sent to the school secretary in the building your child attends. Fees are to be paid in advance. Parents may check your child’s meal balance via your power school login through the school district web site, [www.usd281.com](http://www.usd281.com), or by contacting the building secretary. For your convenience, a monthly payment schedule has been figured for you and is located on the last page of this handbook.

When payment is sent to the school secretary it is the responsibility of the payee to designate the proper amount to the proper student. (Such as writing the amount and to whom the money should be placed on the memo line of the check, a phone call, or a handwritten note.) If the payment is not designated it will be split evenly within that family in the individual school building. Parents with children in two buildings will need to send separate payments to each building for their children

**No student or staff shall be over $20.00 past due on lunch account balances.**

If a student reaches a negative balance, written notice will be sent to the household. If the balance falls to negative $20.00 the student or staff will not be served school lunches until the account is brought up to date and will be considered an unpaid fee.

Meals (including milk)

Breakfast Lunch Extra Milk

*K-6 $2.00 $2.75 .50*

*7-12 $2.10 $3.00 .50*

*Adult $2.50 $3.90 .50*

All cash meals are full price. (Reduced and free meals are available only on account.) Application forms for Free and Reduced Meals are available in the HCGS and the USD 281 offices.

Snack Milk only for grades K and 1st

1st Semester $43.00 --- 2nd Semester $43.00 --- Full Year $86.00

ECC Snack w/milk

1st Semester $64.00--- 2nd Semester $64.00 --- Full Year $128.00

**VISITORS FOR LUNCH**

A visitor planning to have lunch with a student is asked to notify the office by 9:00 am to be included on that day’s lunch count for the cooks.

In the event a student, visitor, or employee shall require access to the Hill City Grade School cafeteria the following procedure shall be followed:

USD 281 encourages parents, grandparents or other supportive individuals to visit our schools and take part in activities such as our lunch program. Any individual wishing to do so should not be deterred by inaccessibility of our facilities. Lack of advance notice shall not be reason to deny a visitor the opportunity to participate in the school lunch program in USD 281.

**BULLYING**

Board Policy JDDC – “The Board of Education prohibits bullying in any form by any student, staff member, or parents towards a student or a staff member.” Any act of bullying will be investigated and is to be reported to administration immediately. Acts of bullying may be subject to detention, suspension or expulsion. Please see Board Policies EBC, GAAE, JCE, JDD, JGECA and KGC concerning bullying, suspension and expulsion.

**DETENTION**

Detention periods at Hill City Grade School may be before or after school hours, during recess periods, or during lunch periods. Detentions may not begin more than thirty (30) minutes before the first bell, nor may end more than thirty (30) minutes after the last bell. Detentions may be assigned by any HCGS Staff Person. The person that assigns the detention shall make provisions in regard to time, place, and supervision. All students will be given 24-hour notice.

**DETENTION RULES**

1. Students shall be on time.
2. Students shall bring work to do.
3. There will be no talking.
4. There will be no group projects done at this time
5. Students are to follow the directions of the detention room supervisor.
6. Failure to adhere to the rules will result in an additional detention.
7. At the discretion of the Principal, Failure to report to detention may result in In-School-Suspension.

**EXCUSED AND UNEXCUSED ABSENCES**

I. The following procedures shall be used in determining truancy in USD 281:

1. All absences are unexcused until the parent/guardian has contacted the office. Absences may be reported by 8:30 a.m. via phone, phone message or email to the office. Parents will be contacted by phone through our automated system if they have not notified the office by 9:00 a.m.
2. For official attendance purposes, students arriving after 10:00 a.m. are counted absent one-half day. Students will be counted absent one-half day if they leave school for the day prior to 2:00 p.m. with a parent/guardian. A student is counted absent if he or she is in the nurse’s office more than two (2) hours.
3. A student arriving after the 8:15 a.m. tardy bell and before 10:00 a.m. is counted tardy. All students are required to check in at the office upon arriving after the 8:15 bell. Tardies may be excused for valid reasons with a parent call or note, a teacher note, or a doctor at the discretion of the principal.
4. Truancy is reported to the office of Department of Children and Families for students 13 years of age and younger. The County Attorney is contacted regarding truancy for students over 13 years of age. Truancy is defined as:
   1.  three (3) consecutive unexcused absences,
   2.  any five (5) unexcused absences in a semester,
   3.  or seven (7) unexcused absences in a school year, whichever comes first.
5. A valid excused absence is parental consent for absence from school for the following reasons:
   1. Illness.
   2. Funeral.
   3. Medical, eye, and dental appointments; students/parents must provide a professional note.
   4. Attendance at school sponsored activity and/or related activities
   5. Personal emergencies.
   6. Religious observance of student’s own faith.
   7. Absence prearranged by guardian and approved by the principal
   8. Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
   9. Other reasons, which in the judgment of the principal are reasonable and necessary.
6. A written excuse from a doctor is required upon the fourth (4th) consecutive day absent. The principal in consultation with the school nurse will determine exceptions.
7. A written excuse from a doctor is required for all absences after the 10th absence. Upon the 10th absence in a year, the Student Intervention Team will meet to discuss any necessary assistance.
8. A written excuse from a doctor is required to remain in the building during recess and to be excused from any physical activities that are part of the school curriculum, for more than three (3) days. I. It is the responsibility of the student to obtain make-up work following an absence.
9. Please contact the office as early as possible if your student will leave before 3:30.

**HOMEWORK WHEN ILL**

Homework assignments for students who have been absent from school may be picked up in the office during the day or after school. Please call the school early in the day to give teachers time to collect the homework during their planning time.

**HOMEWORK POLICY**

Students will be given one calendar day for each day they are absent for illness from school to make up assignments. Parents should contact the teacher well in advance if their child will be gone for a pre-arranged absence so that work can be provided and the child will have less homework due upon returning to class. The length of time may be extended at the discretion of the teacher.

**ELIGIBILITY FOR EVENING CONCERTS AND PROGRAMS**

In accordance with district policy concerning eligibility, students must be in school by 10 am in order to be eligible to participate in after school or evening concerts or programs. This does not include attending and watching games, concerts or other districts events, but only includes events in which the grade school student is directly participating, such as the fall or spring music concerts.

Exceptions may be made, but parents must first get permission from the school principal.

**END OF THE DAY PROCEDURES AND INCLEMENT WEATHER.**

On normal school days, the Kindergarten students will be released at 3:25pm followed by the 1st thru 6th graders at 3:30pm. To alleviate congestion in the hallway we respectfully ask parents to wait outside until their students are released.

**On inclement weather days** - When the wind chill is below freezing, the front doors will be unlocked at 3:15 and parents will be allowed to wait inside in the entryway. While waiting inside we respectfully ask all parents to stay in the entry area and not congregate in the main hallway.

**ELIGIBILITY FOR EXTRA-CURRICULAR EVENTS**

HCGS supports various extra-curricular activities as a part of student programs. Students are expected to maintain a high level of conduct when attending events both at home and away. Students exhibiting inappropriate sportsmanship may be removed from the event.

Students must be in good standing to participate in **HCGS sponsored events** such as field trips, school parties, and other special activities throughout the year. All student accounts must be paid up and may not have a negative balance. Disciplinary infractions, attendance, and incomplete assignments may prevent a student from participating in extra-curricular activities. In the event a student is ineligible, the teacher will provide an alternative assignment of equal weight so that the student is not academically compromised.

**ACCIDENTS, ILLNESS, MEDICATIONS**

In the event of an accident or illness, we will notify the parent or guardian and advise them of the status of the student. A student will not be permitted to leave the building unless the office is given permission to do so by the parent or guardian. In the event a student becomes ill enough to require leaving the school, a parent or guardian or a designated adult must be available to receive the student at home or a designated place.

Students will be sent home in the event they have vomited at school and/or are running a temperature in excess of 100 degrees. The student may return to school once they are fever and vomit free for 24 hours without the use of medication. Exceptions may be made to extend the 24 hours rule to 48 hours for highly contagious illnesses.

All medications shall be administered only by designated personnel. All prescription medication must be brought to school by a parent or guardian in the **original container** accompanied by an order by the physician. This order may be a script from the doctor or can be a phone call made to the school. At no time will students bring or have medication on their person except medication such as an inhaler, which is ordered by a physician.

All over the counter (OTC) medication will be administered by designated personnel. A parent or guardian may request OTC medication to be given if the school is notified; in the event the school believes an OTC (Tylenol, cough medicine, etc.) medication is necessary, the parent or guardian shall be first notified and permission must be granted. School personnel other than designated personnel will not hold, administer, or release medication for students.

**STUDENT INSURANCE**

USD 281 provides student insurance for all students enrolled in the district. The students K-12 are covered for accidents that may occur while they are at school. **This insurance is intended only as a supplement to any insurance you may already carry and is not intended to cover the entire claim.** The school’s insurance will be considered for payment of a claim only after you have filed the accident with your own insurance company. Claim forms can be picked up in the health office. The school nurse will explain the correct procedure to complete the form.

**PHOTOGRAPHS AND VIDEOS**

Our students are occasionally photographed or captured on video by school staff. Please contact HCGS if you do not wish for these photos or videos to be displayed on the school web site, in the local newspaper, on the local cable channel or in another appropriate publication.

HCGS endeavors to protect the privacy of all students, especially in regard to any media made available over the Internet.

**TELEPHONE POLICY**

Students will not be called from class to the telephone unless there is an emergency or an illness. We will deliver messages called in to the office to the student and/or teacher and/or bus barn as necessary.

However, we sometimes have to receive and deliver a huge number of messages, often in a hectic environment. If possible, we ask that arrangements concerning where a child should go after school or who should pick up the child should be made at home before school. This will decrease the chances of miscommunication.

The use of the telephone by students during class time is kept to a minimum and will be allowed only if the teachers deem the call to be important. If a student is given permission to use the telephone all calls must be made on a school phone.

After the dismissal bell rings, students must wait until 3:45 pm to use the phone. The reason for this wait is to keep the phone lines open between 3:30-3:45, a time when we often receive many phone calls.

**CELL PHONES**

HCGS **does not** allow students to have cell phones turned on or to use cell phones during school at ANY time school is in session. Students who bring cell phones to school may store them in their lockers or book bags with the power turned off. They may check the phone into the office or with a classroom teacher for safekeeping and pick the phone up after school. Cell phones may not be kept in a pants or shirt pocket or carried by a student unless stored in a book bag. The reason for this is to reduce the circumstance whereby a phone is switched on by random movement.

Any phone that is found to be on (regardless of the reason) will be taken and returned only to the parents. Multiple violations of the cell phone policy may result in disciplinary consequences.

**WEAPONS**

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Students breaking this rule may be subject to suspension or expulsion pursuant to state statute and BOE policy.

**VIOLENCE AND THREATS**

Students shall not use or threaten to use physical violence or verbal abuse by any medium against any person at school, on school property, or at a school sponsored event. Students breaking this rule may be subject to suspension or expulsion pursuant to BOE policy.

**DRESS CODE**

Caps and hats are not to be worn at school during normal school hours (arrival – 4:00) except during specially designated days or as approved by the principal.

Shirts or other attire displaying references to alcohol, drugs, tobacco, gangs, profanity, having sexual connotations, or displaying flagrant insults/put-downs will not be allowed in school or at school functions.

Due to student safety concerns, we strongly discourage the wearing of sandals or Flip Flops. HCGS encourages students to wear shoes that completely cover the foot. All students will be required to wear tennis shoes for PE.

Appropriate student dress and grooming is expected at all times. Any dress or appearance that may compromise the educational environment is subject to corrective action by any staff member. The building principal shall make the final determination regarding the dress code.

Some unacceptable types of dress shall be: backless shirts, spaghetti straps, tube tops, halter-tops, one sleeved shirts, “sleeveless undershirts”, excessively short shorts, and pants or shorts that have excessively large holes. Tank tops may be worn so long as the arm holes a fairly tight around the arm. All shirts shall cover the midriff with arms raised. No undergarments shall be visible. Any jewelry or other dress that would compromise the safety of the student, other students or staff is prohibited.

**GUM**

Gum chewing is not allowed at HCGS. We respectfully insist that all gum be left at home. The student will receive a warning for the first infraction, and will receive disciplinary consequences for further incidents.

**ITEMS BROUGHT TO SCHOOL**

HCGS **DOES NOT** allow students to bring items from home such as toys, fidget spinners, trading cards, and **ANY electronic devices** at school except under special circumstances as determined by the building principal. **ANY** item may be confiscated by **ANY** faculty member they feel constitutes a disruption toward other students or the educational process. Students **MAY NOT** use these items before school, during school, lunch or recess. Students are discouraged from bringing such items to school. If they choose to bring them for use on the bus or after school they are to remain in the students’ book bag at all times while in the school building.

Items from home that are found to be out of lockers/bags during school hours may be taken. If items are confiscated, they will be returned only to the parents. Multiple violations may result in disciplinary action.

HCGS and USD 281 take no responsibility for any personal items brought to school and advise students to leave them at home. If a theft is suspected, local law enforcement will be contacted. Students who bring items from home do so at their own risk. Parents are strongly advised to label all items brought to school.

### Acceptable Technology Use Policy

# General Technology Use

All use of technology and network resources shall be consistent with the Graham County Unified School District #281 goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school’s computer lab and classrooms. The following general policy statement and guidelines pertain to all technology usage in USD #281:

No student shall intentionally cause damage to any school equipment including hardware and software.

1. **Acceptable Use -** Access to the Graham County USD #281 technology and network resources must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges –** The use of Graham County USD #281 technology and network resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. There will be consequences for any student who fails to follow District and building guidelines and policies. The consequences may include paying for damages, denial to access to technology, detention, suspension, or expulsion. In severe cases, the District will involve law enforcement authorities.
3. **Unacceptable Use –** The user is responsible for his or her actions and activities involving all technology and network resources. Unacceptable use includes, but is not limited to, the following acts:
4. Removing or exchanging any hardware or software component from any system
5. Deleting, renaming, moving, copying, or changing any file or its properties, other than his/her personally owned files
6. Tampering with installed software and files, or with any hardware
7. Attempting to gain or gaining access to unauthorized files
8. Attempting to change passwords
9. Damaging other student’s work
10. Installing personal software on school technology
11. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
12. Installing, copying, or knowingly infecting a computer system with a virus
13. Unauthorized downloading of software
14. Downloading copyrighted material for other than personal use
15. Using the network for private financial or commercial gain;
16. Wasting technology resources including bandwidth, file storage space, printers, or paper
17. Gaining unauthorized access to resources or entities;
18. Invading the privacy of individuals;
19. Using another user’s account or password;
20. Posting material authorized or created by another without his/her consent;
21. Posting anonymous messages;
22. Using the network for commercial or private advertising;
23. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
24. Using the network while access privileges are suspended or revoked.

# Student Access to the Internet

The Internet, telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by people. These changes may also alter instruction and student learning. Online electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through worldwide communications and exploration.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources including those from file servers throughout the world. The district’s goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their education and information needs. Staff will make every effort to guide and supervise students in the appropriate selection and use of electronic resources.

Making the Internet available to students carries with it the potential that some students might encounter information that others have identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter in some areas of the Internet. Some students may locate information that they or others consider inappropriate. The district does not condone the use of inappropriate materials nor does it encourage students to seek out inappropriate material. Concern about Internet information will be handled in the same manner as concerns about other educational materials are handled.

Students are responsible for good behavior on school computer networks, just as they are at all times throughout school. Communications on the network are often public in nature. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

1. **Network Etiquette –** The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
2. Be polite. Do not become abusive in messages to others.
3. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
4. Respect the privacy of others. Do not reveal the personal addresses or telephone numbers of students, staff, or colleagues.
5. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in the support of illegal activities may be reported to the authorities.
6. Do not use the network in any way that would disrupt its use by other users.
7. Consider all communications and information accessible via the network to be private property.
8. Limit all use of the Internet access to an appropriate educational purpose
9. Understand that the District personnel periodically review all use of the Internet (including e-mail)
10. Immediately report any known or suspect problems or unusual activities to a system administrator
11. Do not reveal their own personal address, phone number, or password

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves. Students who are 18 years of age or older may sign their own permission and agreement forms.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The district believes that learning opportunities made available to students through Internet access, such as information resources and collaboration opportunities greatly exceed any disadvantages that may be inherent within the Internet. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources.

**LOST OR FORGOTTEN CLOTHING**

Each year, HCGS accumulates many articles of clothing in our Lost and Found receptacle. For your convenience, this box is located next to the office, and you are encouraged to search it at any time to retrieve lost or forgotten clothing.

At the end of each semester, all unclaimed articles are taken to the local second hand clothing shops. We **strongly** advise parents to put names in all jackets, sweatshirts, and any article of clothing that could be lost or forgotten.

**VISITORS AT SCHOOL**

Parents are encouraged to visit school at any time. Children of preschool age are allowed to visit school only when they are accompanied by an adult. All visitors are to check in at the office upon arrival.

**GUESTS OF STUDENTS VISITING FOR A DAY OR MORE**

All other guests of students who may wish to visit more than a brief period of time MUST HAVE PERMISSION from the building principal BEFORE they come to school. Any such guest arriving at HCGS without prior consent will be kept in the office until they can be picked up.

Please do NOT assume that permission will always be given. We do not allow visitors or guests to accompany students during state assessments, field trips, or other occasions where we feel that a visitor would pose a potential for distraction or inconvenience. **Check before sending a visitor or guest to school.**

An approved visitor planning to have lunch with a student is to notify the office by 9:00 am to be included in that day’s lunch count. Please refer to the previous section about LUNCH FEES for more information about our lunch program.

**All visitors are to report to the office when they enter the building.**

**HEAD LICE, NITS AND BEDBUGS**

Any student who we have reason to suspect of having head lice or bed bugs will be checked immediately. If evidence of lice or bed bugs are found, the student’s parents will be notified and be given the option to be sent home to begin treatment.

The student will then be checked intermittently until they are found to be lice free for. If a student is found to have lice or bed bugs, the students belongings will be isolated to minimize exposure to other students or staff.

Evidence of lice includes: Live bugs (a live bug is called a “louse”); Live eggs (called nits); Egg casings left over from hatching.

Due to the extreme difficulty in detecting newly hatched lice, our school does enforce a no-nit and no egg casing policy. Our school will always assume that all nits are alive, regardless of color or position on the hair follicle. Our school will also always assume that an empty egg casing indicates a recent hatching and thus indicates the presence of a newly hatched louse.

When students are checked, the wellness director will stop the check upon detecting evidence of lice. We will make every effort to show the parent the evidence that was found. In the case of a live bug, the wellness director will attempt to capture the bug.

**CLASSROOM PARTIES**

Classroom parties may be permitted by the classroom teacher for special events or holidays such as Halloween, Christmas, or Valentine’s Day. Students who do not participate in parties for religious reasons may be excused to go home.

Invitations to personal parties shall NOT be handed out at school unless everyone in the class is invited. The school will not provide names and address of students.

**INCLEMENT WEATHER**

Official word concerning emergency closing during inclement weather comes from the Superintendent of Schools. School patrons should receive a phone call, text message in the event school has been cancelled. If you do not receive a phone call in the event of a closing, please contact the school so that we can update your contact information.

Melanie Kennedy – Hill City Grade School – 421-3425

Christy Keith – Hill City Junior-Senior High School – 421-2117

**Transportation**

The DISTRICT may use video cameras to monitor students riding in district vehicles and to monitor student behavior in or around any district facility; Board Policy JGGA

According to Kansas Statute 36-13-35 “Passenger Conduct” the following will apply to all passengers when they are riding in a school owned vehicle.

1. All occupants in vehicles requiring safety belts must use them at all times.

2. The driver shall be in charge of all passengers while they are riding, loading, or

unloading from the vehicle. The driver may provide additional rules as approved by the school board.

3. The driver shall have the authority to assign seats.

4. Students shall not extend any part of their bodies out of the vehicle.

5. Students shall not stand in the traveled portion of a roadway waiting for a bus.

6. Students shall not get on or off the bus or move about while the bus is in motion.

7. Animals shall not be transported on a bus without permission of the bus driver.

8. Students shall not open the emergency exit except in an emergency. Violations of this shall result in suspension of bus privileges.

9. Food should not be eaten on the bus.

**BUS/TRANSPORTATION REGULATIONS FOR ACTIVITY TRIPS**

**1.** The sponsor (coach/teacher) is delegated **FIRST** responsibility for control and discipline of students on (his/her) bus.

Should the bus driver see disruptive behavior; driver shall,

Inform the sponsor

If situation is not taken care of, driver will then do so

Driver may then report incident to supervisor and principal

**2.** Sponsor shall give the driver a **complete list of all passengers for EMS purposes**, and see that a passenger-seating chart is filled out legibly by all passengers.

**3.** Sponsors are encouraged to assign seats, and must ensure students remain seated.

**4.** Students must return with the bus unless sponsor has a signed parents permission slip.

**5.** For safety reasons, and school crisis plan policy, **no lunch boxes or duffel bags will be allowed on the PUSHER.** These are a serious head and body injury threat, plus an evacuation hazard that well could mean the difference between life and death in the event of an accident. Students will put their bags and lunch boxes in storage **under** the bus and only bring to their seat what they need for their homework, snack or comfort. Book bags **must go under** the seats, not in the overhead storage rack.

**6.** **Sponsor will not allow any tape to be played in the VCR that would not be shown in the Hill City school classroom.**

**7.** All drinks taken on the bus must be in a container with a leak-proof lid. **No open containers or cups with straw & ice.**

**8.** No ice cream or shakes.

**9. No sunflower seeds allowed on the bus or in school vehicles!!!**

**10. Whenever possible lunches & snacks will be eaten off the bus**. If the activity trip does not allow time for eating during the event, as determined by the sponsor, then lunches may be eaten on the bus. When stopping at a fast food restaurant, please allow enough time to eat the meal inside. No restaurant food shall be brought back on the bus.

**11. When stopping at a Quick Stop**; a drink with a leak-proof lid and a snack may be brought back on the bus. **Sponsors will be responsible for any problems or messes** this may cause on the bus. We discourage foods with oily residues such as– chips, peanuts, popcorn, party mix, etc., as these foods will soil the cloth seats. **Please check the seats after each trip. If a mess happens, please clean it up.** There are paper towels available in overhead storage or the front of the bus. There is a waste basket available for trash. Please do your part to keep the buses clean.

**12. Assignment of the Pusher will be based upon the following factors**:

The number of passengers

The amount of gear

Distance

Sponsor & Team responsibility; (The condition they leave the bus in.)

**The school bus is an extension of the classroom**. School is not out until the end of the activity trip. Part of the education process is to teach self-discipline and proper behavior. This may be done on the bus as well as in the school building.

