

Hillsboro Public Schools



**Be Respectful
Be Responsible
Be Safe**

Hillsboro Elementary School

128 4th Street SE ~ PO Box 579

Hillsboro, ND 58045

Phone 701.636.4711

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www.hillsborok12.com

Student Handbook 2017 - 2018

This handbook belongs to:

Name: _____

Address: _____

City, State & Zip Code: _____

Phone: _____

Grade & Teacher: _____

Hillsboro Elementary School's Philosophy

We, at Hillsboro Elementary School, believe that each person should be accepted into the educational program as s/he is, that s/he should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral development that will affect continuing satisfactory adjustments to life.

In the practical application of this philosophy, opportunities shall be provided:

- (1) To help students achieve their full intellectual, emotional, social, and physical potential.
- (2) To encourage the students and faculty members to have the desire for continued learning.
- (3) To encourage and assist the students to develop constructive goals, positive values and self-concepts.
- (4) To encourage and assist students to recognize and accept their potentials and limitations, according to the goals, opportunities, and responsibilities in life.
- (5) To provide a school environment that enhances the learning process and provides for the students' acceptance of their responsibility to adjust to the school and society's expectations.

Our Elementary School Five Year Goals are:

1. Hillsboro Elementary students will read or be read to every night.
2. Hillsboro Elementary staff will engage students and set a new standard in the state of North Dakota by using STEM activities with science and math curriculum.
3. Hillsboro Elementary will be known as a school that has an excellent RTI process for struggling students, and enrichment opportunities for students that need more of a challenge.
4. Hillsboro Elementary students will come to school to learn, not work. As learners they will be rested and they will have their assignments done so they can learn new information each day. As learners, they will have an active role in their education. As learners they are responsible to practice, just like someone who is learning to play a musical instrument, or basketball is responsible for practicing, our students are responsible for their own achievement.
5. Hillsboro Elementary staff and students will enjoy coming to school each day. We will celebrate when students learn and reach goals. We will celebrate when staff members learn and reach goals. We will celebrate when our school is safe and collaborative for all students and staff. We will celebrate when there is effective teaching in every classroom. We will celebrate when we are all using a guaranteed and viable curriculum. We will have many chances to celebrate in the coming years!

You are hereby notified that the Hillsboro Elementary School does not discriminate on the basis of sex, race, religion, national origin, handicap, or age in the educational programs or activities which it operates, and is required by Title VI, Title IX, Section 504, not to discriminate in such a manner. This requirement, not to discriminate, extends to educational programs and activities, as well as to employment therein.

Hillsboro's Code of Conduct:

Be Safe

Be Respectful

Be Responsible

Arrival at School/Dismissal

Breakfast is served starting at 8:00 AM in the lunchroom. All children will be expected to remain outdoors until school begins, unless they are eating breakfast. During extremely cold weather children will be able to be in the lunchroom. The playground area is supervised from 8:10-8:30 AM. There is no playground supervision after school. Students that stay after school to play on the playground will be asked to leave if they are being inappropriate.

The **school bell rings at 8:30 AM** for the students to enter the building. **Doors 1 and 2 are open in the morning for students to enter. School begins at 8:40 AM.** If a student enters the classroom after this bell they will be considered tardy. **School is dismissed at 3:20 PM.**

Athletic/Activity Tickets

Activity tickets for all athletic events may be purchased at the office. Students will be issued a photo activity ticket this year that they will need to have with them at games.

Attendance

The length of the school term shall be 180 days. The students shall be in attendance the maximum number of days possible. If a student has been absent, the parent should contact the office or teacher by note, phone call or email. The student will be allowed twice as many days to make up the work as days s/he was absent. If a family is going on vacation, arrangements should be made with the teacher regarding makeup work.

Parents of children between the ages of 7-16 are required by North Dakota State Law to have their children in school on time, every school day. This year we are going to be more active in our encouragement for your child to be here and be on time. If your child is absent or tardy seven times, you will receive an early intervention letter in the mail. If your child is absent or tardy twelve times, you will receive a letter and a meeting may be set up with the principal to discuss your child's absences or tardiness and see what solutions we can come up with. If your child is absent or tardy 15 times, a second meeting may be set up with the principal and the principal may file a referral with social services on the grounds of educational neglect.

Authority

All school personnel have authority over all students, on school premises, before, during, and after school hours. The staff will use the code of conduct of **be safe, be respectful, and be responsible** to take care of any situations.

Bicycles, Skateboards, and Scooters

Bicycle racks are provided and should be used for these items during school hours. The school will not assume the responsibility for any lost or stolen items, or any injuries.

Bus Students

The bus drivers will use the code of conduct of **be safe, be respectful, and be responsible** to take care of any situations. **No food or drink** will be allowed on the bus route. When a bus child is not riding, it is necessary to notify the driver or call the bus barn (**636-5825**) and leave a message before 6:50 AM. A note must accompany a student if they are riding to a friend's house. Storm homes should be arranged by the parents of rural bus students in case of adverse weather.

Cell Phones & other electronic devices

If students are using an electronic device during class time (other than teacher delegated or classroom use time) the device may be confiscated and given to the principal. Possession and/or use of any image recording device, such as a cell phone camera, in an area where there is a reasonable expectation of privacy (bathrooms, locker rooms, etc...) is strictly prohibited and will result in the confiscation of the device as well as appropriate disciplinary action. Electronic devices that are confiscated may be searched by the school administration in accordance with school policy. The school is not responsible for lost, stolen, or broken electronic devices.

Cheating

If a student is caught cheating on an assignment, quiz or test the child's parents/guardians will be notified and the teacher, student, and principal will discuss the proper consequence.

Child Abuse Policy

Hillsboro Elementary School is required by law to report all suspected abuse and neglect cases. Should you, as a parent, suspect a case of abuse or neglect, please call Traill County Social Services at 636-5220. Law states that Social Service personnel can come into the school and visit with individual students. The school does not have the authority to prevent Social Services from visiting, and the school is not allowed to notify parents and make them aware that a visit has taken place.

Communication

A newsletter is sent home with the students. Organizations wishing to have items said in the school announcements need to notify the school before 8:45 AM. School information and staff email addresses are on the school website at www.hillsborok12.com. Community and school information is also on the local Hillsboro channel. Any other emergency/important information will be sent out using an instant alert system. This can be signed up for at the office.

Computer/iPad Policy

Computers/iPads at the school shall be used for educational purposes only. Use of these school devices will only be allowed for school projects and under the direct supervision of an instructor. Any student who uses a school computer for swearing or any other immoral, unethical, or inappropriate behavior will be refused access to all school computers. Students are to use only the files that have been assigned to them by an instructor. Students should not give out their password to any other students, nor should any student use anyone else's files. Any student found tampering in another person's computer files will lose their computer privileges. Students will follow the code of conduct when using computers by **being safe, being respectful, and being responsible**.

Conferences

There will be two evening parent-teacher conferences scheduled in the fall and one in the spring. If need arises, conferences may be scheduled with a teacher at other times as well. We will be giving parents the opportunity to again sign up for the time that works best for them.

Consent Slips

During the school year different classes are involved in field trips. The school cannot take a student on any field trips without a signed consent slip from a parent or guardian.

Detention

If a student breaks the code of conduct of **be safe, be respectful, and be responsible** during school hours, detention may be used as a consequence. Parents will be notified.

Dress

Students should be neat, clean and appropriately dressed for school. Proper winter attire is required during the snow season for safety reasons. If a student has clothes on that are not clean, or have an odor that makes it difficult for others to concentrate, parents will be contacted to bring clean clothes. If it continues, Social Services may be contacted.

Early Outs

The district has scheduled a number of early outs this year for staff professional development. Please refer to the district calendar to see when those days are.

Harassment/Teasing

Teasing, bullying and harassment in our school will not be tolerated. Any students who feel they are victims should immediately report the incident to a staff person. School personnel will investigate the incident. The counselor, principal, and students involved will work together to resolve the incident. Parents may be notified and suspensions may be discussed. If further incidents occur, suspension of the student(s) will be inevitable. All procedures followed will be in accordance to school policy. The following link can be used to report suspected bullying. <http://www.anonymoustips.com/> When you get to the site, there will be a "Send An Anonymous Tip" button, then you will make some selections so the tip gets to the school.

The school has implemented the Olweus Bullying Prevention Program to help educate students about bullying. The program also gives students skills they need to help stop and prevent bullying.

Olweus defines bullying as: When someone repeatedly and on purpose does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying can take many forms such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, and sending nasty messages over the internet, on a cell phone or other electronic devices.

Bullying also includes behavior that occurs or is received in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school.

Hillsboro Public School's Bullying Rules are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Homework

The amount of homework brought home by the students will vary from grade to grade and will depend on how much of the assignments the student gets done during school study time. Current guidelines regarding the amount of homework suggest ten minutes multiplied by the grade level the child is at. Third grade: $3 \times 10 = 30$ minutes per night. Sixth grade: $6 \times 10 = 60$ minutes per night. It is again our

goal this year that every student would read at home every night. Thank you for your help with this essential part of your child's education.

Illness or Injury

If a parent/guardian cannot be reached when a child is injured or becomes ill, the child may be taken directly to the doctor at the discretion of school authorities. **It is important that the main office has telephone numbers of emergency contacts.**

Immunizations

Hillsboro requires the recommended immunizations according to the ND Dept. of Public Instruction and ND Dept. of Health in order to attend school. Students may be exempt from immunization requirements for the following reasons:

Medical Exemption: Requires a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.

Philosophical, Moral or Religious Belief Exemption: Requires a certificate signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization.

History of Disease Exemption: Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

Invitations

Invitations to private (birthday) parties are not to be handed out at school. Gifts/balloons for students will be left in the office until the end of the day.

Late Starts

North Dakota weather sometimes requires a late start. You will be notified through instant alert, if you sign up for this in the office. You can also hear weather related announcements on local radio and television stations.

Lice Control Policy

A lice screening may be done on a student if deemed necessary. Any child found to have lice or nits will be asked to stay home from school until s/he is free of lice or nits. If you would like additional education or assistance recognizing lice or nits, please contact Trail County Health at (701)636-4434.

Live Animals

For the safety of all children, pets or other live animals are not allowed in the school or on the school grounds during the school day. The exception would be a professional lyceum entertainer.

Lunch and Breakfast Account

Breakfast and lunch may be purchased by depositing money in a Family Account. Notification of account balance will be provided and you will be able to track your account online. Students will be able to purchase milk to go along with their cold lunch.

Lost and Found

If your child is missing clothes, there will be a container of lost items near the office. Unclaimed articles will be donated to charity at the end of the current semester.

Medications

In order for school personnel to administer medication (including over-the-counter medications) to a student, a Medication Request form must be filled out and signed by both the physician and parent,

including a statement of possible side effects. The school can no longer give medication to students without the signed requests.

The designated staff member shall:

1. Administer the medication.
2. Document the administration of medication.
3. Store medication in a secure area.

Pink Eye

Students that have been seen by a doctor and have started their prescribed medication for their pink eye may return to school. If the school predicts that your child may have pink eye we will request that you see a doctor.

Recess

All students will be expected to participate in recess. If your child is too sick for recess, then they are most likely too sick for school. Please make sure your child dresses appropriately for cold weather. We go outside unless it is raining, or the wind chill/actual temperature is -20 degrees Fahrenheit. Students are not to use electronic devices during recess.

School Supplies

A list of school supplies is given to the students in the spring before the school term ends. This list is at local stores and is on the school website www.hillsborok12.com.

Sexual Harassment Policy

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines which the school district follows, an employer is held accountable if a person is harassed by supervisory employees, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees, the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action. A learning, and working environment that is free from sexual harassment will be maintained in the Hillsboro School District. It will be a violation of policy for any member of the district staff to harass another staff member or students, or for students to harass other students, through conduct or communication of a sexual nature as defined by the policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board Policy and is ground for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when

- (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or retaining employment, or of obtaining an education, advancement or grade,
- (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or
- (3) Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include but is not limited to:

1. Sex oriented verbal “kidding”, abuse or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another’s body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, employment status, or similar personal concerns.

Any person who believes s/he has been a victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the appropriate school district official as designed by Policy AAC. If the official assigned is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual or affect future employment, work assignments, or grades. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district’s legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantial charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantial charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student disciplinary policy. Notice of this policy will be circulated in the school and incorporated in teacher and student handbooks.

Student Behavior Policy

15.1-06-16. Penalty for willful disturbance of school.

Any person, whether student or not, who willfully disturbs a public school when in session, or who willfully interferes with or disrupts the proper order or management of a public school, by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any student from performing his or her duty, or who, in the presence of the school children, upbraids, insults, or threatens the teacher, shall be guilty of a class B misdemeanor.

(Definition of Class B Misdemeanor)

A class B misdemeanor is punishable by 30 days in jail and/or up to a \$500 fine.

Student Services

Kindergarten: Offered to all children who reach their fifth (5) birthday on or before July 31. Kindergarten classes are offered every day on a regular school day schedule.

Guidance Counselor: Acts as a resource person within the school system to whom student, parent, teacher, and administrator can come for assistance. All family information and referrals are kept confidential.

Physical Education: A physical education program for all children is conducted by a physical education specialist. Gym shoes are required for indoor gym classes.

Music: A music program for all children is conducted by a music specialist.

Band: Band is available to students in grades five and six.

Library: Available to all students and classes.

Response to Intervention (RTI): An RTI referral is made because of the student being identified with observable behaviors, attendance issues, health concerns, or academic issues. RTI provides teachers with ideas on how to meet the needs of these students. Parents are notified if their child is referred to RTI. The team will recommend interventions and will chart progress.

Title I: Available to all students who qualify for additional help in the areas of reading and math.

Special Education: Special services are available to those students who are currently on an Individual Education Plan. The student will receive services for their specific learning or speech disability.

Elementary Athletics: Boys Basketball (grades 5-6), Wrestling (grades Pre-K-6), Girls Basketball (grades 5-6).

Suspension and Expulsion

School board policy lists out exact procedures for and various reasons to give a student an in-school suspension, an out-of-school suspension, or an expulsion. Some of the reasons to consider these actions include, but are not limited to:

1. Causing or attempting to cause damage to school property, or attempting to steal property from the school or individuals within the school;
2. Causing or attempting to cause physical injury to another person, except in self-defense;
3. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons on school property;
4. Disobedience or defiance of proper authority;
5. Behavior that is detrimental to the welfare, safety, or morals of other students. This can include offensive and vulgar language, threats of violence, and acts that are detrimental or disruptive to the educational process, as determined by the principal.

Telephone Calls

School telephones are for business and are reserved for that purpose. Students may use the telephone with permission. Parents are encouraged to make drop-off and pickup arrangements before the school day to avoid any unnecessary phone calls during school.

Tobacco/Alcohol/Narcotics

The possession, use, or consumption of tobacco, alcohol, or narcotics is not permitted on or about the school premises.

Viewing of Records

Parents have the right to view their child's records. Please call for an appointment for viewing these records, if you wish to do so.

Weapons

The carrying or use of any objects that are normally considered possible weapons is prohibited. Bringing such an object onto school grounds or into the school building is prohibited. Pocket knives are not acceptable at school.

Parent/Guardian and Student Acknowledgment Page

Please sign and return this form by Friday, September 1st.

I have received a copy of the 2017-2018 Student Handbook.

I have received free/reduced lunch forms for consideration.

I have read and understand the Student Handbook.

I understand that my child needs my involvement in their education, this includes checking the assignment book, and making sure they read each night.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____