



2010-2011



Hill City Elementary School

Parent/Student Handbook



IMPORTANT EARLY DATES:

Wed. Aug 18 - Open House 5:30-7:30 pm
 Thur. Aug 19 - First day of School

**GRAHAM COUNTY USD 281
 SCHOOL CALENDAR**

2010-2011

2010-2011

JULY						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<u>16</u>	<u>17</u>	<u>18</u>	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER						
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28	29	30				

DECEMBER						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August	Teacher In-Service	16-17
	Teacher Work Day	18
	Fall Sports Begin.....	16
	First Day of School	19
September	Labor Day: No School	6
October	NO SCHOOL - Teacher In-Service	11
	End of First Nine Weeks (39.5 days)	15
	Early Dismissal 11:30	15
	Teacher Work Day PM	15
	Parent Teacher Conferences 4-8 PM	25-26
	NO SCHOOL - Vacation	29
November	Thanksgiving Vacation - No School	24-26
December	End of Second Nine Weeks (41 Days)	17
	Winter Vacation - No School	20-31
January	School Resumes	3
February	NO SCHOOL Teacher In-Service	7
	NO SCHOOL Vacation.....	25
March	End of Third Nine Weeks (42.5 Days)	4
	Early Dismissal 11:30	4
	Teacher Work Day PM	4
	Parent Teacher Conference 4-8 PM	7-8
	Spring Break	14-18
April	Good Friday: No School	22
	NO SCHOOL Vacation.....	25
May	Graduation	14
	End of 4th Nine Weeks (48 days)	20
	Teacher In-service/Workday	23-25

JANUARY						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

FEBRUARY						
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20	21	22	23	24	25	26
27	28					

MARCH						
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27	28	29	30	31		

APRIL						
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24	25	26	27	28	29	30

MAY						
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29	30	31				

JUNE						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

Shaded - No School (Vacation)
 Boxed - In-Service/Work Days (9)
 Underlined - Parent Teacher Conference (2)
STUDENT DAYS = 171, TEACHER DAYS = 182

APPROVED BY BOE MARCH 8, 2010

NOTE: This calendar may be amended at the discretion of the Board of Education and/or Administration

HILL CITY ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK

DAILY SCHEDULE

7:15 – 7:45 am	Latch Key Program
7:45 am	Teachers Come on Duty
7:50 – 8:10 am	Breakfast Served
8:10 am	First Bell Rings
8:15 am	Tardy Bell Rings
10:00 – 10:15 am	K-4 Morning Recess
11:00 – 11:25 pm	4 th Grade Lunch and Recess
11:05 – 11:30 am	3 rd Grade Lunch and Recess
11:10 – 11:35 am	2 nd Grade Lunch and Recess
11:15 – 11:45 am	1 st Grade Lunch and Recess
11:20 – 11:45 am	Kindergarten Lunch & Recess
12:00 – 12:25 pm	5 th and 6 th Lunch and Recess
1:45 – 2:00 pm	K-4 Afternoon Recess
3:30 pm	Dismissal
3:45 pm	Teachers Go Off Duty

TEXT BOOK FEES

Text Book Fee - \$35 per student for all students grades K-12. Any family unable to afford the fee 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 text book fees must be paid by September 1st unless other arrangements have been made with the superintendent.

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

MEAL FEES

Student lunch cards are actually debit cards. Depending on which meal program the student is on, the scanner simply debits the proper amount from your child's account. This means that you may apply any amount to your child's meal account, and as he/she eats breakfast or lunch, the proper amount will be subtracted from that total.

When payment is sent to school secretaries 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 meal monies to each building for their child(ren).

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

Notices are given to students when the account balance is within 3 days of being depleted, and parents are called if the account reaches a minus \$5.00 level. If a balance reaches a minus \$10.00 the school will send written notice 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. Approved BOE June 8, 2009

Meals (including milk) are:

	Breakfast	Lunch	Extra Milk
K-6	\$1.25	\$1.90	.40
7-12	\$1.40	\$2.10	.40
Adult	\$1.65	\$2.80	.40

All cash meals are full price. (Reduced and free meals are available only on account.) Application forms for Free and Reduced Meals are available at the H.C.E.S. and the USD 281 offices.

Snack Milk for grades K and 1 may be purchased at the following rates:

1 st Semester	\$32.00
2 nd Semester	\$35.60
Full Year	\$67.60

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:

Any person unable to access the cafeteria shall be provided the opportunity to participate in our lunch program in an available room, which is suitable and appropriate to the individual(s). Such participation shall be provided willingly and in a professional manner without reservation or prejudice on the part of USD 281 employees and shall be conducted in a manner to lessen any adverse impact on the individuals involved.

In the case of a mobility-impaired visitor(s) wishes to eat with a student(s) the same procedure as above 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.

LUNCHROOM DISCIPLINE

While students may be asked to eat alone or go to the back of the serving line as a result of inappropriate behavior, USD 281 will not deny a lunch to any student as a disciplinary measure.

When substitute teachers are in the classroom replacing the regular teacher, the students are to behave themselves as they would for their regular teacher. This means that they will conduct themselves in an orderly fashion and obey the substitute teacher. Any student who has to be sent to the office by a substitute teacher may spend the rest of the day in the office or be sent home as determined by the building principal.

ABSENCES AND TARDIES

A child not in the classroom at 8:15 am is counted tardy unless tardiness is due to late bus arrival.

The HCES office keeps the attendance records for the Hill City Elementary School. Parents, please call the office by 9:00 am **each day** your child is ill and will not be attending classes. Absenteeism without parental contact (note, phone call, email, etc.) is considered UNEXCUSED and is noted on the student's record for truancy purposes.

Students arriving after 10 am or leaving before 2 pm are considered attending for ½ a day.

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.

ELIGABILITY 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.

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.

All medications shall be administered only by the school nurse or 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 nurse. 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 the school nurse or designated personnel. A parent or guardian may request OTC medication to be given if the school nurse is notified; in the event the nurse 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 the school nurse or designee will not hold, administer, or release medication for students.

PHOTOGRAPHS AND VIDEOS

Our students are occasionally photographed or captured on video by school staff. Please contact HCES 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.

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

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.

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.

CELL PHONES

HCGS **does not** allow students to have cell phones turned on or to use cell phones during school at ANY time they are in the building. Students who bring cell phones to school may either store them in their lockers or book bags with the power turned off OR they may check the phone into the office for safe keeping and pick the phone up after school.

Any phone that is detected to be turned on or to be in use in the building will be taken and returned only to the parents. Multiple violations of the cell phone policy may result in disciplinary consequences.

DRESS CODE

(For consistency, HCES has adopted the same dress code as HCHS.)

Caps and hats are not to be worn in the building during normal school hours (arrival – 4:00) except during specially designated days or as specified by a teacher or sponsor.

Shirts or other attire displaying references to alcohol, drugs, tobacco, gangs, and profanity or having sexual connotations will not be allowed in school or at school functions.

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 teacher or the principal. 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, and “sleeveless undershirts.” Tank tops may be worn if the shoulder straps are a minimum of 2 inches wide. All shirts should cover the midriff. No undergarments should be visible. Any jewelry or other dress that would compromise the safety of the student, other students or faculty and staff is prohibited.

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.

ITEMS BROUGHT TO SCHOOL

HCGS **does** allow students to bring items from home such as toys, trading cards, MP3 players, CD/tape Players, radios, and handheld games. However, students are only allowed to use such items before and after school. They may NOT use these items during school, which includes lunch and recess. They are to remain in the students' locker or book bag at all times during school.

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 takes no responsibility for any personal items brought to school and we 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. Again, we STRONGLY advise parents to put names in all items brought to school.

GUM

Gum chewing is not allowed at HCGS. We respectfully ask that all gum be left at home.

If a student is found to be chewing gum, or in possession of chewing gum, the gum will be placed in the trash. The student will receive a warning for the first infraction, and will receive disciplinary consequences for further incidents.

Parents will be notified if disciplinary action is taken.

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.

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 HCES 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 asked 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 asked to report to the office
when they enter the building.**

CLASSROOM PARTIES

Students wishing to bring treats (cupcakes, cookies, etc.) may do so during the last 15 minutes of the school day. All classrooms are permitted to have parties on Halloween, Christmas, and Valentine's Day. All students may wear costumes at Halloween parties. Students who do not participate in parties for religious reasons may be excused to go home, or special accommodations will be made at school according to parent wishes.

Invitations to personal parties should NOT be handed out at school unless everyone in the class is invited.

INCLEMENT WEATHER

Official word concerning emergency closing during inclement weather comes from the Superintendent of School. Our district has recently implemented the AlertNow telephone system, which should issue a phone call to every school patron with emergency announcements. If you do not receive an AlertNow phone call in the event of an emergency closing, please contact the school so that we can update your contact information.

Additionally, the following radio and TV stations will carry announcements of emergency closings:

KBSH-TV Ch. 7,
KSNK-TV Ch 8,
NTV-TV Ch. 13,
KRVN-AM 880,
KKAN-AM, 1490 or KQMA-FM 92.5,
KHAZ-FM 99.5,
KJLS0FM 103.3,
KXXX-FM 100.3,
Cable TV Channel 6.

You may also call “Ringneck News” at 421-5413.

WEAPONS

A student shall not knowingly 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 BOE policy.

VIOLENCE AND THREATS

Students shall not use or threaten to use physical violence or verbal abuse 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.

HEAD LICE AND NITS

Any student who we have reason to suspect of having head lice will be checked immediately. If evidence of lice is found, the student will be sent home for the remainder of the school day, in order to give ample time for the problem to be addressed.

The student will then be checked before school for at least ten consecutive school days following the first discovery and will be sent home on any day that evidence of lice is detected. The student will continue to be checked until they are found to be lice free for ten consecutive school days.

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.

If a student is sent home due to lice, the absences will be counted as excused until the school administration feels that enough time has passed for the problem to have been addressed. If such a point is reached, the parents will be informed in writing that further lice-related absences throughout the year will be counted as unexcused. SRS, law-enforcement, and the county attorney may also be contacted at that time.

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, and in the case of a nit or empty egg casing, the wellness director will pull the hair upon which the nit or casing is attached.

We do this as an attempt to prevent the same evidence from being found multiple times. Once evidence is found, **it is the responsibility of the parent to check the remaining hair and to remove any further evidence of lice.**