Policies referenced herein are abbreviated. Policies in their entirety, as well as the complete Board Policy Manual, can be accessed on the district’s web site (www.usd497.org). For information on how to obtain copies of individual board policies, contact the Clerk of the Board or the secretary at any attendance center.

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The Lawrence Board of Education welcomes public input. Contact information for board members is frequently published in the Lawrence Journal-World. The Board invites public comment about items not included on its agenda at the beginning of each regular board meeting. There is opportunity for public comment regarding a specific agenda item after the Board discusses the item. Patrons are asked to complete an Audience Participation Form, distributed during board meetings, to assist the Board in keeping an official record of individuals making public comment during its meetings. These forms also assist board members and staff in responding to questions and issues that may arise during public comment. Written comments also may be submitted.

Our District Promise
Lawrence Public Schools will ensure that students of all races, backgrounds, and abilities achieve at high levels, demonstrate proficiency in reading by the third grade and in math by the eighth grade, and graduate on time prepared for success in college and careers.

Strategic Plan

1. Cohesive Curriculum
   - Identify what students should know and be able to do PreK-12+.
     a. Identify learning standards for consistent district wide implementation of the curriculum.
   
   - Use instructional resources that honor and preserve students’ diverse cultural backgrounds.
     a. Select evidence-based, multicultural instructional resources.

2. Student-Centered Learning
   - Meet students’ unique academic, social, emotional, and behavioral needs.
     a. Equip schools to effectively implement the district’s multi-tiered, student-centered support system.
     b. Set clear expectations for student instruction and ensure they are met through regular teacher observation and feedback.
   
   - Decrease barriers to college and career readiness PreK-12+.

3. Safe & Supportive Schools
   - Encourage positive student behaviors and reduce behaviors that interfere with learning.
     a. Foster authentic and caring adult connections for every student.
     b. Implement a consistent districtwide emergency response plan.

4. Effective Employees
   - Create positive and supportive work environments for all employees.
     a. Support the success and well-being of every employee.
   
   - Attract high-quality candidates for all employee groups.

5. Data-Informed Decisions
   - Use data to inform all instructional decisions.
     a. Develop systems that support student-focused, data-based decision-making.
     b. Facilitate the accurate collection, analysis, use, and reporting of data.
   
   - Allocate resources according to research-based best practices for student success.

Hillcrest Mission
Hillcrest is a community working together to provide a challenging, meaningful education for all children, in a safe and stimulating environment, where diversity is welcomed and learning is celebrated.

To access Board Policy go to School Board Tab on District Website at www.usd497.org
Dear Parents,

We appreciate the opportunity to work with your child, and we take seriously the responsibility you have entrusted to us. We strive to create a positive environment conducive to learning and personal growth. Our goal is to help all children rise to their utmost potential and be “future ready” by personalizing their learning in a blended and collaborative environment. Each year, we review our student data and revisit and revise our School Improvement plan to meet our current needs.

The staff at Hillcrest focuses on the components of an Effective School. Those include strong instructional leadership, a clear and focused mission, a safe, orderly, and positive school climate that is conducive to learning, high expectations for all students and staff, frequent monitoring of student progress and strong home-school relationships.

I invite you to become an integral part of your child’s educational program. Research says that students achieve more and schools are better when parents are involved. With teachers, students, parents, and staff working together, your child will have a positive school experience.

Please use this handbook as a guide for assistance on elementary school procedures, practices and policies. We ask that you take the time to familiarize yourself as well as help your child understand the rules and policies of our school. Communicating the importance of these guidelines helps our school maintain a safe learning environment. If there is something that worries you or your child, if there is a misunderstanding, or if you need additional information, communicate with the school immediately by contacting the teacher and then the principal.

We are here for the students and we encourage you to help us to work continuously to improve the quality of education at Hillcrest Elementary.

We look forward to a great year of working with both you and your child!

Sincerely,
Sarah Kruse, Hillcrest Principal

Parent Involvement
The Lawrence Public Schools recognize that parental involvement is an important part of a child’s academic success. The district values positive relationships with parents in order to achieve common educational goals for students. Ongoing communication between home and school is a key factor in these relationships.

School district staff includes a number of professionals who can be important resources for parents as they guide their children through their educational years. There are school counselors, social workers, psychologists, nurses, specialists, and interrelated resource teachers assigned to every attendance center, although not necessarily present on a full-time basis at each school. If parents would like to consult any of these individuals about their children’s education, the school office can provide names and contact information.

Notice of Accessibility
Lawrence Public Schools provide services and programs to people with disabilities in the most integrated setting possible. Pursuant to the Americans with Disabilities Act, Title II, the Director of Special Operations, Safety and Transportation has been appointed as the ADA Coordinator. Please call for information on accessibility, ADA compliance procedures or accommodation requests.

In order to facilitate participation, accommodations will be made on an individual basis. If you would like to attend a Board of Education meeting or other public event of the District and require an accommodation for people with disabilities, please contact the ADA Coordinator at the Lawrence Public Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000 or through the Kansas Relay Center, 1-800-766-3777, at least 48 hours in advance. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. ADA issues regarding employment may be referred to the human resources department by the ADA Coordinator.
The staff of Hillcrest Elementary School welcomes you and your family. We are committed to providing a rich and engaging education to each and every student. We need your support. We ask that you be an active participant in your child’s education. This handbook has been carefully prepared so that students and parents will know and understand the policies and expectations of Hillcrest Elementary. Board Policies referenced in this handbook can be found on our district website in the School Board tab. www.usd497.org

PRINCIPLES FOR A GREAT SCHOOL ENVIRONMENT
It is a priority of Hillcrest Elementary to create an environment that gives all children the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens.

Every student should have the opportunity to achieve their potential in a safe, caring environment. Great schools are child centered and promote principles that foster a positive environment.

- The student’s self-concept is always a prime consideration.
- A balance of natural consequences/choices and empathy replaces punishment whenever possible.
- The student is required to do more thinking than the adults do in solving their problem.

ANIMALS AND PLANTS IN THE SCHOOL
(See Complete Board Policy ING)

ARRIVAL/DEPARTURE & SCHOOL HOURS
M,T,Th,F
8:45a.m. - 4:00p.m. Wednesday
8:45a.m. - 2:20p.m.

ARRIVAL
The building is locked and students will not be allowed to enter the building before 8:15a.m., as there is no adult supervision. Students who participate in the morning Boys & Girls Club program should be dropped off at the Front Entrance door between 7:00-8:15a.m. If your child is not a part of BGC, please do not drop off your child prior to 8:30a.m.

Students who eat breakfast at school may enter the school at 8:15a.m. All other students are asked to arrive at school no earlier than 8:30a.m. and are expected to remain on the playground or in the gym based on our weekly schedule until the 8:35a.m. bell rings.

Students must be in their classrooms at 8:45am., when the final bell rings, or they will be counted as tardy.

If you walk with your child to the building before the 8:35a.m. bell, we ask that you take them to the playground (gym on weather days), or wait with them in the front entry. Please do not stand in the hallway with them. You are welcome to sit with your child in the gym or on the playground.

Exception on the 1st day of school, students can go directly to their classrooms at 8:20am.

From 8:30-8:45a.m. each morning the following doors are open for students to enter upon arrival:
- North Recess Doors
- Front Door

All doors, except the front door, are locked at 9:00a.m. All students must enter through the front doors if arriving after 8:45a.m.

PARKING
We have limited parking for our large staff. We ask that all parents/visitors park in the designated parent parking spots in front of the school on Hilltop Dr. when visiting the school. Since parking is limited at drop off and pick up, we would ask that parents park in the residential areas on Hilltop and Highland Drive.

DISMISSAL
(See Complete Board Policy JBH)
Students will be dismissed M,T,Th,F at 4:00p.m. and at 2:20p.m. on Wednesdays. If students are kept after school by their teacher for more than 10 minutes, parents should be notified. Students are to go directly home unless arrangements have been made with parents PRIOR to coming to school.

All students MUST be picked up promptly after school unless attending the Boys and Girls Club. There is no other student supervision after dismissal. If students are not picked up immediately after school, the office staff will attempt to call parents. If parents cannot be reached by 4:25p.m., law enforcement or DCF may be called for assistance.

If students leave school early, they must be signed out by a parent /guardian. Office staff may ask for ID before releasing the child.

CROSSWALK
We insist that all students and parents use the crosswalks located around the school. We also insist that all students needing to cross Iowa St. do so at the supervised crosswalk at the corner of Iowa & Harvard. Students waiting for rides after school will wait at the designated pick up area on Hilltop Drive.

AFTER SCHOOL PLAYGROUND USE
The Boys and Girls Club has exclusive use of our school playgrounds from 3:50-5:30pm M,T,Th,F and 2:20-5:30pm on Wednesdays.

Non-B&G Club students should not be on the playground after school unless they are accompanied by a parent (only
exception is during Hawkathon Club).

Thank you very much for your cooperation in helping us with the safety and security of our B&G club students.

TRAFFIC PLAN
We have a traffic plan that outlines traffic expectations during drop off and pick up. The TRAFFIC PLAN is sent to all parents in the July newsletter. You can also find it on our school website.

ATTENDANCE
(Boards Policy JBD)
When your child is absent, parents or guardians are to notify the school (832.5720) no later than 9:30 a.m. If you do not have a phone, you will need to send a note the following day. We must hear from a parent or guardian to verify a child’s absence the day of the absence. A student absent from school due to personal matters, home emergencies, and/or family vacation is allowed ten (10) excused absences per year. A parent requesting additional excused absences above this limitation may submit a Parent/Guardian Request for Student Absence form to the school administrator.

ATTENDANCE: TRUANCY LAW
(See Complete Board Policy JBE)

ATTENDANCE: TARDY / ABSENT STUDENTS
(See Complete Board Policy JBE)
Tardy: Student that arrives less than one hour late to school.
Leave: Student is gone for less than one hour at any time throughout the school day.
Half-Day Absence: Students are gone 1 hour or more and less than 3.5 hours (excused/unexcused) at any time during the school day.
Full-Day Absence: Student is gone 3.5 or more hours (excused/unexcused) at any time during the school day.

ATTENDANCE: MISSING SCHOOL DUE TO ILLNESS
Parents/Guardians are asked to keep ill students at home. Examples of illnesses that should keep your student home may include, but are not limited to:
1) Contagious diseases – such as measles, mumps, chicken pox, pink eye and influenza.
2) Skin rashes – especially if the cause is unknown or if accompanied by fever or drainage. (may require Dr. note to verify that the student is not contagious)
3) Head lice infestation that has not yet been treated with an anti-parasitic shampoo. One day of absence will be excused.
4) Fever – students with an oral temperature of 100.0 or greater should be kept home until they have been fever free without medication for 24 hours.
5) Vomiting – students who vomit must stay home for 24 hours after the last episode of vomiting.

It is our expectation that students who become sick at school are to be picked up within 30 minutes of receiving our call unless arrangements have been made with the principal.

Please notify the nurse if your child will need accommodations due to a recent illness or injury.

ATTENDANCE: PARENTAL REQUEST FOR STUDENT ABSENCE
School officials realize that business and personal interests sometimes require families to be away from home for short periods of time. When a parent or guardian believes that there is a valid reason for a student to be absent, school officials will endeavor to honor the absence. Such absences, when approved, will be considered excused absences. Depending upon the subject, students may be asked to make up time and/or work missed because of such absences.

The district requests that families notify the principal in advance when traveling out of town for more than a couple of school days. The principal will determine whether the absence will be excused based on the previous number of excused or unexcused absences.

Please be advised that at any point when school officials feel that excessive absences for any reason are adversely affecting a student’s academics and learning progress, administration may request a meeting with parents and the student. This discussion will explore the causes of the excused/unexcused absences and determine what interventions may be necessary to improve the student’s well-being, and/or academic and learning progression. School administration or their designees are authorized to request evidence from parents to verify reasons of excessive absences. Please note that excused vs. unexcused absences will be at the discretion of the school administration.

ATTENDANCE: MOVING TO NEW SCHOOL
We are required to keep your child “officially” enrolled at Hillcrest until we are notified of your enrollment by your child’s new school. If we are not notified within 2 weeks, we are required to file Truancy with DCF. Please make sure you enroll promptly at your new school and that you ask them to contact us to verify your enrollment.

To access Board Policy go to School Board Tab on District Website at www.usd497.org
behavior infractions that may disrupt student learning or create an unsafe environment for others at school. Staff will document what has occurred in writing. Teachers/or the principal will contact a parent/guardian to discuss the issue of concern so that a plan can be formulated if needed to help the student correct these behaviors. Our goal is to keep the lines of communication open between home and school.

**BEHAVIOR: DETENTION**
(See Complete Board Policy JDB)

**BEHAVIOR: HAZING AND BULLYING**
(See Complete Board Policy JGCA, GAAE)

**Definition of Bullying:** Bullying is when a person or group of people repeatedly and intentionally hurt someone’s body or feelings.

Hillcrest Bullying Rules:
- We will not bully others.
- We will help students who are bullied when it is safe to do so.
- We will include students who are left out.
- When we are aware someone is being bullied, we will report to an adult at school or an adult at home.

**BEHAVIOR: SUSPENSION AND EXPULSION PROCEDURE**
(See Complete Board Policy JDD)

**BEHAVIOR: PROHIBITED ACTIVITY**
(See Complete Board Policy JHCA)

**EMERGENCY SAFETY INTERVENTION (ESI)**
(See Complete Board Policy GAAF)

**BIRTHDAYS/PARTIES**
If they wish, students may bring a small, easily-served treat to celebrate their birthday. The district provides wellness guidelines to parents which encourage healthy snack choices.

**Drinks are prohibited for birthday celebrations.** Most classrooms also have students with special dietary needs. Please check with your child’s teacher for a convenient time to bring treats and if any food allergies exist.

We discourage the delivery of balloons or flowers to school. These items will not be delivered to classrooms, but will be held in the office until dismissal at the end of the school day.

Birthday invitations are not to be passed out at school, unless there is an invitation for every student in your child’s class.

The PTO, with support from parents, arrange refreshments for schoolwide parties in October, December and February.

**BOYS AND GIRLS CLUB**
Boys and Girls Club operates a before and after school program located at Hillcrest. The program is offered to students in grades K-5. Program hours are from 3:50-6:00pm Monday, Tuesday, Thursday, Friday and from 2:20-6:00pm on Wednesday. All participants must enroll and be accepted into the program. Enrollment is limited. Contact Boys and Girls Club at hillcrest@bgclk.org or 785.393.0620.
BUSINESS PARTNERSHIPS
LAWRENCE EDUCATION ACHIEVEMENT PARTNERS — (LEAP)
(See Complete Board Policy IDAA)
Lawrence Public Schools are involved with the business community in a partnership venture. A partnership is a mutually supportive agreement between a business and a school or school district, often in the form of a written contract, in which the partners commit themselves to specific goals and activities, intended to benefit students.

Hillcrest LEAP partners are The MERC Co-op, Commerce Bank, Freddy’s Frozen Custard & Steakburgers, & Premier Martial Arts. Local businesses support Hillcrest activities in many ways.

CLASSROOM ASSIGNMENT RESPONSIBILITIES
The building principal is responsible for assigning teachers to specific grade levels and, with teacher input, assigning students to a specific teacher. Because we cannot grant every parent request for a specific teacher, we do not take “preference” requests into consideration when making class assignments. However, each spring parents are invited to share information about their child that may be helpful in making an appropriate classroom placement.

COMMUNICATION
MEETINGS WITH STAFF
If you would like to meet with your child’s teacher or any other staff member, please schedule this in advance. We want to give you full attention and that cannot always be the case during a “drop in” visit.

MESSAGING SYSTEM
School Messenger is the district’s automated messaging system that disseminates school, district and emergency information. It is important to keep the school updated whenever parent contact information changes. Directions for updating your child’s contact information can be found under Student Records; Updating located in this handbook.

NEWSLETTERS
The Hillcrest newsletter, classroom newsletter, notes and flyers are published both in paper and electronic form. Parents/guardians will select their preference for receiving school communications at the beginning of the year. We will also post school newsletters on the Hillcrest website.

MONDAY FOLDERS
The Monday folder is used to send information to and from school. The folder will be sent home on the first day of school week. Please check your child’s Monday Folder each week for important information. Send the empty folder back to school on the next school day. It is the responsibility of the student to: a) take the envelope home each Monday, b) share the information, c) have parents/guardians sign the front, and d) return the envelope to school the following morning.

CONCERNS
The Lawrence Public Schools find that the quickest and most effective way to resolve a school concern is by addressing it at the most direct level. The following are suggested procedures. First talk to a teacher, counselor or another trusted adult at the school for assistance. If the concern is not resolved at the classroom level, please visit with the principal. If the issue persists, please contact the district office, 785/832-5000 and ask to speak to the administrative liaison assigned to the school. If after following steps 1-3 your concern has not been resolved to your satisfaction, please contact the district office, 785/832-5000, and ask to speak to the superintendent’s office. A Complaint Form may be filed to trigger a formal investigation of any unresolved school concerns. Find this form at http://www.usd497.org/complaintform.

Investigative steps include:
• Review Complaint
• Interview complainant and witness
• Determine appropriate course of action
• Issue disciplinary measure as necessary
• Communicate with the complainant, while protecting student / staff confidentiality.

COMPUTER USE
(See Complete Board Policy IIBG)

USE OF PERSONAL TECHNOLOGY DEVICES
(See Complete Board Policy IIBGD)

CHILDREN’S INTERNET PROTECTION ACT
(See Complete Board Policy IIBGA)

DISCRIMINATION/HARASSMENT
(See Complete Board Policy JGEC, JGECA, KNA)

DISTRICT MANDATORY REPORTING POLICY
(See Complete Board Policy GAAD)
Any district employee who has reason to know or suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. The employee making the report shall NOT contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect or notify them of a report or pending report being made. All employed personnel of the school district must report to the building principal cases that they believe may constitute child abuse. If appropriate, the principal may confer with the school’s social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

To access Board Policy go to School Board Tab on District Website at www.usd497.org
DCF ACCESS TO STUDENTS ON SCHOOL PREMISES (SEE JCAC)
The principal shall allow a student to be interviewed by DCF or law enforcement representatives at an appropriate location on school premises and shall act to protect the student’s interests during the interview subject to the authority of DCF or law enforcement.

COOPERATION BETWEEN SCHOOL AND AGENCIES
 Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property should not be in uniform.

DRUG FREE SCHOOLS
 (See Complete Board Policy JDDA)

ENROLLMENT
 (See Complete Board Policy JBC)

ENROLLMENT: TRANSFER OF ELEMENTARY STUDENTS
 (See Complete Board Policy JBCA)

FIELD TRIPS
 (See Complete Board Policy IFCB)

FOOD SERVICES DEPARTMENT
INFORMATION 2017-18
 (See Complete Board Policy JGH)

Hillcrest offers a breakfast program served from 8:05am (BGC group)/8:15am (car riders)- 8:40am in the school dining commons.

Lunch is served in 25–minute periods each day from approximately 11:30am-1:15pm each day.

The Food Services Department uses a computerized meal cashier program. Record keeping of money paid and meals eaten by your child are recorded in a computerized database in the school kitchen. Students are able to enter their student ID number or have an ID card that is scanned as each student purchases a meal or an item from the cafeteria.

The lunch accounting system is a debit system, which means that you deposit money into an account and as the student eats, the meal charge is deducted from the account balance. It is expected that all balances will be kept positive. The food services department cannot extend credit to families for purchase of meals or a la carte items. If your account is negative, no purchases are allowed, you must send cash to purchase a meal or send a sack lunch.

We are NOT responsible for any cash sent to school with children. Please pay by check or money order with reference to your student name, ID number, and school. PLEASE NOTE - We cannot be responsible for post dated checks. You may also make debit/credit card payments online via the third party website known as MySchoolBucks.com. Your first payment for meals needs to be made prior to the first day that meals are served so that there is money in your student’s account. Please DO NOT combine lunch money payment with other school type payments (i.e. enrollment fees/fines/cash/etc.) Meal payment envelopes are available in the cafeteria and most school offices.

Free and Reduced Lunches
 (See Complete Board Policy JGH)

Families must fill out an application for free/reduced meal benefits every new school year. Only 1 application per family is required. Applications for the new year will be available to download and print on your own printer from the school district website mid-July. Printed applications will be available at the school district Welcome Center mid-July and will also be included in school handbooks and back to school newsletters. You can also obtain an application at individual school buildings when they reopen for the school year.

The food services department has 10 days to process applications from the time they are received in the food services office. Families are responsible for any lunch charges incurred until their application is approved. Until you receive letter notification of your approval, please deposit money to your child’s account to cover charges for any meals eaten.

A la Carte Purchases
 (See Complete Board Policy EEA)

The USDA has brought about some changes to the meal selection process. Food groups are now called components consisting of the following; Meat or Meat Alternatives, Fluid Milk, Grains, Fruits, and Vegetables. Students must choose a minimum of three of the 5 components to count as a meal. One of the three components must be ½ cup of fruit or vegetable. We encourage all five for a healthy meal. Secondary students may choose a lunch meal of main dish, milk, and 4 side dishes, maximum.

Items purchased in addition to lunch/breakfast meal are considered a la carte purchases. No a la carte charges will be allowed if the student account reaches a zero balance. All students are considered to have permission to make a a la carte purchases unless a parent/guardian completes Form

To access Board Policy go to School Board Tab on District Website at www.usd497.org
FS146, blocking or limiting purchases, and returns it to the school cashier.

**Online Debit/Credit Card Payments**
Parents/guardians are able to make payments for school lunches with a debit or credit card and are able to check the balance of their student lunch accounts online at MySchoolBucks.com. Go to the district website at www.usd497.org, link to Food Services, then to MySchoolBucks.com.

**NEW USER’S ONLY...**If you have never used this system before, be aware that you will need each child’s 8 digit student ID# to set up an account with MySchoolBucks.com.

**Low Balance Reminders**
Automated phone calls are made twice weekly to parents via the School Messenger program. You can expect a phone reminder when a student account balance falls to 5.00 or less. Due to program constraints, these calls are made for each individual student account, so you may receive more than one.

Many parents have found the service provided by MySchoolBucks.com very helpful. You can register at this site, and then look at student purchase histories or set-up an email notification of low balances if you wish. This service is available to all parents even if they do not want to use the online payment program.

**End of Year Balances**
At the end of the school year, no refunds will be made on the account unless you are leaving the district. The balance in your account will be forwarded to the next school year even if your child is attending a different school. If you have a student graduating high school, any balance remaining will be transferred to a younger sibling(s). If this is your last child graduating from the district, you may request a reimbursement form from the cashier for a refund check from the district.

**Returned Checks**
Lunch payment checks that are returned due to insufficient funds currently go directly to RECHECK, Inc., a collection company in Wichita, KS. RECHECK will represent your check to your bank for payment of both face value and the fee. There is a 30.00 return check fee that you will be responsible for in addition to any fees that your bank may charge. Payment for the check and fee must be made to RECHECK, Inc. Payment cannot be accepted by the district or your school. Students may not make food purchases with a negative lunch account balance, so you will need to provide funds to keep a positive balance in your student’s lunch account. This is a separate transaction which does not negate the need to settle with RECHECK. You may reach RECHECK at 1-888-794-7325.

**Competitive Food Rules**
Competitive food is any food or beverage service available to students that is separate and apart from the districts non-profit federally reimbursed food service program. The school board has adopted the following policy.

Building Sales – Competitive food service shall not operate in competition with the district’s food service program, and shall be closed for a period beginning one half hour prior to and remain closed until one half hour after the last regular scheduled school lunch and/or school breakfast period on the campus where the school lunch and/or breakfast is served.

Fast Foods – Fast foods in the building detract from the emphasis placed upon the Child Nutrition Program and District Wellness Initiatives. The district encourages students to participate in the district’s meal program. However, parents have the option to send food for breakfast or lunch if they prefer not to participate in the district’s meal program. The district does not recommend students or parents bring fast foods to school; however, if fast foods are brought to school, they may not be in the original packaging.

**Questions?**
You may call the Food Service Office, 832-5000, for assistance during the hours of 7:30 a.m. – 4:30 p.m. After 4:30 p.m. you may leave a voice message and your call will be returned the next business day. This institution is an equal opportunity provider.

**PRICES:**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Price:</td>
<td>$1.80</td>
<td>$2.80</td>
</tr>
<tr>
<td>Reduced Price:</td>
<td>$1.30</td>
<td>$.40</td>
</tr>
<tr>
<td>Adult</td>
<td>$2.45</td>
<td>$3.75</td>
</tr>
<tr>
<td>Extra Milk</td>
<td>$.85</td>
<td></td>
</tr>
</tbody>
</table>

(Meal prices are subject to change.)

To access Board Policy go to School Board Tab on District Website at [www.usd497.org](http://www.usd497.org)
HEALTH CURRICULUM
(See Complete Board Policy IKCA)
Age appropriate education on human sexuality and disease will be taught as part of the K-12 health class curriculum. This is in compliance with state and federal regulations regarding the teaching of this content in the school. Prior to this instructional unit, teachers shall send written notice to parents of the forthcoming human sexuality content and information on the opt-out process. Opt-out requests are required annually and are valid only for the school year in which they are submitted.

HEALTH OFFICE
(See Complete Board Policy JGC)
The health clinic is staffed full-time by a registered nurse and/health office attendant. The nurse provides health counseling, health education, health promotion and referrals to community resources as well as administering school screenings. These services are available to staff, students and parents. If you have questions or concerns about your child’s health, please contact our School Nurse or Health Office Attendant.

HEALTH: ACCIDENT OR ILLNESS
If there is an accident or sudden illness at school, first aid will be administered by school personnel to the best of their abilities and training. The school will attempt to contact the child’s parents. If they cannot be contacted, individuals designated on the enrollment/family information sheet will be called. Any student who is ill must be picked up within 30 minutes of receiving our call.

Reasons your child will be sent home, may include:
1) Suspected contagious diseases – such as measles, mumps, chicken pox, and influenza and untreated pink eye
2) Skin rashes – especially if the cause is unknown or if accompanied by fever or drainage. (may require Dr. note to verify that the student is not contagious)
3) Head lice infestation that has not yet been treated with an anti-parasitic shampoo.
4) Fever – students with an oral temperature of 100 or greater should be kept home until they have been fever free without medication for 24 hours.
5) Vomiting – students who vomit must stay home for 24 hours after the last episode of vomiting.
6) Injury that requires medical follow-up.

HEALTH ASSESSMENTS AND PHYSICALS
(See Complete Board Policy JGC)
HEALTH: IMMUNIZATION AND PHYSICAL ASSESSMENT
(See Complete Board Policy JGBC)

HEALTH: MEDICATION ADMINISTRATION AT ELEMENTARY SCHOOLS
The prescribing of drugs and medicines is not the responsibility of the public schools and cannot be practiced by any school personnel, including the school nurses. Supervision and administration of medications is carried out by district personnel in strict compliance with the rules and regulations of the board and the Nurse Practice Act of Kansas when medication is necessary for a student to remain in school. Medication can be administered at school when it is medically necessary for it to be given within the school day. Medication must be picked up by the last day of school. Medication that has not been picked up by the last day of school will be thrown away.

HEALTH: MEDICATION SUPERVISION
(See Complete Board Policy JGFGB)
HEALTH: OVER-THE-COUNTER MEDICATIONS
Over-the-counter medications coming to school must arrive:
1) In the original container with the label intact.
2) Accompanied by doctor’s orders stating the time, dose, route and reason the medication is needed at school.
3) Parent permission for medication form, including the signed release of information that allows the nurse to contact the physician if there is a question about the prescription.

HEALTH: PRESCRIPTION MEDICATIONS
Prescription medications coming to school must arrive:
1) In a pharmacy labeled container
2) Accompanied by a completed permission for medication form, including the signed release of information that allows the nurse to contact the physician if there is a question about the prescription.
3) Sample medications that do not have a pharmacy label will be given only when accompanied by written doctor’s orders and the required parent permission form.
(Permission for Prescription Medication and Authorization for Non-Prescription Medication forms can be picked up at the school.)

HEALTH: SELF-ADMINISTRATION OF MEDICATIONS
(See Complete Board Policy JGFB)
Elementary students with severe chronic health problems may self-administer prescription medications with the written approval of the parent, physician and school nurse. Parents may obtain this form from the school office. Only one dose of medication should be sent to school, exception: multi-dose inhalers. The container must have a pharmacy label attached. The student must keep the medication on him/her at all times. If the student fails to follow the rules for self-administration the principal may revoke the privilege. Controlled substances, including stimulants such as Ritalin, may not be self-administered. It is recommended that a duplicate supply of the medication be maintained in the nurse’s office.
HOMEWORK EXPECTATIONS  
(See Complete Board Policy IHEA)

INTELLECTUAL PROPERTY  
(See Complete Board Policy JT)

KINDERGARTEN ORIENTATION  
(See Complete Board Policy JBC for age of Admission)  
Parents of prospective kindergartners are invited to an orientation in the spring. During this meeting, parents will complete enrollment paperwork and the kindergarten student will do activities with the kindergarten staff. State law requires that a child be five years old on or before August 31st to be eligible for kindergarten.  
State law also requires that a child be six years old on or before August 31st to be eligible for 1st Grade. Parents are required to present an original, certified birth certificate, health assessment and immunization records prior to the first day of attendance.

LOST AND FOUND  
Unclaimed items will be taken to the district clothing room or given to another charity at the end of each trimester.

PARENT/TEACHER CONFERENCES  
Parent/Teacher conferences are held in November and again in February at the end of the second trimester. Any parent wishing to have a conference with the principal or support staff should contact them directly to schedule.

Early Visits - Your child’s teacher will schedule, during the first weeks of the school year, time to meet with you and your child. The purpose of the early visit is to get to know your child, do some preliminary goal setting and to share information about the grade level expectations. It is our goal to connect with all our families on a personal level by mid-September.

PARENT/FAMILY ENGAGEMENT  
Hillcrest has active and supportive parents who become involved in many different events throughout the school year. Parents support students and parents through the coordination of our Back to School night, Fall Fling carnival, Family Math, Reading and Science Night, etc. We also ask all families to provide treats for school parties. There will be opportunities for parents to sign up to provide support at the beginning of the school year.

PERSONAL BELONGINGS  
Students should not bring money to school other than for lunches or other school related activities. Students are discouraged from bringing toys, electronic equipment and other personal property to school unless it is for a special school activity. The school will not assume responsibility for lost personal property.

PHONE USE  
Students need to make after-school plans prior to the time that they come to school. Students have access to school phones for emergencies only. Students are not allowed to use the phones for making after-school arrangements.

PHONE USE: CELL PHONES  
If you feel it is imperative that your child bring a cell phone to school, it should be turned off before entering the building and remain in their backpack until dismissal. The only exception is if the teacher has given permission for students to “bring their own devices” to school for educational purposes. Students found using their phone during school hours without permission will be required to check their phone in and out of the office each day.

PROGRESS REPORTS & GRADING SYSTEM  
(See Complete Board Policy IHA)

RECESS  
(See Complete Board Policy IHA)  
Students should not bring play equipment from home to use on the playground.

RECESS INCLEMENT WEATHER PRACTICE  
Students will be expected to come dressed for outside play - even in winter. While students may not stay outside for an entire play period, if the wind-chill index and temperature are within reason, students will go outside.

Outdoor recess occurs when the temperature or wind chill is 15 degrees or above. Please make sure that your child is dressed for cold weather. If for medical reasons, your child is restricted from this play, a note should be sent to the teacher. If the restricted period is for more than one or two days, a note should be sent from a physician.

SAFE SCHOOL INFORMATION  
(See Complete Board Policy EBB)  
A Crisis Management Plan is in place for use in the event of an emergency. District crisis response team members are identified and their roles are defined. Please contact the Hillcrest principal if you have safety concerns. In addition, safety hotlines have been established for the anonymous reporting of threats or safety concerns. The Lawrence Crime Stoppers Hotline is 843-TIPS (8477). The Kansas School Safety Hotline is 1-877-626-8203.

EMERGENCY DRILLS  
(See Complete Board Policy EBB)
SCHOOL CLOSING ANNOUNCEMENTS
(Referenced in policy EBBD – Evacuations and Emergencies)
When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings, late starts or cancellations by announcements made over designated area radio and TV stations and on the district website. The district tries to avoid unexpected early dismissals; however, on occasion, early dismissal is unavoidable.

SEARCHES: PROPERTY
(See Complete Board Policy JCAB)

SEARCHES: STUDENTS
(See Complete Board Policy JCABB)

SITE COUNCIL
(See Complete Board Policy IB)

STUDENT ACTIVITIES
(See Complete Board Policy JH)

Art
Students receive art instruction every third day for forty-five minutes (30 mins. on Wednesday). Art classes include basic art instruction in understanding and applying media, techniques and process. They will also be exposed to art in relation to history and cultures. Student artwork is available for viewing through a web-based program called Artsonia.

English Speakers of Other Languages (ESL)
Hillcrest is a cluster ESL school which means students throughout the Lawrence community will attend Hillcrest if it is determined they would benefit from ESL support. When a student enrolls in the district, the parent or guardian must complete a Home Language Survey. Based on the results of the survey and ESL screening, a child may qualify for services. Parents may choose to accept or decline services. English Language Learners who attend Hillcrest are provided support services to help develop their English language acquisition. This support will be provided by the general classroom teacher or an ESL teacher who both have their ESL teaching credentials.

Guidance & Counselor Program
The elementary guidance program supports each student’s personal, social, and educational development. The counselor works with students individually, in small group and teaches lessons in classrooms throughout the year. The overall purpose of these lessons is to give students a foundation of self-confidence and to teach life-long skills, such as decision-making and conflict resolution.

Hillcrest Hawk Program
Every student at Hillcrest School will be recognized as the “Hillcrest Hawk of the Day” at some point during the school year. This special student recognition program showcases each child’s individual interests and talents. Parents are encouraged to support this special student day by…

- Read the calendar in the Hillcrest Hawk newsletter carefully to find out when your child is the designated “Hillcrest Hawk of the Day”.

- Bring 3-5 items to share in the display case. Guidelines to use:
  - 1 student made art product from home or school
  - 1 student written product from home or school
  - 2 cultural items from home
Questions to Consider:
What are some of the favorite things you do with your family?
What does your family do to celebrate birthdays, holidays, or other important family events?
What are some things you typically do on the weekends?
- 2 personal items from home (ie – toy, game, trading cards, doll or figurine)

- Hawks will be introduced as part of the morning announcements.
- Family members are invited to eat lunch with their “Hawk” on their designated recognition day. The payment for an adult lunch can be made as you enter the cafeteria.

Hawkathon Club
The Hawkathon Club is a fitness program where kids will complete a marathon (or more) by running or walking a distance of 26.2 miles by the end of the school year. Students who complete a marathon will receive a t-shirt that commemorates their achievement. The club meets weekly throughout the school year.

Library
The Lawrence School District operates an integrated library program at the elementary level. Library services and classes are considered a part of the elementary curriculum and are integrated into the regular classroom program. The library is open for students from 8:35am-3:55pm on regularly scheduled school days. Children are encouraged to use the library as often as necessary. Check-out may be done as a class or individually depending on the teacher’s preference.

OVERDUE/LOST Media Center Resources
- When a book is overdue a written notice will be given to the student and parents.
- When the book is more than 60 days overdue, a notice will be sent to parents that the book is considered LOST and has been turned over to the District for repayment.
- If a book is returned DAMAGED, the Media Specialist will assess a fee up to the cost of the replacement of the book. The parents and student will be notified of the assessed fee for damages.
- Lost Books that are found or payments for lost books are to be given to Building’s Administrative Assistant. Payments made for books that are found will be repaid to parents.
- During the summer break, Lost Books that are found or payments for lost books are to be brought to Lawrence Public Schools Finance Department 110 McDonald Drive Lawrence Kansas.

Physical Education
Students receive physical education instruction every third day for forty-five minutes (30 mins. on Wednesday). Physical education activities in the lower grades include games and stations working on space awareness, loco-motor skills and object manipulation. Skill complexity and interaction of students increases throughout the middle grade, culminating in complex lifetime fitness activities such as basketball and volleyball.

Student Council
Students in grades 3-5 serve as ambassadors on the student council. Each semester, interested students will submit an application to their teacher expressing their interest in being a classroom ambassador. Representatives will be selected from each classroom.

To access Board Policy go to School Board Tab on District Website at www.usd497.org
The student council plans activities throughout the year to promote service learning and school spirit. They are also asked to assist with projects from the principal and other staff.

**Title I Support**
This is a program to help students in either reading or math. Students are selected based on classroom performance and standardized tests.

Title support includes focused small group instruction, individual diagnostic testing and careful monitoring of student progress. Title staff also have special training in teaching strategies and techniques. Title support is designed to help each child achieve success and develop a true understanding of reading and math concepts.

**Vocal Music**
Music classes include a wide variety of activities to offer a broad-based music education program to the elementary student. Those activities include singing, playing percussion instruments, moving, listening, and creating. Every student has music every third day for forty-five minutes (30 mins. on Wednesday).

**STUDENT SUPPORT /SPECIAL EDUCATION TEAM MEETINGS**
(See Complete Board Policy IDAC; IDAB)

You or your child’s teacher may be concerned that your child’s needs are not being met in the classroom. There are procedures in place at Hillcrest to assist your child. Student Support Teams and a Special Education Team meet regularly to focus on children with specific needs. Your child’s teacher can help familiarize you with these procedures for the purpose of appropriately meeting the needs of your child. Your input is very valuable to the process. Please talk with your child’s teacher if you have specific concerns or questions about your child’s progress. The Special Education Team consists of several professionals that may include the psychologist, counselor, social worker, classroom teachers, learning resource teacher, nurse, speech clinician, reading teacher and principal.

**STUDENT RECORDS**
(See Complete Board Policy JR)

**STUDENT RECORDS – RELEASE OF**
(See Complete Board Policy JRB)

**STUDENT RECORDS: UPDATING**
(See Complete Board Policy JRB)

**STUDENTS SUPPORT PROGRAMS**
(See Complete Board Policy IDAB)

**TOBACCO USE**
(See Complete Board Policy JCDAA)

**TRANSPORTATION**
(See Complete Board Policy JGG)

**TRANSPORTATION: TRAFFIC PLAN**
The Hillcrest Traffic Plan for student drop off and pick up is sent to parents each fall. You can also find the Traffic plan at the back of this booklet or on our Hillcrest Website in the “For Parents” tab.

**TRANSPORTATION: SAFETY ON BICYCLES AND OTHER WHEELED CONVEYANCES**
Elementary School Restrictions
Except as to District provided transportation, parents and guardians are responsible for the safety of their children in getting to and from school. The District strongly recommends that no student be allowed to ride bicycles to and from school before the student has been enrolled in the 3rd grade, unless accompanied by an adult. Scooters, rollerblades and skateboards, motorized or not, may not be brought to school. Bicycles are to be walked on school grounds. Bicycles are to be parked and locked in the bicycle rack and not removed until the student is ready to leave for home.

**USE OF PROTECTIVE HELMETS**
City of Lawrence Ordinance No. 7738, section 17.706 states:
- No person fifteen (15) years of age or younger shall ride bicycle, wear, ride or use any roller skates, inline skates, roller blades, skateboards, or scooter, as these things are commonly defined, within the city limits without properly wearing an approved skate or bicycle helmet securely fastened by chin or neck strap.
- An approved skate or bicycle helmet is headgear which meets or exceeds the impact standard for protective helmets set by the U.S. Consumer Products Safety Commission Safety Standard for Bicycle Helmets.
- City of Lawrence Ordinance No. 7738, section 17.707 states: There shall be no fine or jail sentence for violation of Section 17-706. In lieu of a fine, any person fifteen (15) years of age or younger found violating section 17-706 shall be eligible to receive a coupon from a Lawrence law enforcement officer or a Lawrence/Douglas County Fire Medical Department staff person; such coupon shall be valid for one (1) free bicycle helmet redeemable at a designated Lawrence – Douglas County Fire and Medical facility as supplies of helmets are available.

**VANDALISM**
(See Complete Board Policy EBCC)

**VISITS TO SCHOOL**
(See Complete Board Policy KM)
During school hours of 8:45a.m.–3:50p.m. (Wednesday – 8:45a.m.–2:20p.m.) all visitors are required to sign in and get a visitor’s sticker at the office. When the visit is over, visitors are required to sign out and return the pass to the office.

To access Board Policy go to School Board Tab on District Website at [www.usd497.org](http://www.usd497.org)
We also ask that you pre-arrange any classroom visit with the teacher and limit your visit to no longer than 1 hour.

VOLUNTEERS
(See Complete Board Policy KM)
A volunteer guide is located on our schools website. All volunteers will be asked to acknowledge their understanding of the volunteer guidelines at the beginning of each school year. Among other expectations, volunteers are not allowed to go in student restrooms or impose consequences for students. Volunteers will be supervised by the classroom teacher. Volunteers will arrange volunteer days, times and duration with the classroom teacher. All Volunteers MUST sign in and out at the office and wear a Hillcrest visitor badge.

WEAPONS POLICY/OTHER DANGEROUS OBJECTS
(See Board Policy JCDBB; JCDBBC)

Family Educational Rights and Privacy Act
ANNUAL NOTICE
(Release of Student Directory Information to the Public and/or Military Recruiters)

The Family Educational Rights and Privacy Act (FERPA) affords parents* certain rights with respect to their student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents* should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent* of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent* believes are inaccurate. Parents* may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents*, the school will notify the parents* of the decision and advise them of their right to a hearing regarding the request for amendment.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

For purposes of FERPA, USD 497 has designated certain information as “directory information,” which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information in school publications, such as newsletters, drama playbills, recognition listings, graduation programs, sports team rosters and yearbooks. USD 497 considers the following “directory information:” student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, honors received, the most recent previous school attended, class designation and photographs.

Release of Student Directory Information to Military Recruiters

In addition, two federal laws: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), require educational agencies to provide military recruiters, upon request, students’ names, addresses and telephone listings.

Parents* wishing to withdraw consent for release of directory information must complete a Non-Disclosure of Student Directory Information form available upon request at any school, the district office and www.usd497.org. USD 497 assumes there is no objection to the release of directory information if this signed form is not returned to the school by August 18, 2010 (or upon enrollment during the school year).

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD 497 to comply with these requirements. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

*parents, legal guardians and students age 18 or older.
Emergency Safety Interventions – GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

The complete policy is available in our handbook and on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)
- “Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- “Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint
All staff members are prohibited from engaging in the following actions with all students:
- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

Training
All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation
The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:
- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and

To access Board Policy go to School Board Tab on District Website at www.usd497.org
School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Local Dispute Resolution Process
The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such an investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigators shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.
<table>
<thead>
<tr>
<th>Building Compact</th>
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<th>W</th>
<th>K</th>
<th>S</th>
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<tbody>
<tr>
<td></td>
<td>Have Respect</td>
<td>Act Responsibly</td>
<td>Work Together</td>
<td>Kindness Counts</td>
<td>Soar to Success</td>
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<tr>
<td></td>
<td>Classroom</td>
<td>Hallway</td>
<td>Playground</td>
<td>Cafeteria</td>
<td>Restroom</td>
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<tr>
<td>H</td>
<td>Use appropriate voice level (Level 0-3)</td>
<td>Follow directions</td>
<td>Walk quietly</td>
<td>Use appropriate voice level (Level 0-1)</td>
<td>Use appropriate voice level (Level 0)</td>
</tr>
<tr>
<td>A</td>
<td>Accept consequences</td>
<td>Move safely</td>
<td>Keep hands and feet to self</td>
<td>Keep hands and feet to self</td>
<td>Keep area clean</td>
</tr>
<tr>
<td>W</td>
<td>Be on time and prepared</td>
<td>Keep hands and feet to self</td>
<td>Use materials appropriately</td>
<td>Use equipment properly</td>
<td>Take what you want, eat what you take, and eat your own food</td>
</tr>
<tr>
<td>K</td>
<td>Keep hands and feet to self</td>
<td>Work to solve problems</td>
<td>Respect others’ space and hallway decorations</td>
<td>Report unsafe behavior to teacher</td>
<td>Use good manners. Say ‘please’ and ‘thank you’</td>
</tr>
<tr>
<td>S</td>
<td>Active participation</td>
<td>Help others in need</td>
<td>Transition smoothly</td>
<td>Be a good sport</td>
<td>Make healthy choices</td>
</tr>
</tbody>
</table>

To access Board Policy go to School Board Tab on District Website at www.usd497.org
Hillcrest is a Title I school-wide building which requires students, parents and staff to sign a contract each year committing to a focus on learning. Below are the expectations for each group:

**As a student at Hillcrest**, in order to maintain a positive, productive, and safe learning environment, I will be successful by following the **H.A.W.K.S.** expectations:

- **Have Respect** I will respect others, myself, and my school.
- **Act Responsibly** I will act responsibly as I follow directions. I will have integrity at all times.
- **Work Together** I will do my best work every day as I cooperate with my classmates to listen, think, solve problems, read and write.
- **Kindness Counts** I will always be kind. I will not bully others. I will be a friend to everyone.
- **Soar to Success** I will try to soar like a hawk every day as I work to reach my learning goals.

I will:
- Complete work on time with best effort, use time wisely, actively participate and be persistent;
- Listen to and follow directions, accept consequences and exercise self-control;
- Respect school property and personal space;
- Cooperate with others, use kind words and actions; and
- Listen politely and resolve conflicts peacefully (use Stop, Walk, Talk strategy as a problem solving tool); and
- Participate in Positive Action lessons

**As a teacher at Hillcrest**, I will:
- implement core instructional programs
- adapt instruction to meet the individual needs of each student so he/she can experience success;
- assist each child in achieving the essential academic learning requirements;
- provide meaningful and appropriate practice activities:
- provide an environment that promotes active learning;
- display, teach and model schoolwide expectations;
- provide behavior specific praise and positive reinforcement to students who display schoolwide expectations;
- foster a safe environment for all students and implement the reactive plan consistently with and fidelity;
- demonstrate professional behavior and a positive attitude;
- teach Positive Action lessons with fidelity and model social skills expected of students;
- respect and value the uniqueness of each child and his or family;
- maintain open lines of communication with students and parents/guardians; and
- seek ways to involve parents in the school program.

**As a parent/guardian**, I realize the importance of working cooperatively with the school. I understand that my participation in my child’s education will help his/her achievement and attitude. I will:
- make learning a priority and value my role as my child’s first teacher;
- work to nurture a strong relationship with school staff;
- see that my child attends school regularly and is on time;
- regularly review all school communications and respond promptly when necessary;
- communicate via email, phone, note, or in person about home circumstances that may affect my child;
- attend the early visit, parent teacher conference, and other school functions;
- provide a quiet place for my child to study at home;
- encourage my child to complete all practice opportunities;
- talk with my child about his or her activities each day;
- encourage my child to read at home (or read to my child) everyday; and
- support the school in developing positive behaviors and good character in my child.

**As principal**, I am committed to providing a safe and orderly environment that is conducive to learning. As the instructional leader of the school, I will support the teachers in their efforts to teach all students. I will set high expectations for all stakeholders. I will work each day to ensure that the goals of the school and district are being implemented with fidelity by all staff.

HILLCREST ELEMENTARY TRAFFIC FLOW MAP

To access Board Policy go to School Board Tab on District Website at [www.usd497.org](http://www.usd497.org)
All traffic using Iowa Street should access Hillcrest Elementary by 9th Street and avoid Harvard Rd.

Due to safety concerns, if you come down Harvard Rd, do not turn left onto Hilltop Dr. You are encouraged to turn on Highland Dr. (see map).

We are requesting that everyone dropping off or picking up travel south up Hilltop from 9th Street. That means you must enter Hilltop from 9th Street and exit Hilltop Dr. by turning left or right on to Harvard Rd. (see map).

Even those families who want to park and bring their child in to school should plan to come up Hilltop Dr. from 9th street. When leaving your parking spot, you should plan to exit to the south and turn on to Harvard.

The curb cut drop off lane on Hilltop is the safest way to drop off and pick up your child. This eliminates students crossing streets with busy traffic.

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