

**2009-2010  
OPPORTUNITIES UNLIMITED  
UNIFIED SCHOOL DISTRICT #325  
STAFFED BY FRIENDLY PEOPLE WHO TEACH THE PERSON IN THE PUPIL**

[www.usd325.com](http://www.usd325.com)

**BOARD OF EDUCATION**

A seven-member Board of Education governs the operations of the school district and is elected for a 4-year term of office by the voting population in the district. A president and vice-president are selected each July. Members of the Board are:

<b>BOARD MEMBER</b>	<b>POSITION</b>	<b>BOARD MEMBER</b>	<b>POSITION</b>
Deb Kennedy (Pres.)	No. 2	Patrick Hewitt	No. 2
Patty Northup	No. 1	Todd Kennedy (VP)	No. 3
Stan Munyon	At Large	Camie Schneider	No. 3
Michele Powell	No. 1		

**MEETINGS ARE OPEN TO THE PUBLIC**

The Board of Education, USD #325 Phillipsburg recognizes the schools of the district belong to the people and are supported by the people. The patrons of the district are, therefore, invited and encouraged to attend board meetings. The Board of Education meetings shall be open to the public. Executive sessions may be held and only attended by the members and designated individuals as needed. Executive sessions shall be called so the Board of Education may deliberate in private and may be held for the following purposes:

1. Personnel matters of non-elected personnel.
2. Privileged consultations with the Board Attorney.
3. Matters relating to employer-employee negotiations.
4. Confidential data relating to district financial affairs.
5. Matters relating to actions affecting a student(s).
6. Preliminary discussions relating to acquisition of real property.
7. Matters relating to the security of the Board, the school, school buildings or facilities or the information system of the school.

After the executive session, the Board shall reconvene in public meeting for the purpose of taking final action on a matter if needed. All action by the board will be taken in open session and all voting will be done by a show of hands or other designated method.

**BOARD OF EDUCATION MEETINGS**

The regular meetings of the Board of Education will convene at 6:00 p.m. in the Administration Building at 240 S. Seventh Street on the second Monday of every month unless otherwise designated. The meeting dates for 2009-2010 are:

August 10, 2009	December 14, 2009	April 12, 2010
September 14, 2009	January 11, 2010	May 10, 2010
October 12, 2009	February 8, 2010	June 14, 2010
November 9, 2009	March 8, 2010	

⌘⌘ Please access the district website at [www.usd325.com](http://www.usd325.com) for information regarding district programs, policies, calendars, classrooms and other information. We welcome your comments for improvement to make the website more friendly and accessible for parents and community members. ⌘⌘

## FACULTY AND STAFF

### ADMINISTRATION

The Superintendent of Schools, as chief executive officer for the Board of Education, possesses the authority to discharge the duties and responsibilities in the daily operation of the district. Under the direction and control of the Board, the Superintendent is responsible for the general supervision of the schools. The Superintendent may delegate responsibility as deemed necessary to other administrative personnel.

Kent Otte	Superintendent	Mary Jackson	Clerk of the Board
PHONE:	785-543-5281		Administrative Secretary
ADDRESS:	240 S. 7 <sup>th</sup> Street	Jan Weinman	Accounts Payable Clerk
	Phillipsburg, KS 67661		Assistant Clerk

### USD #325 SCHOOLS

The building principal is the administrative and supervisory head of the attendance center. The principal is responsible for daily operations at the school under the direction of the Superintendent and in accordance with state and local policies.

### PHILLIPSBURG ELEMENTARY GRADE K-4

The Phillipsburg Elementary School is an accredited elementary school. It is the goal of our school to meet as nearly as possible the individual needs of children. Considerable time, expense and effort have gone into developing an individualized program that matches instructional materials, (textbooks, etc.) to the level of learning readiness for the child. Our school is child centered instead of subject centered. It is our purpose to promote maximum social, mental, physical and emotional growth for each child. EDUCATION IS OUR BUSINESS AND CHILDREN ARE OUR MOST PRECIOUS PRODUCT.

Mike Gower	Principal	Peggy Cole	Secretary
PHONE:	785-543-2174		
ADDRESS:	300 Nebraska Avenue, Phillipsburg, KS 67661		

Kindergarten	Raylene Bugbee, Diane Frantz Terra Ricker	Psychologist Psych. Secretary	Julie Rowland Sharlene Keese
First Grade	Ali Bell, Cam Thaden, Mickie Levin	Guidance Counselor	Michela Hiesterman
Second Grade	Kim Babcock, Elaine Keeten Lindsay Johnson	Teacher Aide	Helen VanKooten Vivian Meyer, Stacy Mowry
Third Grade	Crystal Laurin, Peggy King, Margaret Minkler	Para-Educators	Rebeka Beckman Shirley Loyd
Fourth Grade	Roxanne Bartels, Pat Thompson Terra Keeten		Dianne Kennedy Gina Peak
Vocal Music	Kim Munyon		Venus Lunsford
Physical Education	Holly Dinkel		Juanita Pugh
Special Reading	Nancy Turner, Cheryl Biggs		Ryneck Sharp
Special Education	Shari Reichard, Kara Hilburn		Gina Lennemann
Librarian	Roxie DeWitt		Angela Wells
Speech Clinician	Tina Blew		Susan Witmer
Head Custodian	Cathy Dusin		Michelle Wisinger
Custodian	Jim Thompson		Margo Matula Debra Schwarz

### EARLY CHILDHOOD DEVELOPMENT (ECD)

The Early Childhood Development (ECD) Program will be in operation in the Phillipsburg Elementary School this year. This program is designed for children ages 3-5 that have been identified through a comprehensive evaluation. Deb Brobst will be the teacher for the ECD Program. Classes for the ECD children will begin on Monday, August 24. Mrs. Brobst will be in contact with the ECD parents prior to the first day of school. Parents will be notified whether their child will be attending the morning or afternoon session. If you have questions concerning the ECD program, please contact Mike Gower, Principal, at the Elementary School (785-543-2174).

**PHILLIPSBURG MIDDLE SCHOOL GRADE 5-8**

We believe that the middle school years comprise a unique time in a young person’s life. It is a time when a student has a desire to explore, to test authority and to sample the adult world, but is filled with feelings of insecurity and an extreme need to belong. A middle school student is also in the midst of rapid physical, emotional and social changes. It is for these reasons that we believe the Phillipsburg Middle School must be a cheerful, student-centered, exciting place that develops academic, technological and life skills, while providing opportunities for students to explore, participate and interact with their peers.

Russell Baldwin Principal  
PHONE: 785-543-5114  
ADDRESS: 647 7<sup>th</sup> Street, Phillipsburg, KS 67661

Sharell Hilbrink  
Pam Crist  
Secretary  
Asst. Secretary

5 <sup>th</sup> /6 <sup>th</sup> Grade	Mitzi Weinman, Stephanie Dusin Ranelle Hugunin, Elaine Jacobs Caley Cole-Robinson, Abbie Hobbick	Foreign Language Gifted Coordinator Special Education	Megan Hart Arlene Williams Nicole Glynn Tracie Ford
7 <sup>th</sup> /8 <sup>th</sup> Reading	Tiffany VanDerVeen		
7 <sup>th</sup> /8 <sup>th</sup> Science	Aaron Beckman	Guidance Counselor	Michela Hiesterman
7 <sup>th</sup> /8 <sup>th</sup> Math	Tina Johnson	Technology Lab	Melanie Molzahn
7 <sup>th</sup> /8 <sup>th</sup> Lang. Arts	Mary Ellen Link	Librarian	Roxie DeWitt
7 <sup>th</sup> /8 <sup>th</sup> Health/PE	James Smith	Library Aide	Angela Bruning-Thompson
7 <sup>th</sup> /8 <sup>th</sup> Social St.	David Hindman		
PE/Health	Jacque Abell, Holly Dinkel	Para-Educators	Shylah Jarvis Sharon Christensen
8 <sup>th</sup> Grade Art	Julie Peterson-Shea		Edie Lively Muriel Iman
Instrumental Music	Bill Schick		Paulette Marez Patricia Williams
Vocal Music	Annette Kennedy		
Head Custodian	Loren Edwards		
Custodian	Tom Fabin		
Psychologist	Julie Rowland		

**PHILLIPSBURG HIGH SCHOOL GRADE 9-12**

Phillipsburg High School is accredited as a comprehensive high school by the Kansas State Department of Education and offers 80+ units of credit. High school sports offered are football, cross-country, volleyball, basketball, wrestling, track, tennis and golf. Phillipsburg High School has a reputation of high quality instruction in all curricular areas and we are especially proud of our academic, vocational, art and music education programs.

Todd Bowman Principal  
Russell Baldwin Activity Director  
PHONE: 785-543-5251  
ADDRESS: 410 S. 7<sup>th</sup> Street, Phillipsburg, KS 67661

Candy Yoxall  
Lynne Lohrmeyer  
Secretary  
Assistant Secretary

Industrial Arts	Greg Babcock	English/Forensics	Kim Pakkebier
Social Science	Cheri Chester	Science	Ron Chester
English/Journalism	Vicki Constable	Social Studies	Kenneth Beach
Health/PE	J.B. Covington	Science/Biology	Samantha Green
Vocational Ag.	Marvin Fehlman	Special Education	Jessica Billings
English	Deanna Nech	Math	Donna Jarvis
Foreign Language	Megan Hart	Vocal Music	Annette Kennedy
Math/Computers	Darin Moon	Psychology	Jim Smith
Librarian	Matasha Otte	Art	Julie Peterson-Shea
Math	Rachel Miller	Psychologist	Julie Rowland
Instrumental Music	Bill Schick	Business	Keith Sides
Guidance Counselor	Joe Buresh	Family/Consumer Science	Anna Schremmer
Special Education	Iris Stones	HS/MS Accompanist	Muriel Iman
At Risk	Rod Robison	Head Custodian/Grounds	Cory Jacobs
Para-Educators	Crystal Kearns	Custodian	Patrick Allen
	Roxie Ward, Jenny Larick	Custodian	John Mason
	Vicki Gibbs, Janet Conn	Custodian	Allen Simmons
	Nathan Pierot		

## FOOD SERVICE PERSONNEL

Food Service Director	Cindy Burton	Cooks	Sandra Harman, Jackie Sidman, Velma Heberd,
Head Cook	Sharon Billingsley		Shawn Cole, Marilyn Ross
Cooks Helpers	Kandi McDermed		Cindy Grieve
	Rebecca Ubben		
	Jeanne Kendall		

## BREAKFAST PROGRAM

The first day BREAKFAST will be served is Wednesday, August 19<sup>th</sup>. The cost for tickets is \$1.25 per breakfast for all grades. The adult price is \$1.75 per breakfast. Free and reduced prices will be provided in the same manner as for lunches. Parents are welcome to eat breakfast with advance notice to the building office.

## SCHOOL LUNCH PROGRAM

The first day LUNCH will be served is Wednesday, August 19<sup>th</sup>. The cost of lunches will be:

Grades K-1-2-3-4	\$1.90
Grades 5-6-7-8	\$2.00
Grades 9-10-11-12	\$2.10
Adults	\$3.00

We will continue to provide students with a good meal and some selections. With a high participation rate, we hope to be able to keep the cost down in the future. Your continued support is appreciated. Free and reduced price meals will be provided for those qualified and all families will be notified regarding details. Forms will be available when you enroll. Parents are welcome to eat in our lunchrooms at any time. Please notify the building office the morning before you intend to eat the noon meal.

Milk for the morning break for grades Kindergarten through the 4<sup>th</sup> grade is \$80.00 per year or \$40.00 per semester. An extra carton of milk at lunch is \$.50 per carton.

In the operation of all programs, including child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, handicap or disability. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## ADVERSE WEATHER SCHEDULE

When adverse weather conditions make it advisable, school closings will be announced over KKAN/KQMA Radio.

## INSURANCE PROGRAMS

Unified School District 325 places the first responsibility upon the family's medical insurance as the primary carrier when injuries occur during school activities. In the event that the family insurance does not cover the full expense of the injury, the school's student insurance becomes the secondary insurance and will pay only that portion allowed by the policy if such an injury is covered by the policy. This is limited coverage insurance and will not cover all costs. In the event that the injury or following complications become too extensive and medical costs exceed either the families or district's student insurance, the family may then apply for Kansas State High School Activities Association Catastrophic Coverage. In any case, medical expense not covered by the school accident insurance or the Kansas State High School Activities Association Catastrophic Coverage becomes the responsibility of the parent or guardian. Insurance claim forms must be picked up from the school office where the accident was recorded. A student accident form (made out by the school at the time of injury) must accompany the insurance form that is submitted to the company. The insurance form must be completed and submitted within the time limitations imposed by the company from date of injury.

Insurance forms for individual voluntary student insurance will be available at the time of enrollment. This insurance may be purchased for additional personal coverage and is not provided by the school. There are several options available.

## SCHOOL CALENDAR

August 17	STAFF INSERVICE MEETINGS
August 18	FIRST HALF DAY SCHOOL – AM Buses will run – no meals served (MS & HS dismiss at 11:40 a.m. and ES dismiss at 11:50 a.m.) TEACHER WORKDAY – PM
August 17	FALL SPORTS BEGIN
September 7	NO SCHOOL – Labor Day
October 14	End of 1 <sup>st</sup> Nine Weeks
October 26 & 27	Parent/Teacher Conferences – Evening
October 30	NO SCHOOL
November 25	Noon Dismiss – Thanksgiving – No lunch
November 26 – 27	NO SCHOOL – Thanksgiving
December 22	NOON Dismiss – Teacher Workday in PM End of 2 <sup>nd</sup> Nine Weeks
December 23-Jan. 1	NO SCHOOL – Christmas Break
January 4	Classes Resume
January 18	NO SCHOOL - Teacher Inservice
February 8 & 10	Parent/Teacher Conferences – Evening
February 12	NO SCHOOL
February 15	NO SCHOOL – Teacher Inservice
March 10	End of 3 <sup>rd</sup> Nine Weeks
March 29-31	NO SCHOOL – Spring Break
April 1 - 2	NO SCHOOL – Spring Break
May 21	End of 4 <sup>th</sup> Nine Weeks Last Day of School – NOON Dismiss – No lunch Teacher Workday - PM

### START AND CLOSE OF CLASSES

High School	Start	8:00 a.m.
	Close	2:59 p.m.
Middle School	Start	8:05 a.m.
	Close	3:08 p.m.
Elementary School	Start	8:10 a.m.
	Close	3:20 p.m.

### ATHLETICS

Fall sports practices will begin on August 17, 2009. Physical examinations are being given at the doctor's offices. Be sure and have them completed for the first day of practice. The original form must be completed and signed by the doctor and the parent or guardian.

### RESERVED SEAT FOOTBALL TICKETS

Reserved seat football tickets will be offered to all who are interested. Those with reserved seats during the 2008 season will be given first chance for the same seats this year. Season ticket prices will be \$30.00 for VARSITY FOOTBALL regular season games ONLY. Those wishing to purchase the same reserved seat ticket as last year should contact the high school before 4:00 p.m. Friday, August 21, 2009. Tickets remaining unclaimed after that date will be on sale to the general public.

The first home game will be with Norton on September 4, 2009. All MCL football games will begin at 7:00 p.m.

## SENIOR CITIZEN PASSES

Senior Citizen Passes are available at either the high school or Board of Education office for district patrons who have reached the age of 62. These courtesy passes will admit those persons to all home game and high school athletic activities except tournaments and those activities sponsored by the Kansas State High School Activities Association, such as regional and state tournaments. These passes are permanent and do not need to be renewed each year. If you should lose your pass, please come by either office for a replacement. Questions can be answered by calling the high school office – 785-543-5251.

## TRANSPORTATION

### BUS DRIVERS

Steve Dietz, Bus Manager  
Sherry Fulghum  
Charlotte Delaney  
Rich Elliott

Mark Conn  
Diane Conn  
Wendy Turner

Darlene Elder  
Carol Ward  
Randy Elder, Sub.

### BUS POLICY

It is the policy of the Board to run and maintain the best and safest bus system possible. If you have any concerns, call the Superintendent at 785-543-5281. It always takes a few days to get the bus routes running smoothly, so the drivers appreciate your patience. The buses will maintain a schedule after the first few weeks of school.

### BUS SERVICE

Durham School Services furnishes buses for our transportation system. Steve Dietz is the manager and should be contacted at 785-543-2838 regarding bus routes. He and the drivers will be making trial runs of the routes before school starts. The drivers will call you to let you know the route and approximate time of pickup of your child. If your child is not riding the bus on a particular day, please call the driver or Mr. Dietz. If you cannot contact either of these sources, call the Phillipsburg Elementary School at 785-543-2174 so they can contact the driver. To get a message to your child, you may also call the elementary school. Non-bus riding students requesting permission to ride the bus should contact Mr. Dietz (785-543-2838).

### BUS STUDENTS

At the time of enrollment, bus students will be asked to give the location of their homes so bus routes can be checked and assigned. We will also ask where your son or daughter can stay in case of bad weather. Forms will be furnished.

### STORM ROUTES

Storm routes will be confined to paved roads with exceptions to that rule determined by the Bus Manager in consultation with the Superintendent, as conditions warrant. During the early fall of the school year, each bus rider will be assigned to a “storm route”. The Bus Manager will be responsible for making these arrangements and convey that decision to the parent(s) of each rider. Parents will be responsible for bringing their children to a designated pick-up point and meet the bus at the end of the school day for the ride home. When “storm routes” are to be run, the announcement will be made on KKAN/KQMA.

### PRIVATE TRANSPORTATION

In special cases parents may be paid to transport students. Private transportation must be approved in advance by the Board of Education – No Exceptions. If a bus is available to pick up a student, private transportation will not be approved. Approved private transportation will be reimbursed at the current approved rate per mile upon receipt of detailed mileage log.

## NOTIFICATIONS

### SICKLE CELL ANEMIA

Pursuant to K.S.A. 65-1,105 – “The parent or guardian of any child entering school for the first time in this state, upon admission of such child, shall be informed by the Board of Education, or other

governing authority of such school, of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.” For your information, sickle cell testing can be done by physicians or health departments at no cost to the person being screened. Another option for sickle cell screening is to have the test done at Wesley Medical Research Institute, 550 West Hillside, Wichita, KS 67214.

### **ASBESTOS-CONTAINING MATERIALS**

Unified School District 325, Phillipsburg, has continued to meet its responsibilities to comply with federal and state regulations regarding asbestos-containing building materials (ACBM). A district-wide asbestos management plan has been developed that meets all regulations and is currently available for review at the Board of Education Office, 240 South Seventh Street, Phillipsburg. Each attendance center also has a management plan available for review in each principal’s office. The district continues to welcome contact and comments from all patrons regarding our efforts to maintain a safe environment for the children we serve.

### **OCR VOC-ED GUIDELINES**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; ADA and all other Federal, State, School rules, laws, regulations and policies, the Phillipsburg USD #325 shall not discriminate on the basis of sex, race, color, national origin, handicap or disability in the educational programs or activities which it operates. It is the intent of Phillipsburg USD #325 to comply with both the letter and spirit of the law in making certain discrimination does not exist in it’s policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the School-District-Agency.

Specific complaints of alleged discrimination under Title IX (sex) and ADA should be referred to the Superintendent, 240 S. 7<sup>th</sup> Street, Phillipsburg, KS 67661, 785-543-5281. Section 504 (handicap) should be referred to the Director, North Central Kansas Special Education Cooperative #636, P O Box 369, Phillipsburg, KS 67661, 785-543-2149.

Title XI complaints can also be filed with the office for Civil Rights. Regional Office for Civil Rights, 325 East 11<sup>th</sup> Street, Kansas City, MO 64109.

All students attending Phillipsburg USD #325 may participate in education programs and activities, including, but not limited to health, physical, music, vocational, technical education, regardless of race, color, national origin, age, handicap, sex or disability.

### **PUBLIC NOTICE FOR RESIDENTS OF UNIFIED SCHOOL DISTRICT 325 PHILLIPSBURG KS.**

Guidelines of the Buckley Family Education Rights and Privacy Act (O.L. 93-380) require that each school district notify the public of those items relating to students that will be considered as directory items and thus subject to general public information. Such items do not fall under the protection of the Privacy Act except when specifically requested by the parents of the student or the student, depending upon who has legal control of the records. The following kinds of information are considered directory information by USD #325 Phillipsburg and will be made available to the public by school officials as school officials may determine, unless otherwise notified in accordance with the provisions of this notice.

- |  |   |
|--|---|
| 1. Name                                  | 8. Honors received (honor roll, NHS, scholarships, etc.)  |
| 2. Resident Address                      | 9. Graduation Information                                 |
| 3. Phone Number                          | 10. Awards received (athletic letters, etc.)              |
| 4. Grade in School                       | 11. Positions on athletic teams                           |
| 5. Age                                   | 12. Classes enrolled                                      |
| 6. Weight and Height                     | 13. Placement in activity contests (speech, debate, etc.) |
| 7. Activities engaged through the school |   |

Parents of students over the age of 17 may request, by September 1, 2009, that such information not be made public. Such request must be in writing. Request for exclusion cannot be selective, (i.e. either all directory information can be made public or none can be made public). Since name and number of athletic participants as well as name and activity of contestants engaged in speech and similar activities must be provided on certain Kansas High School Activity Association forms, individuals requesting that information be withheld will not be permitted to participate in such activities.

Individuals having questions concerning this notice should contact building principals or the superintendent of schools for more information.