

**2011-2012
 OPPORTUNITIES UNLIMITED
 UNIFIED SCHOOL DISTRICT #325
 STAFFED BY FRIENDLY PEOPLE WHO TEACH THE PERSON IN THE PUPIL**

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:

BOARD MEMBER	POSITION	BOARD MEMBER	POSITION
Deb Kennedy (Pres.)	No. 2	Patrick Hewitt	No. 2
Patty Northup	No. 1	Todd Kennedy (VP)	At Large
Jeremy Sauer	No. 3	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 2011-2012 are:

August 8, 2011	December 12, 2011	April 9, 2012
September 12, 2011	January 9, 2012	May 14, 2012
October 10, 2011	February 13, 2012	June 11, 2012
November 14, 2011	March 12, 2012	

☒☒ Please access the district website at 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.

Michael Gower Superintendent	Mary Jackson	Clerk of the Board and
PHONE: 785-543-5281	Angela Bruning-Thompson	Administrative Secretary
ADDRESS: 240 S. 7 th Street	Jan Weinman	Accounts Payable Clerk
Phillipsburg, KS 67661		and 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.

Michael Gower Principal	Stacy Mowry	Secretary
PHONE: 785-543-2174		
ADDRESS: 300 Nebraska Avenue, Phillipsburg, KS 67661		

Kindergarten	Raylene Bugbee, Diane Frantz Mickie Levin	Psychologist	Julie Rowland
First Grade	Ali Bell, Cam Thaden	Psych. Secretary	Sharlene Keese
Second Grade	Kim Babcock, Elaine Keeten Roxie DeWitt, Beth Schemper	Guidance Counselor	Michela Hiesterman
Third Grade	Crystal Laurin, Peggy King, Lindsay Johnson	Teacher Aide	Vivian Meyer
Fourth Grade	Roxanne Bartels, Pat Thompson Terra Keeten	Para-Educators	Kira Bui
Vocal Music	Kim Munyon		Shirley Loyd
Physical Education	Holly Dinkel		Erin Kenney
Special Reading	Nancy Turner, Cheryl Biggs		Ginny Dunlap
Special Education	Sky Davis, Kara Hilburn		Venus Lunsford
Librarian	Roxie DeWitt		Juanita Pugh
Speech Clinician	Tina Blew		Ryneck Sharp
Head Custodian	Jim Thompson		Gina Lennemann
Custodian	Tom Fabian		Angela Wells
			Susan Witmer
			Sherri Orr

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 screening and comprehensive evaluation. Group screenings are scheduled for the fall and spring, check newspapers for dates. Individual screenings can be arranged by calling the school. Deb Brobst will be the teacher for the ECD Program. Classes for the ECD children will begin on Tuesday, August 23. 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 Michael 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.

Kent Otte	Principal	Sharell Hilbrink	Secretary
PHONE:	785-543-5114	Pam Crist	Asst. Secretary
ADDRESS:	647 7th Street, Phillipsburg, KS 67661		

5th/6th Soc. Studies	Mitzi Weinman	Foreign Language	Megan Hart
5th/6th Language Arts	Ranelle Hugunin	8th Grade Art	Julie Peterson-Shea
5th/6th Reading	Caley Cole-Robinson	Instrumental Music	Bill Schick
5th/6th Science	Elaine Jacobs	Technology Lab	Melanie Molzahn
5th/6th Math	Alyssa Stites	Guidance Counselor	Michela Hiesterman
7th/8th Reading	Tiffany VanDerVeen	Librarian	Roxie DeWitt
7th/8th Science	Aaron Beckman	Library Aide	Pam Crist
7th/8th Math	Stephanie Dusin	Psychologist	Julie Rowland
7th/8th Lang. Arts	Mary Ellen Link	Gifted Coordinator	Arlene Williams
7th/8th Health/PE	James Smith	Special Education	Nicole Glynn
7th/8th Social St.	Tina Johnson		Tracie Ford
PE/Health	Jacque Abell,	Para-Educators	Edie Lively
Vocal Music	Annette Kennedy		Tessha Mendoza, Paulette Marez
Head Custodian	Loren Edwards		Shelley Horinek, Patricia Williams
Custodian	Cathy Dusin		Janet Bouchey, Shelly Conrad

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	Candy Yoxall	Secretary
Rod Robison	Activity Director	Lynne Lohrmeyer	Assistant Secretary
PHONE:	785-543-5251		
ADDRESS:	410 S. 7th Street, Phillipsburg, KS 67661		

Industrial Arts	Greg Babcock	English/Forensics	Kim Pakkebier
Social Science	Cheri Chester	Science/Biology	Dan Walker
English/Journalism	Vicki Constable	Social Studies	David Hindman
Health/PE	J.B. Covington	Math	Donna Jarvis
Vocational Ag.	Marvin Fehlman	Business	Keith Sides
English	Deanna Nech	Family/Consumer Science	Matasha Otte
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	Special Education	Jessica Billings
Guidance Counselor	Joe Buresh	District Technology Coord.	Jackie Baumgartner
Special Education	Iris Stones	HS/MS Accompanist	Muriel Iman
At Risk	Rod Robison	Head Custodian/Grounds	Cory Jacobs
Science	Kelley Dibble	Custodians	Patrick Allen
Para-Educators	Crystal Kearns		John Mason
	Kristy Swanson, Roxie Ward, Janet Conn		Allen Simmons

FOOD SERVICE PERSONNEL

Food Service Director	Cindy Burton	Cooks	Sandra Harman, Jackie
Head Cook	Sharon Billingsley		Sidman, Velma Hebbard,
Cooks Helpers	Kandi McDermed		Shawn Cole, Cindy Grieve
	Rebecca Ubben		
	Amanda Collins		
	Shelly Johnson		

BREAKFAST PROGRAM

The first day BREAKFAST will be served is Tuesday, August 23rd. The cost for tickets is \$1.30 per breakfast for all grades. The adult price is \$1.80 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 Tuesday, August 23rd. The cost of lunches will be:

Grades K-1-2-3-4	\$2.00
Grades 5-6-7-8	\$2.10
Grades 9-10-11-12	\$2.20
Adults	\$3.10

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 4th grade is \$90.00 per year or \$45.00 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 with a \$50 deductible (parent/guardian responsibility) 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 17-19	STAFF INSERVICE MEETINGS
August 22	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.)
August 15	TEACHER WORKDAY – PM FALL SPORTS BEGIN
September 5	NO SCHOOL – Labor Day
October 19	End of 1 st Nine Weeks
October 24 & 25	Parent/Teacher Conferences – Evening
October 28	NO SCHOOL
November 23	Noon Dismiss – Thansgiving – No lunch
November 24 – 25	NO SCHOOL – Thanksgiving
December 22	NOON Dismiss – No Lunch End of 2 nd Nine Weeks
December 23 - 31	NO SCHOOL – Christmas Break
January 2	NO SCHOOL – Christmas/New Year Break
January 3	NO SCHOOL for students – TEACHER WORK DAY
January 4	Classes Resume
January 16	NO SCHOOL - Teacher Inservice
February 6 & 8	Parent/Teacher Conferences – Evening
February 10	NO SCHOOL
March 13	End of 3 rd Nine Weeks
April 2 - 6	NO SCHOOL – Spring/Easter Break
May 24	End of 4 th Nine Weeks Last Day of School – Full Day
May 25	Teacher Workday in AM – Half day

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	8:05 a.m.
	Close	3:15 p.m.

ATHLETICS

Fall sports practices will begin on August 15, 2011. 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 2010 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 26, 2011. Tickets remaining unclaimed after that date will be on sale to the general public.

The first home game will be with Smith Center on September 9, 2011. 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 USD #325 (must live inside the school district boundaries) 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
Brad Lare

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 its 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. 7th 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 11th 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, 2011, 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.