

**2024-2025**  
**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:

<u>BOARD MEMBER</u>	<u>POSITION</u>	<u>BOARD MEMBER</u>	<u>POSITION</u>
Shawn Hoover (Pres.)	No. 1	Todd Kennedy	At Large
Brock Johnson (VP)	No. 2	Justin Taylor	No. 2
Danielle Bohl	No. 3	Tyson Wisinger	No. 1
Rick Dusin	No. 3		

**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 2024 are:

August 12, 2024	November 11, 2024
September 9, 2024	December 9, 2024
October 14, 2024	January 13, 2025

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 friendlier and more accessible for parents and community members.

## FACULTY AND STAFF

**ADMINISTRATION** – 240 S. 7<sup>th</sup> Street, Phillipsburg, KS 67661 (785) 543-5281

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

Angela Thompson

Clerk of the Board  
& Administrative Secretary  
Accounts Payable Clerk  
& Assistant Clerk

Belinda Sisson

### 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** – 300 Nebraska Avenue, Phillipsburg, KS 67661 (785) 543-2174

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, technology, 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.**

Crystal Laurin - Principal

Sherri Orr – Secretary

#### GRADE K-4

Preschool	Katie Conley	ECD	Kari Kendall
	Brooke Feik	Speech Clinician	Tina Blew
Kindergarten	Kayla Hensley	Psychologist	Kelsi Rielle
	Ashley Schilowsky	School Social Worker	Shayne Lyon
	Gillian Wickham	Library Aide	Sierra Strutt
First Grade	Allison Culbertson	Certified Aide	Chloe Grammon
	LeAnn Leidig	Certified Aide	Kyleigh Russell
Second Grade	Kara Hilburn	Certified Aide	Amber Patterson
	Kylea Strasburg	Head Custodian	David Leanna
	Brittany Schwartz	Custodian	Michael Romo Jr.
Third Grade	Emily Blank		
	Mikala Cortese	Para-Educators:	
Fourth Grade	Shaunna Ruder	Jessica Campbell	Cindy Reyner
	Roxanne Bartels	Rachel Finney	Marirae Rice
Vocal Music	Ashley Hattesoehl	Christina Footh	Tamara Rickaby
Physical Education	Brent Gehring	Kaitlyn Freeman	Amy Rose
Special Reading	Sky Davis	Donna Graf	Jacque Runyon
	Kelly Taylor	Elizabeth Hasch	Chelsi Schlehuber
Special Education	Jessica Denio	Linda Heersink	Sherri VanDerWege
	Mandra Imm	Nichole Jenner	Beth Vrbas
	Meredith Jacobs		

#### 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. Kari Kendall will be the teacher for the ECD Program. Classes for the ECD children will begin on Monday, August 19th. Mrs. Kendall 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 Crystal Laurin, Principal, at the Elementary School (785-543-2174).

**PHILLIPSBURG MIDDLE SCHOOL** – 647 7<sup>th</sup> Street, Phillipsburg, KS 67661 (785) 543-5114

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.

**Nathan Strasburg - Principal**

**Sharell Hilbrink - Secretary**

**GRADE 5-8**

5 <sup>th</sup> /6 <sup>th</sup> Language Arts	Ranelle Hugunin	District Tech. Coordinator	Mitzi Weinman
5 <sup>th</sup> /6 <sup>th</sup> Math	Kelsi Blew	Psychologist	Christine Thompson
5 <sup>th</sup> /6 <sup>th</sup> Reading	Laura Umbarger	School Social Worker	Shayne Lyon
5 <sup>th</sup> /6 <sup>th</sup> Science	Michael Hensley	Library Aide/Asst. Secretary	Muriel Iman
5 <sup>th</sup> /6 <sup>th</sup> Social Studies	Alyssa Stites	Head Custodian	Bradley Artz
P.E./Health	Ross Coomes	Custodian	Michael Miller
P.E./Health	Blake Gehring	Special Education	Elsie Parks
7 <sup>th</sup> /8 <sup>th</sup> Language Arts	Kelly Hendryx		Sarah Pauley
7 <sup>th</sup> /8 <sup>th</sup> Math	Terra Keeten		
7 <sup>th</sup> /8 <sup>th</sup> Reading	Tiffany VanDerVeen	Para-Educators	Robbie Asher
7 <sup>th</sup> /8 <sup>th</sup> Science	Nicole Glynn		Pam Dibble
7 <sup>th</sup> /8 <sup>th</sup> Social Studies	David Hindman		Abbey Eller
Technology Lab	Melanie Molzahn		Wendy Hunnacutt
Vocal Music	Megan Krom		Dakota Lowrey
Instrumental Music	Vesta Jo Still		Kacie Shelton
			Jessica Wilson

**PHILLIPSBURG HIGH SCHOOL** – 410 S. 7<sup>th</sup> Street, Phillipsburg, KS 67661 (785) 543-5251

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**

**Dave King – Asst. Activity/Transportation Director**

**Kylee Black - Secretary**

**Robin Blubaugh - Secretary**

**GRADE 9-12**

Art	Julie Peterson-Shea	Social Studies	Troy Bland
Business	Keith Sides	Social Studies	Ben Swenson
English	Leslie Struckhoff	Vocal Music	Megan Krom
English/Forensics	Kim Pakkebie	Vocational Ag.	Allison Dix
English/Journalism	Robin Sides	Guidance Counselor	Joe Buresh
Family/Consumer	Deb Weishaar	Psychologist	Christine Thompson
Science			Jessica Billings
Health/P.E./Weights	Ross Coomes	Special Education	Melissa Runnion
Health/P.E./Weights	Andy Kenney		
Health/P.E./Science	Dave King		
Industrial Arts	Conrad Corman	Head Maintenance/Grounds	John Mahlman
Instrumental Music	Vesta Jo Still	Custodians	Clinton Craig
Math	Kaylene Kuhlmann		Eric Lackey
	Rachel Miller		John Mason
Math/Computers	Jon Weinman		
Science/Biology	Kelley Neilson	Transportation/Maintenance	Jayson Hueneke
Chemistry/Physics	Danielle Suchsland		
Para-Educators	Kristi Swanson	District Tech. Coordinator	Mitzi Weinman
	Roxie Ward	Asst. Dist. Tech. Coordinator	Jon Weinman

## **FOOD SERVICE PERSONNEL**

<b>Food Service Director</b>	<b>Cindy Burton</b>	
<b>Head Cook</b>	<b>Sharon Vogel</b>	
<b>Cooks &amp; Helpers</b>	<b>Angela Craig</b>	<b>Stacey Moon</b>
	<b>Leonard Graf</b>	<b>Veronica Romo</b>
	<b>Cindy Grieve</b>	<b>Shelley Smith</b>
	<b>Noah Hoffman</b>	<b>Jenneth Streit</b>
	<b>Nel McCreery</b>	

## **BREAKFAST PROGRAM**

The first day BREAKFAST will be served is Wednesday, August 19. The cost is \$1.70 per breakfast for all grades. The adult price is \$2.65 per breakfast. Free and reduced prices will be provided in the same manner as for lunches.

## **SCHOOL LUNCH PROGRAM**

The first day LUNCH will be served is Monday, August 19. The cost of lunches will be:

<b>Grades K-1-2-3-4</b>	<b>\$2.80</b>
<b>Grades 5-6-7-8</b>	<b>\$2.90</b>
<b>Grades 9-10-11-12</b>	<b>\$3.00</b>
<b>Adults</b>	<b>\$4.90</b>

We will continue to provide students with a good meal and some selections.

Milk for the morning break for grades Kindergarten through the 2nd grade is \$100.00 per year or \$50.00 per semester. An extra carton of milk at lunch is \$.50 per carton.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

### **(1) mail**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**(2) fax:**  
(833) 256-1665 or (202) 690-7442; or

**(3) email:**  
program.intake@usda.gov

This institution is an equal opportunity provider.

### 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 \$500 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 14-16	STAFF INSERVICE MEETINGS
August 19	FALL SPORTS BEGIN
August 19	FIRST FULL DAY SCHOOL
September 2	NO SCHOOL – Labor Day
October 17	End of 1 <sup>st</sup> Nine Weeks
October 21 & 22	Parent/Teacher Conferences – Evening
October 27	NO SCHOOL
November 27-29	NO SCHOOL – Thanksgiving
December 20	End of 2 <sup>nd</sup> Nine Weeks
December 23 - 31	NO SCHOOL – Christmas Break
January 1-3	NO SCHOOL – New Year's Holiday
January 6	School Resumes
March 7	End of 3 <sup>rd</sup> Nine Weeks
March 10-11	Parent/Teacher Conferences – Evening
March 14-21	NO SCHOOL – Spring Break
April 18	NO SCHOOL – Good Friday
May 16	End of 4 <sup>th</sup> Nine Weeks Last Day of School – Noon Dismiss – No Lunch Teacher Workday in PM – Half day

### START AND CLOSE OF CLASSES

High School	Start 7:55 a.m.
	Close 3:04 p.m.
Middle School	Start 8:00 a.m.
	Close 3:13 p.m.
Elementary School	Start 8:00 a.m.
	Close 3:20 p.m.

**ATHLETICS**

Fall sports practices will begin on August 19, 2024. 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.

**HIGH SCHOOL FOOTBALL**

The first home game will be with TMP on September 20th. All MCL football games begin at 7:00 p.m.

**SENIOR CITIZEN PASSES**

Senior Citizen Passes are available at the 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 the office for a replacement. Questions can be answered by calling the Board of Education office – 785-543-5281.

**TRANSPORTATION**

**BUS DRIVERS**

**Route Drivers**

Daniel Fry  
Tonya Hopson  
Steve Schmidt  
Kacie Shelton  
Sheila Solida

**Substitutes/Activities**

Eldon Blackburn  
Jacque Bretton  
Mark Conn  
J.B. Covington  
Jeff Dinkel

Darlene Elder  
Randy Elder  
Scott Eller  
Mandra Imm  
Cory Jacobs

**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’s office 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**

The bus 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 your bus driver. If you cannot contact your driver, call the Phillipsburg Elementary School at 785-543-2174 so they can contact the driver. You may contact the Board of Education office at 785-543-5281 regarding bus routes.

**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.

**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.

### **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 under the age of 18 may request, by September 1st, 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.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees sources of referral and applicants for employment, and all professional organizations that have entered into agreements with USD #325 Phillipsburg are hereby notified that School District does not discriminate on the basis of race, color, national origin, sex, age, religion, and/or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning USD #325 Phillipsburg’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to contact the District Coordinators below. The District Coordinators have been designated by our School District to coordinate our School District’s efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning our School District’s compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 or religious discrimination issues may also be directed to the District Coordinator below.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District Coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

District Coordinators in charge of ensuring compliance and implementation of regulations listed in this notice may be contacted at the following addresses and/ or numbers:

Mr. Michael Gower  
Superintendent  
240 S. 7<sup>th</sup> Street  
Phillipsburg, KS 67661  
785-543-5281  
[mgower@usd325.com](mailto:mgower@usd325.com)

Title IX and Section 504 Coordinator  
Mr. Nathan Strasburg, Middle School Principal  
647 7<sup>th</sup> Street  
Phillipsburg, KS 67661  
785-543-5114  
[nstrasburg@usd325.com](mailto:nstrasburg@usd325.com)

Title IX training provided by KASB