

Please read through the following **7 documents** before beginning the Online registration. You will be signing a statement in the registration stating that you have read them.

- Home
- School Fees
- FERPA
- FERPA Form
- Comp Acceptable Use Policy
- Computer Care Policy
- Handbooks
- Student Insurance
- Rev Trak

Online Registration

2011-12 Online Registration/Enrollment How-to Document

Welcome to Online Registration. This document was created in hopes of addressing the questions you are likely to have while working your way through the enrollment steps.

Things to Know Before Starting

- Online Registration can be completed in Skyward Family Access by either guardian in Family 1.
- You can stop the Online Registration process at any time and start again.
- Acrobat Reader must be installed on your computer in order to open the PDF documents. This is a free download available at <http://get.adobe.com/reader>.
- Verify the accuracy of the email address associated with your Family Access account.
- If you don't know the login information for your Family Access account, click the "Forgot your login or password?" link on the Family Access login page. Enter your email address and click Submit. You will receive a new password and will then be forced to change after you login with the name and password listed above.
 - You can also call your building secretary:
HHS 620-947-3991;
HMS 620-947-3297
HES 620-947-3981
- Set the internet browser to allow pop-ups.



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2011-2012 Fee Schedule

District Required Fees

Textbook Fee Grades 1-12.....	\$25 per year
Textbook Fee Grades 1-12 (Reduced Price Meals)	\$15 per year
Textbook Fee Grades 1-12 (Free Meals)	\$5 per year
Textbook Fee Kindergarten.....	\$15 per year
Textbook Fee Kindergarten (Reduced Price Meals).....	\$10 per year
Textbook Fee Kindergarten (Free Meals).....	No Charge
HHS/HMS 1-1 Laptop Warranty Fee	\$25 per year
HHS/HMS 1-1 Laptop Warranty Fee (Reduced Price Meals).....	\$15 per year
HHS/HMS 1-1 Laptop Warranty Fee (Free Meals)	\$5 per year

School Meal prices

Breakfast (K-12).....	\$1.45
Lunch (K-5).....	\$2.10
Lunch(6-12)	\$2.45
Reduced Breakfast	\$.30
Reduced Lunch.....	\$.40

High School Course Fees

HHS Family and Consumer Culinary Arts Fee.....	\$15 per class
HHS Family and Consumer Science Nutrition and Wellness Fee	\$10 per class
HHS Family and Consumer Culinary Essentials Fee	\$10 per class
HHS Mass Production 1 Fee	\$15 per class
HHS Mass Production 2 Fee	\$15 per class
Drivers' Education Fee (Online Coursework)	\$75 per class
Drivers' Education Fee (Driving Instruction)	\$150 per class
HS Art.....	\$15 per class
Band.....	\$15 per year

Middle School Course Fees

Band.....	\$15 per year
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Building Fees

HMS Activity Fee.....	\$20 per year
HHS Activity Fee	\$20 per year

Optional Fees

HMS T-Shirt (Optional)	\$8.00
HHS P.E. Shirt (Optional).....	\$8.00
HHS P.E. Shorts (Optional)	\$11.00
HHS Yearbook (Optional).....	\$45 per yearbook



Home

Family Educational Rights and Privacy Act (FERPA)

School Fees

FERPA

FERPA Form

Comp Acceptable Use Policy

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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.



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USD 410

Acceptable Use Policy (AUP) for Information Services – **Student Edition**

All student grade 3 and above shall annually complete this form prior to using the district's Information Services.

For this policy, Information Services is defined as any interaction between a student and the district's computer network. This includes access to the World Wide Web (Internet).

Please read this document carefully. When signed by the student and his or her parent or guardian, this document becomes a binding consent agreement. Listed below are the provisions of this agreement. If any user willfully violates any of these provisions, access to Information Services will be denied until such time that the alleged violation can be resolved. Violators may be subject to disciplinary action from the district and law-enforcement. Applications will remain on file. New applications are required with each new school term.

Information Services are available to students in our district with signed parental permission. The goal in providing these services is to provide students with access to appropriate educational information. USD #410 will take reasonable and lawful precautions to protect the privacy of students from potential misuse or abuse. All users must be continuously on guard to avoid inappropriate and illegal interaction with any information system.

TERMS AND CONDITIONS OF THIS AGREEMENT

1. **PERSONAL RESPONSIBILITY.** Each user shall accept personal responsibility for reporting any misuse or information Services to the building principal or the Technology Director. Misuse can come in many forms, but it is commonly viewed as any transmission that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. The board of education reserves the right to modify and update the AUP at any time.
2. **ACCEPTABLE USE.** Any student use of Information Services must be in support of an approved district goal, objective, local or state standard and/or approved lesson plan. All research shall address a specific educational goal and/or objective of USD 410. Use beyond these limits is authorized only when the student is under the direct supervision of a district employee. The AUP requires all users to comply with all applicable laws and board of education regulations, **but is not limited to matters of law.** The district will monitor usage of its Information Services to ensure compliance with federal, state and local laws and/or this AUP. The district will investigate possible violations when information warrants. All complaints or concerns regarding possible AUP violations should be directed to your building principal or the Technology Director.

Unacceptable Uses of Internet/Intranet Services

In addition to use of Information Services for any illegal purposes (some of which are described below), it is a violation of the AUP to:

- Post, distribute or disseminate another's intellectual property or proprietary information, including trade secrets or copyright information, without express authorization of the rights holder. Pursuant to the *Digital Millennium Copyright Act*, accounts of users who repeatedly infringe on the copyrights of others will be terminated.
- Transmit, post, store or knowingly receive any material that is obscene, sexist, racist, or constitutes child pornography under current law and specifically the *2000 Children's Internet Protection Act*.
- Access or attempt to access depictions of obscenity, child pornography, adult content, sexuality issues, profanity, nudity and material deemed "harmful to minors" in any form.
- Use electronic mail other than the USD 410 address, chat rooms and other forms of direct electronic communications without proper authorization.
- Engage in unauthorized access, "hacking", and other unlawful activity.
- Disclose, use or disseminate personal information regarding adults or minors without proper authorization.
- Threaten bodily harm, destruction of property or otherwise engage in harassment.
- Access or attempt to access sites that promote intolerance/extremism, weapons/bombs, and violence, or, are tasteless in nature.
- Access or attempt to access sites that engage in gambling or conduct online auctions.
- Transmit or post any defamatory information, any personally identifiable information about the user or any third party, unethical or illegal solicitation or use of inappropriate language.
- Use network resources in excess of any prescribed limits on bandwidth or disk storage/utilization.
- Obtain, or attempt to obtain, unauthorized access to, monitor, or use any data, systems, or networks without the expressed permission of the owner.
- Disclose you password(s) for accessing Information Services to another party, or otherwise facilitate unauthorized access.

Users are fully responsible for their use of the district's Information Services. If any user is suspected of violating this AUP, the district may, among other things, investigate the situation and, where appropriate, cooperate with law enforcement if a criminal violation is suspected.

PRIVILEGES. The use of Information Services is a privilege. Inappropriate use may result in denial of access. The USD 410 Technology Director will determine what is appropriate use. Inappropriate use will be referred to district administrators who may deny student access.

DISRUPTIONS. Do not use Information Services in a way that would disrupt use of the system by others, i.e., listening to broadcast radio, television, or other full-time streaming transmissions.

SERVICES. USD 410 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system in at your own risk. The District specifically denies any responsibility for the accuracy information obtained through its services.

SECURITY. If you identify a security problem, notify the Technology Director at once. Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a security risk will be denied access to Information Services.

VANDALISM. Vandalism is defined as any malicious or willful attempt to harm or destroy data of another user, agency or network that is connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, unauthorized downloading and/or installation of software, plug-ins, patches, and/or storage of audio or video files. Vandalism may result in the loss of computer services, disciplinary action, and legal referral.

General Rules and Guidelines

Students using computers in USD 410 shall observe the following:

The student can demonstrate appropriate knowledge and understanding of computer use.

Students will not tamper with another student's work or with the computer system.

Students will use their district USD 410 e-mail address ONLY. Involvement in chat lines will only be allowed for class purposes and will be supervised by a teacher.

Students are not to download applications.

Students wishing to install additional software from an outside source and use them in the school's computer system must have a teacher complete an "Additional Technology Request" form on the student's behalf and send it to the technology support team.

Students are to use computers for educational purposes. Students wishing to complete classroom assignments have priority for computer usage.

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USD 410 - Laptop Computer Care Contract

This contract is to help students understand the responsibilities they have for the care of the laptop computer that is being issued to them for the 2011-2012 school year.

- Students must be enrolled in a minimum of four class periods at Hillsboro High School or full-time at Hillsboro Middle School in order to be eligible for the laptop program.
- During the school day, students must have their laptops with them, or locked in their school lockers. *(School issued locks will be provided upon request.)* Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office.
- Students will pay a per incident fee for repairs made to their laptop computer due to negligence or intent to harm following the guidelines listed below:

Level One Repair = \$25	Examples include, but are not limited to: keyboards, hinge covers and palm rests.
Level Two Repair = \$100	Examples include but are not limited to: batteries, screens and casing.
Level Three Repair =	Replacement cost of the computer. One to one privileges are revoked until payments are made in full.

- If a laptop is stolen or lost, the student will be expected to pay for the replacement of the missing computer. Stolen laptops should be reported to the local police through the school office.
- Laptops must be kept in the school issued carrying case issued with the computer. They may **NOT** be kept in regular book bags or backpacks.
- Coaches/Sponsors for individual activities may limit whether or not laptops are allowed on buses or to particular events.
- It is recommended that laptops go home with students each evening for recharging. Unless other arrangements are made by the school administration.
- Students are not to deface their laptop or carrying case in any way, examples include writing names or painting pictures. If there are any questions check with the administrators.
- Students are not to remove, deface, or alter the USD #410 identifying stickers, labels, or barcodes in any way, shape or form.
- The laptop computers should not be left for extended times in places where it will be subject to extreme temperatures or humidity (i.e.: cars or outside on cold or hot days or a steamy locker room).

Students will return their school issued laptop when they checkout at the end of the school year or when they transfer to another school.

REQUIRED SIGNATURES (When completing Online Enrollment, you will “sign” this during the enrollment process)

I / We have read this agreement and consent to abide by the terms and conditions as prescribed herein.

User’s Name (please print) _____ Grade: _____

Student Signature (required) _____ Date: _____

Parent &/or Guardian (please print) _____

Parent Signature (required) _____ Date: _____

This agreement shall be in effect for the 2011-2012 school year. A new form must be completed each school year.



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Before completing the Online Enrollment, we'd like to ask that you quickly read through your student's building handbook.

[HES Handbook 2012](#)

[HMS Handbook 2012](#)

[HHS Handbook 2012](#)

These handbooks are full of information about the policies and procedures at your child's school. They are available on the [USD410 website](#) during the school year.

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IMPORTANT NOTICE TO PARENTS & GUARDIANS ABOUT STUDENT ACCIDENT INSURANCE

As we approach the beginning of another school year, we are reminded how active our children are in and around school. USD 410 is committed to providing a variety of activities and to providing the appropriate supervision for those activities. However, as we all know, accidents can happen.

To assist during times like these, USD 410 is offering parents and guardians the opportunity to purchase student accident insurance coverage for their children. The plan is underwritten by Nationwide Life Insurance Company and offered through K&K Insurance Group.

For information on available plans and/or to enroll in a plan, please go to K&K Insurance Group's website at www.studentinsurance-kk.com. Once you have reached their website, please take the following steps:

In the **Get Quote/Buy Online** section on the front page, click on the arrow next to **Select a Program** and select **K12 Voluntary**. Then, click the red **Go** button.

On the next page, enter **Hillsboro** in the box beside **School System Name** in the **Select Your School** section. Click on the arrow next to **Select** in the box beside the **School State** and select **Kansas**. Then, click the gray **Search** button.

Click in the circle beside **Durham – Hillsboro – Lehigh USD 410** in the section asking you to **Please choose from the School Systems listed below**. Then, click the gray **Continue** button.

On the next page, enter your student's **first name, last name, and date of birth** (middle name is optional) in the appropriate boxes and click on the arrow next to **Pre-K/Head Start** and select your student's **School Level**. Then, click on the gray **Load Available Plans Button**.

You will see a list of all available plans and prices for your student. Please note there are plans available for at-school coverage, 24-hour coverage for the full year, and 24-hour coverage for the summer only. Some plans have extended dental, and some do not. Some plans come with greater benefits, and some come with lesser benefits. If you are interested in insurance for your student who is participating in high school football, there is a separate coverage just for that activity. Prices range from \$15 to \$172 per year.

If you want to purchase any of the insurance, you can select the plan or plans you are interested in, and then click the gray **Continue** button. You will be provided with a more detailed quote with the option to purchase the insurance by clicking on the gray **Apply Online** button at the bottom of the screen and entering the additional requested information. If you are interested in learning more about this insurance and don't have access to a computer to review the information or if you have questions about the insurance after reviewing the information, please contact any of the school building offices or the district office. We can provide you with additional printed information and assist you in getting any of your questions answered.

We encourage you to consider whether the purchase of student accident insurance may be right for you. It can prove to be a valuable tool to assist you in challenging times.

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NOW AVAILABLE: ONLINE STUDENT FEE AND FOOD SERVICE PAYMENT OPTION

USD 410 now provides you an easy way to add money to your food service account and to pay for school related fees through the Skyward Family Access parent portal you already use to review grades, attendance, and other information. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.

Online Payments Are Currently Being Accepted

You can make payments online using your home or work computer any time of the day. If you do not have access to a computer to make a payment, you may visit any of the building offices and use one there.

If your food service balance is low, it only takes a few minutes to add money to it using your VISA, MasterCard, or Discover credit or debit card. Payments are made through your Skyward Family Access account. You can link to your Skyward Family Access account by clicking the "Skyward" button on the USD 410 website at www.usd410.net or by clicking the "Skyward Food and Fee Payments" button on the USD 410 Web Store at www.usd410.revtrak.net

To Make Online Payments You Will Need:

- **Your VISA, MasterCard or Discover Debit or Credit Card Number and Expiration Date**
- **Your Skyward Family Access Login ID and Password**

We encourage you to take advantage of this new option to make payments. There's no fee to use it, you don't have to worry about your payments getting lost, and your payments will be immediately added to your account. All credit card statements will show the payment has been made to USD 410.

Please visit the USD 410 website for future updates.

USD 410
416 South Date Street
Hillsboro, KS 67063
(620) 947-3184
www.usd410.net

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Instructions for Making a Payment

Visit the USD 410 website at www.usd410.net and click on the “**Skyward**” button **or visit** the USD 410 Web Store at www.usd410.revtrak.net and click on the “**Skyward Food and Fee Payments**” button

Login to Skyward Family Access using your **Login ID** and **Password**. If you don’t have a Login ID or Password, please contact the office in the building where your student attends.

Select “**Food Service**” or “**Fee Management**” from “General Information” menu on the left




For Food Service Payments, select View Balance and then select “**Make Online Payment**”

For Fee Management Payments, select “**Make Online Payment**” and select which fee to apply the payment to by clicking on the corresponding “**Pay Charge**” box

Enter your payment amount and select “**Pay with RevTrak**”

Verify the payment amount and then select “**Go to Checkout**”

If you are a **new customer** (you haven’t used the online payment option with USD 410 before), select “**I am a new customer**” and enter your **email address**. **If you are a returning customer**, select “**I am a returning customer**” and enter your **email address** and **password**. Select **Sign in**.

<p>Browse All Products Shopping Cart</p> <p>Services *Home Contact Us My Account Password Reminder Policies Privacy Policy Products</p>   <p>Powered by </p>	<p>Your Shopping Cart</p> <p>Create an account with us, and make reordering a snap!</p> <p>Enter your email address: <input type="text" value="scramble10194@done.co"/></p> <p><input type="radio"/> I am a new customer (You'll create a password later)</p> <p><input checked="" type="radio"/> I am a returning customer and my password is <input type="password" value="*****"/></p> <p>Sign in using our secure server ></p> <p>Forgot your password? Click here.</p>
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Enter your **Billing Information**, **Payment Information**, and **create a password**