



willing to help you get acquainted in your new school. We know your child will have an enjoyable and successful school year. There are numerous volunteer opportunities for parents. Contact your child's teacher if you are interested in becoming a volunteer helper at our school. If you have any questions or concerns about any part of the school program, please call our office at 542-4940. Teachers are available for conferences according to their teaching schedule and the principal's and assistant principal's doors are open for your visits at any time.

### ***EES Organizational Plan***

The elementary organizational plan for preschool through fifth grade is basically self-contained. No two classes are exactly alike - each teacher uses techniques that provide the best possible learning situation for the students assigned to that class. Under the Quality Performance Accreditation Guidelines, Eudora Elementary emphasizes improvement in the areas of Reading, Math and Writing. We also focus on problem solving, study skills, and getting along socially. Throughout the grades, individualization of instruction is stressed. We continually strive to find and use positive and individual approaches to teaching so that each child develops his or her own unique abilities.

Eudora Elementary recognizes the need of having a good attitude in school. One of the ways that we encourage good behavior is by reciting and learning this Pledge to be Good.

#### **I pledge:**

**To be a good person.**

**To be kind.**

**To keep my mind open and be understanding of others.**

**To be good to my body.**

**To be honest, responsible, and trustworthy to others.**

**To be loyal to my school's honor code.**

**To ask myself at the end of the day, "What good have I done today?"**

### ***Eudora Elementary Expectations***

- 1. Follow directions.**
- 2. Keep hands, feet, and objects to yourself.**
- 3. Be respectful of everyone and responsible for yourself and your environment.**

### ***School Hours***

8:10 a.m. - 3:25 p.m.

All car riders and walkers will be dismissed at 3:20 p.m.

All bus riders will be dismissed at 3:25 p.m.

### ***Arrival at School***

We ask for your cooperation by not bringing or sending your children to school any earlier than necessary. Supervision will begin at 7:30 a.m.

### **How Should Your Child Come to School?**

1. Rested: after a regular, full eight hours of comfortable, restful sleep.
2. Properly fed: a nourishing breakfast helps your child to be alert and receptive to the school day.

3. Clothed properly: serviceable clothing that fits.  
Clothing should be clean and neat. The clothing should suit the weather with enough removable clothing to allow for comfort in the classroom.
4. Well-groomed: clean physically, hair combed and neatly trimmed. Unkempt hair, old food stains on clothing, hands, or face and stale odors of the body tend to handicap a child in making and keeping friends and in being a part of the group life in the classroom.
5. A secure child feels that he/she belongs, has a place, is wanted and needed in his/her home and in his/her schoolroom. Such a child is more likely to have good posture, fine manners, and the physical sturdiness to resist disease.

### ***Dismissal from School During School Hours***

Students may be dismissed during school hours to meet a medical appointment, dental appointment, or for personal reasons of the parent. To safeguard your children, we ask that, whenever possible, advance requests for dismissal be made by the parent in writing and sent to the office. If possible, send this request to the teacher one day in advance. Parents are asked to come to the office at the time the student is to be dismissed to sign the student release log. If your child starts the day at school, leaves for a health-related appointment and returns to school the same day, no absence will be recorded. Unless they are gone over 3 hours, that will constitute a 1/2 day absence. Being in school less than 2 hours a day will be a full day absence. Students arriving at school after 9:00 a.m. or leaving before 2:00 p.m. will be counted as 1/2 day absent.

### ***Early Dismissal***

An early dismissal day is scheduled for the 2<sup>nd</sup> Wednesday of every month. Students will be dismissed at 1:15 p.m. The purpose of this early dismissal time is to provide the teachers with time to work on a variety of issues related to curriculum, instruction, and school improvement. Students arriving at school after 9:00 a.m. or leaving before noon will be counted as 1/2 day absent on early dismissal days.

### ***Attendance***

Proper attendance is necessary for success in school. Good attendance will be encouraged and attendance policies will be enforced. There will be special recognition for PERFECT ATTENDANCE. Attendance should be as regular as possible to permit each student to gain the most benefits from school. If a student is absent without parental or guardian consent or knowledge or leaves school without permission, that student is assigned two detentions for each hour missed. Approval for an absence by a parent does not necessarily mean that the absence will be excused. Parents are to provide explanations for the absence by phone call or written notice. In any emergency, or accident, a phone call is sufficient. Generally there are two types of absences, "excused" and "unexcused." **Students with excessive absences will be subject to the Truancy Laws and will be reported to the authorities.**

### **EXCUSED ABSENCES**

Illness-child/family

Death in Family

Other as seen fit by the principal and/or arrangements approved by principal.

**UNEXCUSED ABSENCES** could include, but are not limited to:

- Truancy
- Shopping
- Baby-sitting
- Other absences without advance notice

**Students will be required to make up assignments that are missed in their absence.** Parents/guardians are strongly encouraged to contact the school to pick up missed assignments. Homework will be in the office upon request and can be picked up after school hours between 3:30 p.m. and 4:00 p.m. See the section on Dismissal During School Hours for Tardy/Absence policy (page 5) if you have a health-related appointment during the school day.

**PRIOR NOTICE IS REQUIRED FOR FAMILY VACATION ABSENCES TO BE EXCUSED.**

We understand that vacations cannot all be done over the summer months. We will make every effort to accommodate this. We request you make arrangements prior to your departure. Homework assignments may be picked up before leaving if the material has been taught.

### **Skipping School**

If a student is absent without parental or guardian consent or knowledge, or leaves school without permission, two 30 minute detentions will be assigned for each hour missed. Parents must meet with school personnel before the child returns to class or within 24 hours.

### **Truancy**

In compliance with, and taken partly from KSA Supp 38-802 (1973, HB 1502) Juvenile Code and Supp 72-1113, and KSA 72-1113 (1973, SB 26) a child is required by law to attend school. If such child is inexcusably absent, the child is truant after **three** consecutive school days, **five** school days in a semester, or **seven** school days in a school year. Should a student become truant as defined, SRS will be contacted.

### **Tardiness**

Whenever a student is late to the classroom, the teacher must make sure the student has a tardy slip from the office. Hopefully the office will have heard the reason from the parent via a phone call or a written note. Notes received by the teachers are to be sent to the office. Each unexcused tardy in excess of three (3) times during any **10 week period** will result in a ½ hour detention. Tardiness is excused only for health-related appointments or written notice of uncontrollable emergencies. Oversleeping or not adjusting schedules to bad weather are not considered emergencies. Excessive tardiness will result in parent conferences with appropriate action to be determined. If students are tardy and have no note and/or phone call, the office will notify the parents. **If a student comes into your classroom after the morning bell without a tardy note, immediately send them to the office to get one. Tardies are counted between 8:10 and 9:00 a.m.**

## ***Student Release in Times of Crisis***

If the district has activated its crisis plan and enacts the Student Safety and Release procedure, parents will receive a message through the automated calling system (SchoolReach). This message will include information about where and when students may be picked up and other critical details. Regardless of the circumstances, students will be released only to parent/guardian or a previously identified emergency contact person; all adults will be required to provide a driver's license or other form of photo ID.

## ***Emergency Information***

It is very important that the school office be given the name, address, and phone number of at least one person we could call if we cannot reach the parents. In case of injury or illness, children should not have to wait in the clinic because no one is available to pick them up.

## ***Emergency School Closing and Severe Weather Procedures***

During weather emergencies, parents and guardians of current Eudora Schools students will be contacted with the emergency phone broadcast service, SchoolReach, with announcements regarding buses and school closings.

Anyone may access information about school closings on the district website homepage ([www.eudoraschools.org](http://www.eudoraschools.org)), as well as on the local and area television and radio stations (KLWN 1320 and WIBW 580). Those enrolled in the news listserv will receive an e-mail alert as soon as the decision is made. To sign up for the news listserv, enter your preferred e-mail address in the box on the front page of the Web site, and follow the instructions to complete your registration.

Decisions to call off school due to bad weather or to dismiss during the day because of bad weather will be made by the superintendent of schools. Every effort will be made to notify parents in advance when this situation occurs.

In the event of severe weather requiring a "take cover" situation, all students will be housed in the EES Safe Room. Parents are strongly urged to wait until after the severe weather threat has passed before attempting to pick up children from school. Drills will be held frequently to prepare in case of an actual emergency. Drill procedures are posted in each classroom.

## ***Health***

Kansas state law requires all students ages 8 and under, entering Kansas schools for the first time to have a health assessment (school physical or check-up) prior to entering school. Health assessments contain health history provided by the parent/guardian and the results of a physical exam performed by a licensed physician or local Health Department. Health assessments must be recent (within 12 months of the enrollment date) and received no later than 90 days after notification of this policy. If physicals are not turned into the school nurse within 90 days following notification action maybe taken to exclude the child from school. Yearly physical exams are encouraged.

Any student who cannot participate in normal school activity such as PE classes must have a written excuse from their physician. Students with severe cough, sore throat, fever or unexplained rash will not be able to remain at school. If a student is sent home with a fever of 99.6°, he/she must stay at

home 24 hours after the fever subsides without the use of fever reducing medications. Any student with an unexplained rash will be excluded from school until their physician makes a diagnosis. Every year lice are detected in the schools. Please notify the school if you find lice and/or nits on your student. Random checks throughout the year will take place.

USD #491 will offer only emergency first aid to students. If illness or injury is severe, the parents will be called. If we are unable to reach the parents, the emergency contact procedure indicated on the student's enrollment form would be followed.

Hearing screenings are done every 3 years. Vision screenings are done every 2 years. Screenings will also be completed on high-risk students and any student that parents or teachers have a concern about. Parents will be notified of all referrals. If you do not want your student's vision or hearing screened at school you must submit a written request to the school nurse. If your student has a vision or hearing evaluation completed by a physician or specialist, please have a copy sent to the school nurse so that information can be added to the their health file. Height and weight will be measured once yearly for all students.

## **Immunizations**

Kansas State Law requires all students to have up-to-date immunization records to start school. Parents will be notified by mail if their student's immunizations need to be updated prior to the beginning of the next school year. Students new to the district must show proof of up-to-date immunization status at enrollment. Students with medical exemptions are to have the appropriate form signed yearly. Those students with religious exemptions need to sign a form upon entry to school.

## **Medications**

It is desirable for medications to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic illness or disabilities. It is also recognized that in many short-term illnesses, medications may need to be continued after a student returns to school. It is the school's intent to cooperate with the parents and their physician in seeing that the student receives the correct medication and dosage at the proper time.

If a student must take a medication **more than three times a day** or at a specific time of day, he/she is eligible to take the medication at school. These procedures are to protect the student and to eliminate unnecessary medication administrations at school. In order to promote the safety and well being of students, **all prescription and non-prescription** drugs must be kept in the nurse's office under lock and key. Before medication can be given or taken at school the following procedure must be followed: prescription medications must be in the original container and clearly labeled with student's name and dosage information and the medication administration form must be completed and signed by both the parent and the physician. If dosages or times change a written notice from the physician is needed.

## **Over-the-Counter Medications**

The health office will have stock bottles of Tylenol, Advil (or the generic equivalent) and cough drops available to the students. If parents wish for any over-the-counter medications to be given at

school the correct forms must be signed and on file in the office, these forms must be completed each year. Any other over the counter medications **must** be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

### **Prevention and Promotion:**

1. Any child who is unable to take part in normal school activity, such as Physical Education, due to a health condition is required to bring a physician's note stating the condition, specific restrictions, and length of activity restriction.
2. Dental hygiene is very important to growing teeth and yearly checkups are encouraged.
3. Anytime a child displays signs and/or symptoms of a contagious disease, identification and diagnosis from a physician will be requested before the child may return to school.
4. It is recommended that children who are sent home or kept home from school with a fever remain home 24 hours after their temperature has returned to normal.
5. Lice create a problem for families every year. It is important that children do not miss more school than necessary. Please notify the school nurse if you find lice or nits on your child. Random checks throughout the year will take place. Each student infested with lice shall have their parents notified and shall be treated with anti-parasitic shampoo prior to the next school day. If the child continues to have an active infestation they will be excluded from school until they are lice free.
6. Students requiring epi-pens for severe allergic reactions will be required to supply their own. The school will not have stock epi-pens on hand.

### ***Dress Code***

Appropriate dress and personal grooming are an individual responsibility and a matter of personal pride. The impression given to others through personal appearance is important to the individual and to the school. Students and parents are asked to be responsible and use good judgment concerning appearance. The following dress code guidelines have been reviewed and approved by the Board of Education. They are applicable during the school day and at all school-sponsored activities unless permission is granted to deviate from the code.

1. **Immodest clothing** is not permitted. Students' clothing must be age appropriate; Excessively tight or frayed garments, short skirts, cropped tops, exposed midriffs, see through (net, crocheted, etc.) or off the shoulder garments without shoulder straps, spaghetti string tank tops, backless tops, and muscle shirts are not considered appropriate for school dress.
2. **Shoes:** Students are encouraged to wear tennis shoes to school every day for P.E. and recess. They may wear Crocs or Sandals that have a back strap from the beginning of the year to November 1<sup>st</sup>, and then after April 1<sup>st</sup>, but will not be allowed to participate in P.E. or recess without tennis shoes. P.E. grades will be affected by failure to follow this rule. Also, shoes with wheels and shoes with heels over an inch in height are not appropriate for school and should not be worn to school.
3. **Shorts and skirts:** Shorts and skirts will be allowed from the beginning of the year to November 1<sup>st</sup> and then after April 1<sup>st</sup> but must be at least fingertip length. From November 1<sup>st</sup> to April 1<sup>st</sup>, legs must be covered to at least mid-calf. This means that skirts shorter than mid-calf must have pants or leggings underneath from November 1<sup>st</sup> to April 1<sup>st</sup>. As a reminder, on P.E. days wear clothes that you can be active in. Do not wear skirts or dresses to school on these days.

4. **Leggings or tights** may be worn provided a tunic top; skirt or other basic garment of fingertip length is worn over them.
5. **Trousers** (pants, jeans, etc.) are to be appropriately belted or adjusted and worn at waist level. Wearing trousers in a low riding/sagging position is not acceptable. Overall straps are to be worn over the shoulder and buckled.
6. **Shirts** are buttoned and tucked in unless square cut or belted at the waist. Shirts must be no longer than fingertips for guys.
7. **Hair** must be neat and clean and not interfere or distract from the educational process. All hairbrushes, rakes, and rat-tailed combs are not to be carried or worn by the students.
8. **No student will wear medallions, patches, chains, nose posts, monograms or other articles that are vulgar, obscene, suggestive, racist, symbolic of gangs, directly or indirectly advertise alcohol, beer or drugs, have double meaning, or clothing that is distracting and/or interferes with the educational process.**
9. **Wearing of headgear or sunglasses** inside the building without a medical reason is not permitted.

Any method of dress other than those listed that attracts undue attention, disrupts, or interfere with the normal educational process is not permitted. If, in the professional opinion of any teacher or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, is clearly inappropriate or in poor taste, that student will be referred to the office. Each school-sponsored activity may have additional regulations established by the teacher/sponsor and approved by the principal.

### **Label Your Property**

Please mark your child's clothes and possessions with his/her full name. Stolen or misplaced articles are more easily returned when properly labeled. School is not responsible for lost or stolen articles and items.

### **Lost and Found**

All articles of clothing on the playground or in the school building will be turned into the lost and found. Children should come to look for missing clothing. You can help by clearly labeling all items of wearing apparel that will be removed at school. Items such as overshoes, tennis shoes, notebooks, caps, and coats should be marked. **Any articles of clothing in the lost and found box for an extended period of time will be considered abandoned and will be donated to Good Will.**

### ***Room Parents***

Each classroom will have the option of having room parents. Parents may help in the various activities such as holiday parties, field trips, etc. Contact your child's teacher if you want to help in this way.

### ***Visitors***

We encourage parents to visit Eudora Elementary School. We request that if you would like to visit the classroom, please notify the classroom teacher or the office previous to the date. Please note that children will not be allowed to visit the classroom unattended by their parents. To ensure safety:

1. Individuals on school grounds **must check in at the office**, state the purpose of their visit, and receive a visitor sticker.

2. Visitors who disrupt or interfere with the normal educational routine will be asked to leave. It is Eudora Elementary School policy that any person wishing to see or speak to a child during school activities that are being held outside of the building, should report to the elementary office to obtain permission. The outside supervisor does not have the authority to grant this permission.

### ***School Meal Program***

A meal program that meets the USDA dietary requirements for your child will be made available. This means that lunch provides one-third of the daily nutritional requirements; breakfast provides one-fourth. All students participating in the school meal program will receive a meal card. Students may put money in their accounts in the mornings. Meal account money can be used for breakfast, lunch, or for extra milk purchases. Applications for the free and reduced price meals are available in the school office.

**Charges are not allowed except in emergencies or by special request.** A notice will be sent home to parents when there are 2 meals or less remaining in their child's meal account as a reminder that money must be put on account. If no money is sent, students will need to bring a sack lunch from home. In the event personal EMERGENCIES arise, parents should contact the school and indicate the need for assistance with school meals for their child. The Food and Nutrition Services Manager will collect meal account money.

### **Lunchroom Policies**

1. In Kindergarten and grades 1 and 2, a child may purchase one (1) extra milk. In grades 3-5, a child may purchase up to two (2) extra milks.
2. Glass containers are not permitted in the lunchroom.
3. DO NOT take food, straws, or milk cartons from the lunchroom.
4. No gum in the lunchroom.

### ***Bus Transportation***

Bus transportation to and from school will be provided to rural students. The Eudora school district provides a shuttle bus service for city students. We are very proud of our transportation safety record in USD 491. This record is a result of conscientious service by our transportation staff. Your consideration, as parents, can help children understand that riding a school bus is a privilege and rules of conduct are necessary for their safety and the safety of others on the bus.

### **Bus Riders - Don't Lose Your Riding Privilege - Follow These Rules**

1. Observe same conduct as in the classroom.
2. Be courteous; do not use obscene or unacceptable language, gestures, or behavior.
3. Do not eat or drink on the bus.
4. Help keep the bus clean at all times.
5. Glass containers of any kind are not permitted on the bus.
6. The use and/or possession of cigarettes, chewing tobacco, controlled substances, illegal drugs, weapons, flame producing devices, lasers, stun guns, mace, pepper spray, laser pointers or alcohol is strictly prohibited.
7. Remain seated and facing forward at all times while the bus is in motion.
8. Do not extend head, hands, arms, or other objects out of the bus. Do not throw items of any kind

inside the bus or out of the windows.

9. Do not vandalize or be destructive to the bus. Vandalism will be charged to the offending student if such is known.
10. Do not fight or scuffle, or engage in horseplay on the bus or at the bus stop. Keep hands to yourself at all times.
11. Do not delay in loading or unloading. The bus cannot wait for stragglers, as schedules must be kept.
12. When crossing the roadway at a bus stop, be sure to cross ten (10) feet in front of the bus and wait for the driver to signal you across.
13. Emergency exits are used only in the event of an emergency. Do not use the back door, side door, windows, or roof hatches unless necessary.
14. Occasional riders must have written permission from their parent(s) or guardian to be transported by bus to a friend's house. A regular rider must have written permission to get off the bus at a location other than the rider's house.
15. Cooperate with the driver at all times. He/She is authorized to assign seats when necessary.
16. Under no circumstance should a student chase a ball or loose school papers near or underneath a bus. Tell the driver if an item has gotten away; he/she will assist in a safe retrieval, if possible.
17. Snakes, mice, lizards, and other such animals likely to cause a disturbance or commotion are not allowed.
18. Toys that resemble real guns and other weapons shall not be brought onto the bus.
19. In instances where small children are delivered to their home by bus only to find no responsible persons are there to receive the child, the bus driver is instructed to bring the child back to the transportation center or the appropriate school and await contact by parent(s) or guardian(s). An exception to this rule is possible if the parent(s) or guardian(s) submit a request to the transportation director in writing, stating that the child should be discharged at home whether an adult is present or not.
20. Non-regular route students ride the buses at the option of the school district's administration. An advance written request must be submitted to the Transportation Director before permission is granted.
21. After three consecutive "no-shows" without proper notification of the director or driver, the bus riding student will be dropped from the route until such time that the parent contacts the Transportation Department to request that the bus services resume.

### **Procedures and Guidelines for dealing with discipline problems on the bus**

1. Initially, drivers should warn individual riders about misconduct. If a discussion can be held privately, this is preferred.
2. If a driver has been unable to change the conduct of the misbehaving student, the student should be informed that an Incident Report is being submitted to the **Transportation Director 542-4900**.
3. The Transportation Director will make every effort to meet with the student and the appropriate principal to discuss the misconduct and consequences of future misconduct. A copy of the misconduct notice will be forwarded to the parents or guardian of the student.
4. A second misconduct notice will result in the suspension of bus service for three school days.
5. A third misconduct notice will result in the suspension of bus service for five school days.

6. If a fourth Incident Report is submitted by a driver, the student will be suspended for the remainder of the semester, or at least thirty days if the occurrence is near the end of the first semester. Parents will be offered an opportunity for a hearing with the Superintendent, Principal, Transportation Director, and bus driver.
7. In all instances above, the Incident Report shall be signed by the student's parent or guardian and returned to the driver before transportation will be resumed.
8. Severe misconduct, as determined by the Transportation Director, may be grounds for immediate suspension of bus service, without regard to the number of previous notices.
9. Students who receive bus misconduct notices will not be eligible to participate in assertive discipline award programs.

### **Activity Trip Regulations**

The mission of the Transportation Department of Eudora Unified School District #491 is to provide safe and reliable transportation service to the students and staff of the district. In order to help you achieve this common goal, a list of rules has been established to ensure that operations are carried out in as safe a manner as possible. In addition to regular bus riding rules, we ask for your assistance by helping us ensure that:

1. Passengers do not use the emergency exits except in case of emergency. Roof hatches shall be operated by the driver only.
2. Students are not allowed to operate switches, knobs, or other equipment in the driver's area for safety reasons.
3. All passengers are completely quiet at railroad crossings and intersections. A driver's attention must not be diverted at these and other potentially hazardous locations.
4. Talking must be kept at a reasonable volume level. Loud talking, screaming, and whistling are not permissible.
5. Overhead luggage racks are not used while the bus is in motion. If students need access to their items during a trip, they should be kept in their lap or under the seat.
6. Eating and drinking on an activity trip is allowed by driver permission only. We will be reasonable on this point, but, in any case, glass containers and suckers are not permitted.
7. The spraying of perfume and hair spray, which can be offensive to others on the bus, is not permitted.
8. All students remain properly seated and facing forward at all times. Kneeling in the seat and facing backwards is not allowed.
9. Items such as coolers and medical kits that would cause further injury in case of an accident shall be stored underneath the bus whenever possible.
10. All students go to the bus as a group after an event. Drivers shall not be left to supervise students, except in cases of emergency. Transportation details will be stated on individual field trip notes.
11. Passengers shall pick up trash and place it in the waste receptacles provided before getting off the bus. The group shall remain just outside the bus until a sponsor and the driver complete an inspection of the bus. The sponsor or the driver will ask the passengers to reboard and clean the bus if necessary, and will dismiss the passengers if the bus is found to be clean.
12. All behavior is of a respectful nature, and will not cause unnecessary distractions or inconveniences for anyone. Common sense and pride shall be applied in all situations.

### ***Walking to and from School***

You are responsible for seeing that your children have a safe route to and from school.

Any conflicts (fighting, abusive language, harassing, excessive teasing, etc.) between students that occur on Eudora Elementary School grounds before or after school that interfere with being able to go to or from school safely, should be reported to the principal immediately. If a complaint against another student is going to be made, the student that was harassed, hit, or otherwise abused must make it. The principal will then meet with the students involved to gather the facts and make a determination as to the appropriate consequences.

### ***Bicycle Safety***

To ensure the safety of every child, **bicycles will not be permitted** on the Eudora Elementary School campus.

### ***Dogs***

To avoid any possible harm to a child which might be caused by a dog, owners are asked to keep their dogs away from school during school hours. The school will ask the City of Eudora to remove dogs present on the school ground.

### ***Fire, Tornado, Intruder, Etc. Drills***

Drills are conducted frequently during the year. Children will practice all routes and routines in case of an actual event. Exit routes will be displayed in all rooms.

### ***Telephone Usage***

Students will not be allowed to use the phone or be called from class except in an emergency. The teacher will give permission first and then the student must ask the office personnel for permission to use the phone. All students must log their call before making the phone call. **Calling for homework or to make arrangements to stay with a friend is not an emergency.** Arrangements for transportation or where your child goes after school should be made prior to arrival at school. If an emergency or change of plans occurs please call the office. Important messages will be delivered during school hours. Please call an hour prior to dismissal to avoid last minute interruptions. **Parents will be responsible for any long distance calls made by their child. The call will be logged and students will be billed at the end of each month.**

**\*Cell phones should never be seen or heard at school. If seen or heard, they will be kept in the office for parent to pick up.**

### ***Physical Education***

All students participate in physical education. To be excused from this requires a note from your doctor. If your child has a temporary health problem which you feel might prove injurious if s(he) participates in certain activities, send a note to the physical education teacher or school nurse. If they have any questions, they may then contact the parents. For safety reasons, tennis or athletic shoes are to be worn in gym classes. Wear clothes that you can be active in, no skirts or dresses on P. E. days please. To prevent damage to the finish on hard wood floors and to insure safety, sandals, flip-flops, crocs, jellies, etc. are not considered appropriate. Students will be given a warning if inappropriate

shoes or clothes are worn to class. After this warning a check will be issued to the student if appropriate shoes or clothes are not worn, and the P.E. grade will be lowered (This is in compliance of the Assertive Discipline, Board of Education, approved plan).

### ***Technology***

Eudora Elementary School recognizes the importance of technology. Students will utilize the computer lab several times a week. All students will have access to the Internet, using it for research, learning the keyboard, and taking Kansas Assessments.

1. **Power School** - Parents have access to Power School, an online program that the school uses to track student attendance and grades. Parental passwords are available at the office. Please bring picture ID of yourself when come to get your password.
2. **SchoolReach** - During inclement weather, parents and guardians of current Eudora Schools students will be contacted with the emergency phone broadcast service, SchoolReach, with announcements regarding buses and school closings. SchoolReach will also be used to contact parents with other pertinent information concerning Eudora Elementary School.
3. **USD #491 Web Site** - ([www.eudoraschools.org](http://www.eudoraschools.org)) Those enrolled in the news listserv will receive an e-mail alert as soon as weather decisions are made. To sign up for the news listserv, enter your preferred e-mail address in the box on the front page of the Web site, and follow the instructions to complete your registration.

### ***Music***

Every student gets to participate in music. Each grade level performs a concert once a year, which students are required to participate in. Fourth graders will learn about and play the recorders. In class we sing songs from around the world, learn about composers, play instruments, create our own music, and many other exciting things!

### ***Library Media Center***

The library media center services all Eudora Elementary students, staff, and parents. All classes attend scheduled weekly library lessons to assist students in becoming active and creative locators, evaluators, and users of information, as well as, checkout books. Library materials are checked out for seven days. Students will receive weekly overdue notices to inform students and guardians of overdue materials. Parents/students are responsible for the replacement cost of lost or damaged items.

### ***School Psychologist***

A school psychologist is available to conduct initial evaluations and re-evaluations for special education. (S)he is also available to assist teachers and parents with strategies and interventions regarding the academic and social-emotional needs of students.

### ***Speech/Language Services***

The Speech-Language Pathologist (SLP) works with the classroom teacher and other team members to help students improve their listening skills, strengthen their literacy skills, enrich their vocabulary, develop critical thinking skills, and acquire practical life skills at school and in the community. The SLP provides speech-language services to students individually, in small groups, or in the

classroom.

### ***Interrelated Special Class***

The Interrelated Resource Room (IRR) staff assists children who have Individualized Education Plans (IEP's). IEP's are designed for children who exhibit significant academic, social, or behavioral deficits. The IRR staff works with teachers to design a support network, allowing each child with disabilities to achieve academically. As part of this support network, most children with an IEP are assisted both in the classroom during key instructional times and pulled out of the classroom to remediate/enhance academic skills.

### ***Special Education Information***

Federal and state laws guarantee "a free appropriate public education" to all children with disabilities, regardless of the severity. These laws apply to all children who have visual, auditory, health or physical impairments, also to those who have speech and language, emotional and learning disabilities, and to those who are mentally retarded. The law also requires that, "to the maximum extent appropriate, handicapped children...are educated with children who are not handicapped." The East Central Kansas Cooperative in Education provides special education for students ages 3-21 with special needs in the Baldwin, Eudora, and Wellsville School Districts. The ECK Cooperative employs school psychologists, speech-language pathologists, occupational and physical therapists, school social workers, as well as a number of special education teachers trained to work with various exceptionalities. The Cooperative also serves children with high intellectual ability by providing enrichment and accelerated activities to augment the school's curriculum. If you have questions or concerns about your child's needs and live in the Baldwin, Eudora, or Wellsville School Districts, contact the East Central Kansas Cooperative in Education at 1-785-594-2737 or your school principal.

### ***Notice to Parents of Students with Disabilities***

Students' files maintained by the East Central Kansas Cooperative in Education are considered to be confidential. Safeguards and procedures to govern access of pupil records to all parties have been established within the schools and the Cooperative office. These procedures are consistent with the intent of the Family Education Rights and Privacy Act (FERPA) as amended and the Individuals and Disabilities Education Act (IDEA). Special education files are maintained at the Cooperative office by the director of the Cooperative and in each of the schools of participating districts by building principals. A list of the types and locations of educational records collected, used and maintained by the Cooperative as well as the officials responsible is available to parents or eligible students upon request.

Records shall be released without prior consent only to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Cooperative discloses education records without consent to officials of another school district in which a student intends or seeks to enroll.

Under regulations of IDEA, parents or eligible students have the right to: a) inspect and review the student's record; b) request an amendment of the student's education records; c) refuse to consent to

disclosure of personally identifiable information, except to the extent that federal laws authorized the Kansas State Board of Education or the U.S. Department of Education concerning alleged failures to comply with state and federal confidentiality requirements; and d) obtain a copy of the Cooperative's confidentiality policies and procedures. Policies are in English but may be translated if needed. Contact the Cooperative Office at 785-954-2737 for further information.

### ***Elementary School Counselor***

The counselor will consult with the students, teachers, administration and the parents of Eudora Elementary School. She will be available for individual and group counseling and will be conducting classroom guidance activities. She will be working with all the students in their education, vocational, and personal-social growth. We invite your comments and suggestions throughout the year as you become acquainted with this program.

### ***Grade Reports/Conferences***

There is a possibility of two parent-teacher conferences during the 1<sup>st</sup> quarter (9 week period) of the school year. One conference is based on teacher recommendation and will be held mid-quarter if deemed necessary. Then, at the end of the 1<sup>st</sup> quarter, conferences will be scheduled with all parents. At this time the grade reports will be handed out and discussed. If, due to an emergency, you are unable to keep your appointed conference time, a make-up conference will need to be rescheduled with your child's teacher during the following week. Parents or teachers, as needed, may call additional conferences. After the 2<sup>nd</sup>, 3<sup>rd</sup> quarters, the grade cards will be sent home with your student. At year's end the student grade cards will be mailed home.

### ***Student Retention Procedures***

The decision to place a student at a grade level below that of his/her age-peers can be a difficult one. Therefore, a decision-making process for retention is necessary so the best possible decision may be made. The administrative philosophy is that each case should be regarded as individual with its unique circumstances to be dealt with on an objective basis. The school or the parents may initiate a request for consideration of an additional year. The school and the parent or guardian will be considering an additional year for maturity, academic growth, and an opportunity to complete those requirements necessary for success in future levels. It is important that we focus on a child's self-concept and emotional well-being. Because the decision is important, as much information as possible will be obtained from the parents and the professional staff. While it is not imperative, it is extremely helpful to have parental support. Parents play an important role in forming the attitude a child takes into a new situation. The decision-making process outlined in this procedure offers all professional staff opportunities for input. It follows closely the process used for special education placements that includes parent conferences and a complete evaluation by the special services staff. With this procedure, a placement will be made which best meets the child's academic, social, physical, and emotional needs.

The following steps/procedures are to be followed for each recommended retention:

1. The teacher will make retention recommendations to the principal.
2. The teacher will discuss with parents the possibility of an additional year for their student.
3. The teacher will complete the referral/checklist form before the end of the third quarter.
4. A staffing with the Student Improvement team, teacher, and the principal will be held. SIT

procedures will be followed.

5. The recommendations of the professional staff will be given to the principal.
6. The principal will make the final decision concerning retention or promotion.
7. A final parent conference will be scheduled to discuss the decision and a placement form will be signed by the parents and principal.

### ***Homework***

Purposeful homework is appropriate for all students. Homework assignments will be made according to the needs, age, and ability of the individual student and is intended to help students improve their basic skills and/or complete daily assignments. **WE EXPECT THE STUDENTS TO DO THEIR OWN HOMEWORK ASSIGNMENTS. *Any unfinished work during the school day will be homework and due the following***

***day.*** Even if your child has completed the daily assignments, nightly homework is needed to practice spelling and vocabulary words, learn math facts, read for the Accelerated Reading program, or practice fluency (reading aloud). A good guess at how much homework to expect per grade level is: 30-40 minutes for 3rd graders, 30-50 minutes for 4th graders, and 35-60 minutes for 5th graders. Expect at least 30 minutes of homework nightly.

**(Students will be required to make up assignments that are missed in their absence. Parents/guardians are strongly encouraged to contact the school to pick up missed assignments. Homework will be in the office upon request and can be picked up after school hours between 3:05 p.m. and 4:00 p.m.)**

### ***After School Academics (ASA)***

In this program, the children have the opportunity to receive one-on-one tutoring help with their assignments. Teachers will notify parents and either recommend or require their child to attend. Shuttle buses will provide transportation for students partaking in this program. After School Academics will not be held on Fridays, early release days, or during inclement weather.

### ***Assertive Discipline***

Our school will continue to incorporate **Assertive Discipline**. Each classroom teacher will provide copies of the classroom expectations and procedures explaining the system to parents. Parents are required to sign these copies and return them to school, indicating they have seen and read them.

### ***Assertive Discipline All School Rules***

#### **Hallway Procedures**

1. Follow directions.
2. Keep hands, feet, and objects to yourself.
3. Be respectful of everyone and responsible for yourself and your environment.
4. Students and classes are to be quiet in the halls.
5. Walk in the halls.
6. Keep to the right side of the hall all the time.
7. Keep hands, feet, and objects to yourself.
8. Keep your hands, feet and personal items off of the walls.

9. No bathroom or drink passes after “Get Ready” bell at 2:50 p.m.
10. Go directly out of the building when school is dismissed.

## **Lunchroom Procedures**

The lunchroom not only allows students to eat, but to relax as well. Quiet conversation is permitted, however, efforts should be made to keep noise level down. The following rules will apply:

1. Follow directions.
2. Stay in line and keep hands, feet, and objects to self.
3. Be respectful of everyone and responsible for yourself and your environment.
4. Use good manners at all times in the lunchroom.
  - a. DO NOT play with your food!
  - b. Pick up all trash and food that you drop!
4. Eat your own food only.
5. Ask permission to leave the lunch table.
6. Use your inside voice for quiet conversation.
7. Walk at all times.
8. Follow Lunchroom Policies. Refer to page 11 for details.

## **Playground Procedures**

1. All students should stay on assigned playground.
2. Keep body and play equipment away from building; you must have permission to go into building.
3. Students need to be involved in an activity or game.
4. Pushing, shoving, and football are not allowed.
5. Bats and hard baseballs are a safety hazard and are not to be used at recess.
6. Good sportsmanship is expected.
7. The swings and play equipment are to be used safely.
8. Ice sliding and snowball throwing are **NOT** permitted. **NO EXCEPTIONS!**
9. Stay on hard surface when the field is muddy.
10. Coats need to be worn when the weather is forecast to be below 50 degrees.
11. Food, gum, and candy are not allowed at recess.

If student fails to follow rules, the consequences given will most likely be the loss of recess time

## **General Rules**

1. Follow directions and instruction of **ALL** Staff.
2. Clothes are not playthings; never grab or pull on them.
3. Sticks are not to be used in any manner at any time.
4. Rocks or dirt or other objects should never be thrown.
5. Skateboards, scooters, heelies, ripsticks, etc., should never be brought to school.
6. No hats or hoods are to be worn inside the school building except for special circumstances as determined by the office.
7. Pocketknives or other potentially dangerous items should never be brought to school (See “Weapons” section).
8. Electronic devices (cell phones, digital cameras, iPods, and electronic games or toys) should not ever be brought to school.

The classroom teachers may have additional rules that apply specifically to their classroom. Disobeying Assertive Discipline rules will result in an after school detention, based on the consequences listed with the classroom expectations. Students are subject to appropriate discipline procedures and may be suspended from school and lose possession of any inappropriate items brought to school.

### ***Severe Consequences***

Certain behaviors and actions call for immediate and “severe” consequences. Such things as fighting or physically attacking someone, destroying property, refusing to obey a teacher, cheating, lying, stealing someone’s property or other acts of a violent or defiant nature fit this category. When this happens, the teacher gives a SEVERE and brings the student to the principal. The automatic CONSEQUENCES of a severe include a minimum of 30 minutes “time out” in the office area plus 2, 30 minute DETENTIONS. Additional consequences may be added, depending on the severity and frequency of the misbehavior. The student will be warned prior to increasing the consequences, except in cases of extreme behavior causing major class disruption or threatening the safety of others.

### ***Bullying***

In accordance to National, State and District Policy, **bullying will not be tolerated**. Our accepted definition of bullying is the act of causing harm to others through verbal harassment, physical assault, or other methods of coercion. Bullying includes, but is not limited to: name calling, mean teasing, harassing, making fun of, mocking, irritating, annoying, pushing, grabbing, shoving, poking, tripping, kicking, stealing (taking property), destroying property, excluding others purposely, spreading rumors or lies, choking, hitting, pinching, and threatening.

### ***In School Suspension/Out of School Suspension (ISS/OSS)***

Students who accrue an excessive amount of detentions will be placed in ISS. ISS could also be used as a disciplinary measure for behavior issues. In ISS students are isolated in a designated area to allow time to complete work and reflect on their actions.

Students who are disruptive to the point of being out of control will be placed in OSS. The length of OSS will be determined by offense. **Students who receive an OSS will not be allowed to complete any missed work and receive a zero for that work.** Fighting will automatically receive an OSS.

### ***Detention Procedures***

In the event your child must serve a detention, every effort will be made to let you know in advance. **If transportation is impossible on that day, you will be given 24 hours to make the necessary arrangements, and the child will stay after school the next day.**

Detention is from 3:25 p.m. to 3:55 p.m. In some instances only a 15-minute detention is appropriate. It is your responsibility to let your child know how they are to get home after detention. No detention will be served in the event we are ever dismissed before 3:25 p.m.

## **Consequences for not following Detention Procedures:**

1. 24 hour notes not returned on time: **CONSEQUENCES** 1st time; child will get one extra detention (in addition to the 1st time); 2nd consecutive time; child will get a "Severe."
2. Skipping a detention: **CONSEQUENCES** - 1st time: child will get an extra detention; 2nd consecutive skip: child will get a "Severe. 24-hour DT notes sent home with the student needs to be signed by parent and brought back to the principal the following morning.
3. Saturday detention will be considered with parental consent.

**NOTE: THE CONSEQUENCE FOR A SEVERE IS 30 MINUTES TIME OUT IN THE OFFICE AND 2, 30-MINUTE DETENTIONS.**

## **REPEAT OFFENDERS**

In order for your child to be successful, we believe that time spent in school should be productive. Students with **negative** behavior or who are not prepared for school in the areas of homework distract the entire class.

In efforts to eliminate this type of behavior, the following plan will be implemented.

1. Students who receive 5 detentions in any semester will be given ISS followed by a parent conference.
2. Students who receive 5 more detentions in same semester will be given an ISS followed by a parent conference.
3. Students who receive 4 more detentions in same semester will be given OSS followed by a parent conference.
4. Students who receive 3 more detentions in same semester will be given OSS followed by a parent conference.
5. Students who receive 3 more detentions in same semester may be expelled from school for the rest of the school year.

This allows a student to receive 20 detentions prior to expulsion during either the first semester or second semester.

## ***Tobacco Products and Smoking-Related Items***

Tobacco products and any "smoking-related" items are not to be brought by students to EES. This includes matches, lighters, holders, containers, etc. that relate to the act of smoking. If any of these items are found, they will be taken from the student and returned, upon request only, to the student's parent/guardian. If a student uses tobacco or related items or brings "related" items to school a second time, a "1-Day ISS" will be given for the first offense and a 3-day, In-School Suspension (ISS) for repeated offenses. **IT IS AGAINST SCHOOL POLICY FOR ANY PERSON TO USE TOBACCO AND/OR ALCOHOL PRODUCTS AT ANY SCHOOL ACTIVITY OR ON SCHOOL PROPERTY.**

## ***Weapons***

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provision of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer: or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

### ***Pupil Identification/Enrollment***

Whenever a child enrolls in Eudora Elementary School, presentation of proof of identity of the child is required.

### ***First Time Enrollments***

The proof of identity for students enrolling for the first time in Eudora Elementary may include, but may not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentary evidence that the principal considers satisfactory. If the identity of the student is not proven by documentary evidence within 30 days, the principal shall notify the local law enforcement agency as required by law.

### ***Title 1 (CAP) Parent Involvement Policy***

1. USD 491 conducts a reading and math improvement program for its elementary students. It is known as the Consolidated Assistance Program (CAP). Strong emphasis is placed on maintaining contact and encouraging support from the parents of students involved in the program.
2. At the beginning of the school year, the CAP Director will make every effort to communicate with each CAP student's parents in order to become acquainted with the parent, listen to the parental concerns, and to go over the CAP program.
3. Test scores, State assessments, grades, teacher recommendations and parent consent are included in the selection process of each CAP student.
4. Parents will be provided with materials periodically throughout the year, which will give them ideas for doing things with their child at home. This may include a newsletter, brochures, and articles, "how to" sheets, recommended book lists and websites.

The school will provide opportunities for and will actively solicit suggestions from parents for improvements to the CAP program. This will be done at the parent conferences and at open house events.

### ***Title 1 Complaint Procedure by U.S.D. 491 (CAP)***

When individual parents, a community group, or members of the general public suspect that U.S.D. 491 or School may be violating the Title 1 law and/or regulations, they have a right to file a complaint with the school district.

Since a complaint implies a lack of cooperation between the school district and the person or group with the grievance, it is advisable to first consult with the local school administrators about the alleged violation.

Only when this course of action fails to produce results, should a formal complaint be filed with U.S.D. 491.

Complaints against Title 1 programs and expenditures may be received at local, state, and national levels. For the effective conduct of the program as well as to promote community understanding and involvement, complaints will be handled in an expeditious and reasonable manner.

Complaints will be translated into constructive suggestions and recommendations for improvement of Title 1 programs. The following procedures are outlined for use at U.S.D. 491 for Title 1, Public Law 97-35.

### ***Title 1 Complaints Received by U.S.D. 491 (CAP)***

1. A written record containing information pertinent to both the source and nature of the complaint will be required.
2. Within fifteen (15) days following receipt of complaint, a hearing concerning the complaint shall be held by a hearing committee. Recommendations of the committee shall address answering the complaint. The committee shall be appointed by the superintendent of U.S.D. 491. No less than two (2) persons shall be assigned to the committee, one being the Title 1 Coordinator, one being a parent, and the others at the direction of the superintendent.
3. Minutes of a complaint hearing shall be taken and maintained at the office of the Superintendent of U.S.D. 491. A copy of such minutes, along with the committee recommendations and administrative action, shall be filed with the Kansas State/Federal Programs Administration Section.
4. If a complaint is not resolved to the mutual consent of both parties, then either party can appeal through the state level procedures.
5. The issue will then be resolved according to the complaint procedures established at the state level.

### ***Board of Education Policy on Sexual Harassment***

#### **Student Sexual Harassment**

Sexual harassment will not be tolerated in Unified School District No. 491. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made explicitly or implicitly, a term or condition of the individual's education, (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting demanding sexual involvement accompanied by implied or explicit threats concerning a student's grade, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. This process may not guarantee confidentiality, but confidentiality should be maintained as much as possible.

### ***Drug Free Schools and Communities Act***

The unlawful possession, use or distribution of illicit drugs or alcohol by students or school employees on school premises or part of any school activity is prohibited. This policy is in accordance with the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### ***Student Conduct***

#### Policy JCDA-Behavior Code

#### Narcotics, Alcoholic Beverages, Drugs and Controlled Substances

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, and controlled substance or alcoholic beverage of any kind.

1. On the grounds at any time;
2. On school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician and non-prescription shall not be considered a violation of this rule.

Violation of any provision of this behavior code may result in suspension and/or expulsion.

#### Repeat School Violations

A student shall not fail to comply with a reasonable request from school personnel during any period

of time when he/she is properly under the authority of school personnel.

### Other

The principal of each school shall develop such rules and regulations consistent with policies of the Board, which may be necessary to govern the conduct of the students under his/her supervision. Such rules shall be reviewed by the Board and adopted by reference.

## **Family Education Rights and Privacy Act – Annual Notification**

To: Parent(s), Guardian(s), and/or “Eligible Student”  
From: Superintendent of Schools, Eudora Unified School District 491  
Subject: Procedures in Educational Record Management (Annual Notice)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are/or older) are afforded various rights with regard to educational records which are kept and maintained by U.S.D. #491. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational record except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exception. Disclosure of information from your educational records to other persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered “directory information” and you have not objected to the release of such information; or
  - Disclosure without consent as permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy And Regulations Office at the U.S. Department of Education if you believe that U.S.D. #491 has failed to comply with FERPA’s requirements.
5. The right to obtain a copy of U.S.D. #491’s policies for complying with FERPA. A copy may be obtained from your Building Principal or the Superintendent’s Office.

For purposes of FERPA, U.S.D.#491 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. *The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.*

You have a right to refuse to permit all of the above information as directory information. If you refuse, you must file written notification to this effect with U.S.D.#491 at Superintendent’s Office, 1002 Elm, Box 500, Eudora, KS 66025-0500, on or before August 1, 2009. If refusal is not filed, U.S.D. #491 assumes that there is no objection to the release of the directory information designated.

This policy shall be evaluated at least biannually using criteria established by the Superintendent and approved by the Board. The board shall receive a report of these reviews.

**Eudora Unified School District No. 491 Is An Equal Employment/Educational Opportunity Agency** Eudora Unified School District No. 491 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (785) 542-4910, 1002 Elm, Eudora, Kansas 66025, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

**The Eudora Elementary Site Council supports this handbook.**

The items in this handbook are subject to change by the U.S.D. No. 491 Board of Education and Administration without specific notification. The Board of Education of U.S.D. No. 491 generally meets the second Thursday of each month at 7:30 p.m. at 1002 Elm, in the Board Room.  
BOE Approved July 2010