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BUILDING MISSION STATEMENT

The mission of Eudora Middle School is to create a safe and nurturing environment to meet the unique needs of middle level students as they develop intellectually and socially. Our goal is to bridge the gap from elementary to high school by encouraging individual growth, increasing opportunities for participation, and promoting teamwork.

WELCOME

Welcome to Eudora Middle School, the school for all Eudora students in grades sixth through eighth. We hope you will find our teachers, staff, and students friendly, helpful, and willing to assist you in your transition to and through middle school. If you have any questions of concerns about any of our programs, please call our office at 542-4960. Teachers are available for conferences according to their schedules and the principal's door is open for visits at any time.

ARRIVAL AT SCHOOL

Students should not arrive at school earlier than 7:30 a.m. when our responsibility for supervision of students begins. Staff will monitor the students' arrival and appropriate action will be taken for any misbehavior. We ask for your cooperation by not bringing or sending students to school any earlier than necessary. Students eating breakfast may enter the building and proceed to the food service area at 7:30 a.m. Other students will report to the designated area.

SCHOOL HOURS

Regular school hours are 8:05 a.m. to 3:20 p.m. for all students. Students may ride the district shuttle buses. A shuttle schedule can be found on the district web site or at district buildings.

Leaving School During School Hours or Once A Student Has Arrived At School

Students may be dismissed during school hours to meet a medical or dental appointment or for personal reasons of the parent. To safeguard your child, requests for dismissal must be by phone or in writing and submitted to the principal. If possible, send this request to the office one day in advance. Once a student arrives at school they may not leave without permission from the office. Before the student is released, the parent must come to the office and sign the student out.

SAFETY TO AND FROM SCHOOL

Because of the location of Eudora Middle School, and traffic issues on Douglas County road 1061 (Church Street), students are NOT allowed to ride bicycles to or along Douglas County 1061. Students living south of Kansas Highway 10 and who will NOT be traveling along Douglas County road 1061 are allowed to ride bicycles to school, provided that the parents of the students communicate with the administration prior to the student being allowed to ride the bicycle.

Skates/Skateboards/Scooters/Wheelies (shoes with wheels inside the soles) are NOT allowed at EMS, and will be confiscated. Parents are also discouraged from allowing their students to walk down Douglas County Road 1061 to and from school. Shuttles will be provided to/from other schools in the district. Students will need to make arrangements, however, after detentions.

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 to enter the building during lock down and to pick students up.

TARDY POLICY

Students who are tardy to school should obtain an admit slip in the main office. These tardies should be covered by a written excuse or a phone call from home on the day you are tardy or the following day. Unexcused tardies to all classes will accumulate and beginning with the fourth one during the semester, the student will be given a detention. On the fourth tardy in a class, a detention will be issued, and for each tardy thereafter. Each student will start with a clean record at the beginning of the semester.

If a student is tardy to a class, they are required to go to the office to obtain a tardy pass. That tardy pass must be delivered to the teacher of the class they are tardy to. Students must return immediately to their class or a detention will be issued and time will be made up before/after school or on Saturday.

SKIPPING

Students who skip will need to make up the same amount of time skipped in **Saturday** detention. Students will not be allowed to make up work they missed while skipping. They will receive no credit for assignments or tests.

TRUANCY

Truancy will be handled as provided by K.S.A. 72-113(b) and (c) Supp. The act of truancy is defined as follows: (b) whenever a child is required by law to attend school and such child is not enrolled in a public or non-public school, such child is a truant. Reports of cases of truancy under this subsection shall be made by designees of boards of education of public school districts under subsection (a) of this section. (c) Whenever a child is required by law to attend school and such child is inexcusable absent on either three (3) consecutive days or five (5) or more days in any semester, such child is a truant. A child is inexcusably absent from school if he is absent all or a significant part of a day without a valid excuse acceptable to the school employee designated by the Board of Education to have responsibility for the school attendance of such child.

GUIDE TO GOOD CONDUCT

A school is known by the quality of the people involved with its students, faculty, administration, supportive staff, and board of education. A good measure of this quality lies in the goals set by and for the school by members of these groups. Likewise, a good measure of an individual lies in the personal goals of achievement and conduct that will compile a school record needed for future education or employment. Included in the record you are building are:

1. Scholarship: A student's permanent record of grades and test scores will be referred to repeatedly as individuals compete in the job market or for advancement. Make the best record you can.

2. **Attendance:** The second most asked for information by potential employers concerns attendance records. People have been denied jobs because of poor school attendance. Employers want people with proven dependability.
3. **Behavior:** Responsible behavior is expected of all students. Responsible behavior includes common courtesy and respect for the rights and property of others along with self-control of actions, emotions, and impulses. The best discipline is self-discipline.

STUDENT DISCIPLINE AND MIDDLE SCHOOL DISCIPLINE POLICIES

Students are in school to learn, teachers are placed in our classrooms to teach, and we are going to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. Students not responding to this positive approach will meet with appropriate consequences related to their actions.

In order to guarantee all students the excellent learning climate they deserve, we are utilizing the following discipline program. The discipline plan will operate on a daily basis with each day a new chance for the student to choose appropriate behavior.

Classroom Rules:

1. Students will report to class on time and with all materials necessary for class participation which will be specified by grade level core teachers.
2. Students will not bring, chew, or eat food, gum, or candy in the classroom. (Eating or drinking is restricted to the commons area or the cafeteria.)
3. Students will obtain proper recognition before asking a question or leaving his/her seat during class time.
4. Students will follow instructions as given by the instructor, (Includes classroom rule additions, deletions, or modifications.)
5. Students are expected to know and follow without exception the rules as listed in this Student Handbook.

Procedure for Implementations:

Teachers will follow Positive Behavioral Support (PBS) system for minor and major infractions.

DETENTIONS

Thirty-minute detentions will be held immediately after school. Students may be assigned detentions for misbehavior. The DT may be served the day received or if arrangements can't be made the following day. No student will be admitted to DT after the session has begun for that day. Failing to serve an assigned DT in a timely manner will result in assignment of another DT or suspension.

BEHAVIOR CODE AND POINT SYSTEM

If a student accumulates 5 or more points he/she will be given in-school suspension (ISS) for 3 days. If a student accumulates 10 points he/she will be given out-of-school suspension (OSS) for 3 days. If a student accumulates 15 or more points he/she will be given out-of-school suspension (OSS) for 5 days and recommended for long-term suspension or expulsion. In an effort to promote student accountability and responsibility, students are given an opportunity to earn back points through community service. The principal will assign all community service. One hour of

service will be equivalent to one point. All quality and quantity of service will be verified. A maximum of 5 points of service can be done. Once a student reaches fifteen points they are not eligible to make up points.

Abbreviations - LTS – Long-term suspension
SUS – Suspension
EXP – Expulsion
DT – Detention

Offense	Points	Immediate Consequence
Assault on Staff	LTS/EXP	15
Weapons Violation	LTS/EXP	15
Setting A Fire	LTS/EXP	15
Terrorist Threat	LTS/EXP	15
Theft	1-5 days SUS/Restitution	15
	Of property not returned	
Alcohol or Drugs	1-5 days SUS	8-15
Fighting	1-5 days SUS	8
Tobacco	1-5 days SUS	8
Gang Activity	1-5 days	8
Skipping Sat. School	Double Sat. time	8
Destruction of Property	DT/SUS	3-8
Disrespect & Insubordination	DT/SUS	3-8
Intimidation/Harassment of a student	DT/SUS	3-8
Hazardous Driving	1 st Warning	3
	2 nd -Loss of privileges	
Inappropriate Language	DT	2-5
Skipping DT	Additional DT	2
Skipping an Academic Opportunity	Additional DT	2
Disruptive Behavior	DT	2
Dress Code Violation	DT	2
Skipping Class or School	DT	2
Parking Violation	DT	2
Medication Policy Violation	DT	2
Bus Referral	Bus Consequence	1-4
Public Display of Affection	DT	1-4
Computer Network Violation	DT	1-3
Cheating	DT	1-3
Cafeteria Infractions	DT	1-3
No Materials	DT	1-3
Lying	DT	1-3
Excessive Tardies	DT	1
Food/Drink Violation	DT	1

***The administration reserves the right to assign consequences and points to any violation of school policy that is not listed above.**

SUMMARY OF RULES FOR MIDDLE SCHOOL

The following is a detailed list of rules for Middle School Students:

1. All students are subject to the control and direction of ALL teachers. Students are expected to show obedience and respect for teachers. Students will address teachers with the appropriate title of Ms., Mrs., or Mr. (Example: Good morning Ms. Smith.)
2. **Running** in the hallway is not permitted.
3. **Talking loudly or yelling** in the hallways is not permitted during class hours.
4. When classes move within the building during school hours, the students are to move in a quiet fashion with close teacher's supervision.
5. Public display of affection will not be allowed. This includes kissing, or overly aggressive embracing.
6. Abusive, disrespectful, or obscene language will not be tolerated.

7. Litter in halls, classrooms and commons create less than pleasant surroundings for everyone. Please keep our school clean.
8. No, gum, and food is not permitted at school except during special occasions as directed by a teacher. In violation of this rule, these items may be confiscated and not returned to the student.
9. Upon arrival students may not leave the school grounds without permission. Students should leave the building and the school grounds as soon as school is dismissed. Bus riding students should go directly to the bus from the building.
10. Knives, water pistols, pagers, cell phones, laser lights, and water balloons, or other distracting items may not be brought to school. These items and others, which represent a hazard to the health or safety of other students, will be taken by the teacher or principal and will be returned to the parent.
11. Cell phones are allowed at school to be used for communication purposes before and after school. All cell phones must be placed in the student's locker and cannot be carried during normal school hours. Any cell phones found in possession of any student during normal school hours will be confiscated and taken to the Principal. It will be returned to the parent.
12. Bringing animals to school is discouraged, except when doing a unit on animals or other activities under the direction of the teacher. When animals are at school they should be properly caged and cared for. Pets are not to be taken to the playground.
13. Students are not to be in the school building before or after school hours, unless supervision is present.
14. Smoking, swearing, fighting, excessive tardiness, refusing a teacher's directives, skipping classes, class disruptions, property damage, drinking alcoholic beverages, stealing, familiarity (kissing/embracing), leaving school grounds without permission, having drugs, cheating on tests, and back talking are all acts of irresponsible student conduct and will be disciplined.
15. Hats are to be removed upon entering the building.
16. Snowballs are not to be thrown at any time.
17. Students are not to chew tobacco or carry tobacco products.
18. Cinnamon oil or toothpicks are not permitted.
19. No gambling, of any kind, is permitted.
20. Civil laws must be obeyed.
21. Unexcused absence time (skips) will be made up in Saturday detention.
22. School rules apply when fighting at school activities.
23. The wearing of headphones or the use of any i-pod (of all fashions)/MP3 players or other personal electronic equipment, at any time during school hours without the permission of the classroom teacher or principal is prohibited. USD 491 is not responsible for any of these items that are stolen while on school property or at school activities. Violation of this policy will result in confiscation of such items. They will be kept until the end of the day. Repeat offenders of this policy will be given a detention.

DRESS CODE

Appropriate dress and personal appearance are an individual responsibility, and are integral to the educational environment. Clothing or dress that is immodest, disruptive to the education process, or that poses a safety hazard, shall not be worn. 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. Being appropriately dressed for school purposes consists of wearing a full dress of clothing and being **clothed from shoulders to mid thigh**. All shirts, blouses, trousers, and overalls, shall be appropriately buttoned. No spaghetti strapped garments, halter-tops, or see through clothing shall be worn. Undershirt-like tops or shirts with sleeves that have been cut out under the arm shall not be worn. Excessively tight garments are not considered appropriate. When undergarments are visible due to improper covering, then the student will be asked to change.
2. Garments must be of modest length. The garment length must be at or beyond the fingertips when the student is in an upright standing position with the arms extended downward at the sides.
3. Shorts, skirts above the knee without leggings underneath, and flip-flops can be worn until November 1st and in/after April 1st. However, shorts may be worn for physical education classes or athletic practices throughout the year.
4. Hair must be neat and clean and not interfere or disrupt the educational process. All hairbrushes, rakes, and combs are not to be worn by students. Students are not allowed to wear bandannas in their hair.
5. Wearing of headgear or sunglasses inside the building without a medical reason is not permitted.
6. Clothing displaying drug, alcohol, or other offensive advertisements, obscene, profane, racist, or suggestive slogans are not appropriate and shall not be worn.
7. In the interest of maintaining a safe environment, as well as promoting conduct which does not substantially disrupt, impede or interfere with the operation of the school, any articles of clothing, jewelry, body piercing other than in the ear are not permitted. Other body ornaments or articles of clothing which are perceived as gang-related attire by the school administration (including but not limited to chains, bandannas, sagging pants, etc.), shall not be worn at the school or at school activities.
8. Students are required to wear shoes; pajama slippers, cleated shoes, or any shoes that will mark or mar the floors are not permitted.
9. Any method of dress other than those listed that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted.

Students wearing clothing that is not permitted shall be sent to the office. If the inappropriate attire can be substituted with a white t-shirt, the office will provide the student with such t-shirt in exchange for the inappropriate attire. Upon washing and returning the white shirt, the student will receive his/her own attire back. Each offense after the first will result in a detention.

PASSES

Students needing to leave their assigned class for **any reason** shall have a pass from their teacher. Students wanting to go to another classroom must obtain permission in advance from the teacher concerned. **All students in the halls during classes must be escorted by a teacher or have a pass.**

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent(s) and the office immediately as to the

action taken. The parent(s) shall be notified that a second offense will bring automatic suspension from school.

4. Each student is responsible for the book checked out to him/her.

PLAGIARISM

Plagiarism – to steal the language, ideas or thoughts from another, representing them as one's own work. What this means is the author's words and ideas are his or hers and a student who borrows either, must acknowledge that fact.

1. Intent to plagiarize is irrelevant. "I thought these were my own words; I didn't mean to" is not an excuse. It is still plagiarized.
2. Only copying a sentence here or there is still plagiarism.
3. "But I put it in my own words" is still plagiarism. You are still using someone's thoughts other than your own.
4. Every appearance of borrowed material must be acknowledged.
5. Copying from another student's paper is plagiarism.

TELEPHONE USAGE

The office telephones are to be used for school related business only. Student calls should be confined to important necessary emergency calls. Students should always check with their teacher and have a pass when coming to the office to use a phone. Students should not come to make a call and then expect to receive a pass from the office to class. You must have a pass first.

STUDENT LOCKERS

The building principal shall have custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He/she may search any locker or desk at any time he/she believes that the locker or desk contains matter prohibited by law or school regulations from being on school property. Such searches may be made without notice to the student to whom such locker or desk has been assigned. Periodically, searches may be conducted with drug dogs. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

Each student will be assigned an individual locker when possible. All lockers have combination locks. The school reserves the right to search lockers any time a suspected rule violation is in progress or to protect the school or the rights of others. **The student is responsible for the care and upkeep of his/her locker. A student who does not maintain a clean locker will be asked to clean their locker immediately.** Any damage or extra cleaning that must be taken care of by the school will be charged to the student as a fine for misuse of the locker. No glass containers shall be allowed in the building.

CARE OF TEXTBOOKS

Books will be issued to students at the beginning of the school year by the classroom teacher. Students must check all books in at the end of the year. Each book will be marked and numbered.

1. Books are not to be marked in any way by a student, except for name on the textbook label. Report immediately any damage.
2. Minor damage will be charged against a person causing damage.
3. A book damaged beyond repair or lost must be paid for by the person who damaged or lost the book.

CARE OF BUILDINGS AND EQUIPMENT

It is the responsibility of our entire school community to take care of our building and equipment. Tables and desks should not be sat upon. All four legs of chairs should remain on the floor. Windows, shades, curtains and other equipment are the teacher's responsibility. Table and desktops are to be kept clean. Damage to the building, equipment or other facilities should be reported to the principal so that repairs can be made and/or money collected from those responsible.

SCHOOL GROUNDS

Every effort should be made to keep the school grounds neat and clean at all times. Damage or vandalism of any kind will not be allowed. Being on the school grounds for reasons other than class attendance or attendance at an approved school activity will be considered loitering and will not be permitted.

VANDALISM AGAINST SCHOOL PROPERTY

The Board of Education is offering a reward of one hundred dollars (\$100) for information leading to the arrest and conviction of anyone doing felonious vandalism to District buildings, facilities, or grounds. Names of individuals will remain confidential. The Douglas County Sheriff provided the following set of guidelines:

Rules and procedures for submitting information on vandalism against school property.

1. On plain paper typewrite or print all the information you have about the crime you know about: names, dates, places, and all the facts supporting your statement.
2. Sign your letter with your name and address or, if you prefer to remain completely anonymous, use any combination of 6 numerals, such as 193405.
3. Tear off a corner from the last page of your letter in an uneven manner, not a straight line. Put the numerals on the torn off corner and keep it.
4. Mail your letter to: U.S.D. 491, Box 500, Eudora, KS 66025.
5. If your letter results in the arrest and conviction of the person or persons you named, you will be contacted or your number will be published. The reward will be paid to a representative of your choice to whom you should give the torn off corner of your letter for presentation to the School Board.
6. If the School Board is assured that the information you supplied is the key to solution of the crime, they will then authorize payment of the stated reward in cash to the informant or his representative.

TECHNOLOGY "ACCEPTABLE USE POLICY"

The Eudora School District provides access for students and staff to state-of-the-art computer technology. All users must share the responsibility for seeing that our computer facilities are used in an effective efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources; therefore, all users must agree that they will comply with these guidelines. A district-wide filter is in place. Students in grades three through twelve will be issued an Internet user ID and password.

At EMS, the technology users are responsible for adhering to the following guidelines:

1. Users will agree to use the internet for only lawful and school related purposes.
2. Users will only contact host sites that are considered by staff or administration to be appropriate.
3. Users will respect the integrity of the networks: the computer systems are set up by the system administrator and are not to be altered in any way. No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator.
4. Users will display appropriate conduct, observe the conventions of "Netiquette" as explained by staff.
5. Users will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
6. Users will adhere to printing and file-saving guidelines as provided by staff.
7. Users will access, save, or use only school appropriate language, pictures, text, or any other data on/from the internet.
8. Users will protect their passwords and help maintain the security of the network.
9. Users will:
 - Use the equipment with care
 - Use only software which has been assigned by staff
 - Report equipment or software problems to a staff member
 - Leave materials, equipment, and parts in good working order
 - Keep all food and drinks away from the computers
 - Take the initiative to keep the computer are clean and orderly by recycling unwanted paper, picking up personal items, etc.
10. Users will be responsible for reimbursing the district for vandalism or intentional destruction of district technology.

Consequences for not adhering to the above guidelines will result in the following

1. Warning
2. Loss of computer privileges for the rest of the nine weeks
3. Loss of computer privileges for the rest of the semester
4. Loss of computer privileges for the rest of the year

Any violation of this policy could result in detention and assignment of points on the behavior code. At the first opportunity each student will be given this policy, which will be required to be signed by both the student and the parent before any technology use is allowed.

The district makes no warranties, either expressed or implied, that the computer and/or network services provided through the district system will be error-free. Any information on district computers is subject to monitoring and cannot be considered private. The district will not be responsible for any interruptions of service or errors experienced by loss of or damage to data. The district will not be responsible for accuracy or quality of information obtained through the system. Users shall indemnify and hold district harmless from any losses sustained as a result of intentional misuse of the system by the user.

LUNCH

Eudora Middle School operates a closed period and is staggered into three different groups with 30 minutes for eating. (This lunch arrangement is subject to review and change as deemed necessary by USD 491 administration). The groups and times of the lunch schedule will be announced. Due to changing class schedules, an updated list of teachers assigned to the groups will be provided the first day of classes.

GUIDANCE SERVICES

The Counseling Office at Eudora Middle School is available to students. Any student who would like to see the counselor/social worker should stop by the counseling office to make an appointment. In an emergency situation a student can ask for a pass from a staff member.

With a counselor, social worker or WRAP worker a student might want to discuss classroom problems, hassles with friends, difficulties with studies, personal concerns, advice about course selections, types of jobs available and training needed to get those jobs-or any other questions or concerns that might arise. Counselor/social workers/WRAP workers are here for the students to find solutions to their problems. Any time you need to talk to someone, feel free to contact your counselor. Your counselor is here to listen and to help.

USE OF LIBRARY

The library will be available at designated times for students to use. Be considerate of your classmates – return all library materials on time!

Books

Books are checked out for a two-week period, and may be renewed twice (for a total of six weeks). Students are limited to two books per student per day. If you lose or damage a book, you must pay replacement cost of that book. If you later find and return the book, you will get your money back.

Magazines

Old magazines are kept for research purposes. Ask the librarian or the library aid for a magazine check out slip. Fill it out completely. Old magazines are checked out for one day. New magazines may not be checked out. Encyclopedias and reference materials may be checked out for one hour or overnight; if checked out for overnight, the materials must be checked out the last hour of the day or after school and returned before 1st hour the next school day.

ASSEMBLIES

When attending assemblies, students should always be mindful of the respect that is owed those performing and speaking to us. In some cases the school, student council, or other groups have taken money and time to plan assemblies.

Our actions at these events are a very good way for our school to gain a good reputation so good behavior is obligatory. The following actions are considered unacceptable at assemblies: booing, talking, eating candy, chewing gum, whistling, and other distractive kinds of actions. Showing our approval and pleasure of a speech or performance should be done with applause (clapping of hands). Remember to treat others, as you would want to be treated. Our actions at these activities are a direct reflection on our school, community and parents.

MIDDLE SCHOOL DANCES

Participation in Eudora Middle School dances is limited to 7th and 8th graders. 6th graders will be involved in 6th grade only socials as well as events that are open to the entire student body. E.g. Booster Club Back to School Barbecue. Only Eudora Middle School students are allowed to attend dances or socials. All school rules apply at extracurricular activities, including no drugs or alcohol. If a student leaves a dance, they may not return. Any student not in compliance with these guidelines may be sent home and parent(s) will be contacted, if possible.

HOME AND FAMILY NIGHT

Wednesday evening has traditionally been set aside as home, church, and family night. No school related events are to be held on Wednesday night at Eudora Middle School. Exceptions may be made for events beginning before 6:00 p.m. and ending before 7:00 p.m.

SELLING AT SCHOOL

1. No student should enter a teacher's classroom to make a sale.
2. Students are not to sell to teachers between 7:30 a.m. and 3:30 p.m. on school days.
3. Students who are selling items should be sure that they are not using their fellow students as a captive audience. Any selling should be on a convenience basis.

VISITORS

At EMS students and teachers are actively learning and teaching. **Visitors are not allowed.**

GRADING SYSTEM

The Kansas Uniform Grading System is used to record academic progress. These grades and their meaning are:

A – work is outstanding-superior

B – work is above average

C - work is of average quality

D – work is below average – inferior

F – work is not acceptable for credit

I – work has not yet been completed

Incompletes will need to be made up in two weeks following the end of a grading period.

GRADING, PROGRESS REPORTING, AND HONOR ROLL POLICY

Each grading period is approximately 9 weeks in length. Parents who have Internet access may have daily access to their student's grades, and attendance through the school's PowerSchool program. Parents must request a password from the office after presenting a picture ID. Incompletes must be removed within two weeks after the distribution of grades or the incomplete becomes an F. No incomplete grades will be given during the 4th quarter.

Recognition for Outstanding performance win all classes will be in the form of the Straight A Honor Roll by obtaining an "A" in every subject, the High Honor Roll is a "A-" (3.67) grade point average with out any grade below a "C" (2.00) or lower, and the Honor Roll is a "B" (3.00) grade point average without any grade below a "C" (2.00) or lower.

A+ - 4.33	A - 4	A- - 3.67
B+ - 3.33	B – 3	B- - 2.67
C+ - 2.33	C – 2	C- - 1.67
D+ - 1.33	D – 1	D- - .67
	F – 0	

STAR PROGRAM

The Cardinal STAR program was established to promote excellence in academics, attitudes, and actions. The purpose of the STAR program is to recognize, respect, reward, and reinforce academic achievement. Students will receive "STAR Bucks" for achieving certain academic levels at the end of each grading quarter. In turn these "STAR Bucks" can be turned in for prizes awarded throughout the school year.

Below are listed the standards for each achievement level and the "STAR Bucks" awarded for each. A detention, suspension, or unexcused absence in a quarter will disqualify a student from receiving any "STAR Bucks" in that particular quarter.

Gold Club (5 STAR Bucks): Students must achieve the Straight A Honor Roll (obtain an A in every subject).

Red Club (4 STAR Bucks): Students must achieve the High Honor Roll (3.67 grade point average without a grade below a "C"), higher.

Blue Club (3 STAR Bucks): Students must achieve the Honor Roll (3.00 grade point average without any grade below a "C").

White Club (2 STAR Bucks): A teacher or the principal on the basis of a display of special effort or improvement may recommend Students for this club from a previous quarter.

ACADEMIC RECOGNITION

At the end of each year, EMS will hold an assembly to honor academic excellence. An academic recognition assembly will be held for those students making the honor roll.

The outstanding student of each discipline shall be chosen by each content area teacher.

GUIDELINES FOR PROMOTION OF MIDDLE SCHOOL STUDENTS (Subject to Change)

Each 6th grade student must be enrolled in English, math, science, social studies, reading, PE/Health and computer applications. Each seventh grade student must be enrolled in English, math, science, social studies, PE/Health, and reading. Each eighth grade student must be enrolled in English, math, science, American History, Keyboarding/computer application, and reading classes. In addition to the required classes, students will fill their remaining schedules with elective and/or exploratory classes.

Students who fail core classes may be reviewed by a committee to determine retention or promotion. The committee will be composed of Middle School Staff.

GIFTED TEST-OUT

As required by K.A.R. 91-12-52, each gifted child shall be permitted to test out of and receive credit for required and/or prerequisite courses. If the student wishes to test out of a class in order to receive credit and/or to be eligible for a class having a prerequisite, the student shall make a written request to the instructor for the class she/he expects to receive credit for. Within two weeks from the time the written request is received, the teacher(s) of the subject area department will design a test or project which reflects the basic goals and objectives of the course content. In order to receive credit and/or be eligible for another course, the student must demonstrate 90% mastery of the material. In the event that this level of mastery is demonstrated, the student shall receive regular assigned credit, and the IEP committee shall determine alternative course of study. In the event that the student wishes to work at an accelerated pace

the gifted facilitator and a subject area department representative shall work together to design an alternative.

HOMEBOUND

In case of serious illness, homebound instruction may be requested by the parent. USD 491 will decide if homebound instruction is appropriate and one hour of instruction per day may be provided.

ADMISSION OF STUDENTS

Resident Students

Any educable child of specified age or who meets specifications established by Kansas statutes and who is living with a natural parent, or parent by legal adoption, or guardian, who actually resides within the boundaries of the Eudora School District, shall be permitted to attend the public schools of Eudora, Kansas, without payment of tuition, unless otherwise prohibited by the policies, rules and regulations of the Board of Education of Eudora, Kansas. Unified School District No. 491 will not pay tuition for students attending school in other districts except as may be mandated by the State of Kansas or the Federal Government.

Non-Resident Students

Non-resident students may be admitted to the Unified School District No. 491 when such action appears appropriate. Non-resident students must fill out an application. The District reserves the right to deny any application it deems necessary. Some of the factors to be considered prior to rejection or acceptance are as follows:

From Previous School Year

1. No more than 15 days absent
2. Minimum of 2.0 grade point average on a 4.0 scale
3. No suspensions for drug or alcohol abuse
4. Maximum of one (1) suspension for any other reason
5. Does not have adjudicated offender stats.

Failure to meet one or more of the previous criteria may constitute grounds for non-acceptance. In addition students will be recognized for the following:

For Current School Year

1. Check-out grades of at least 2.0 grade point average on a 4.0 scale
2. No more than an average of four (4) days absent per nine-weeks
3. No suspensions for drug or alcohol abuse
4. Maximum of one (1) suspension for any other reason
5. Not leaving former school because of expulsion
6. Does not have adjudicated offender status
7. Class sizes indicate there is room for the student
8. No bus shall leave the District or its normal route to transport non-resident students

Failure to meet one or more of the previous criteria may constitute grounds for non-acceptance.

Other Guidelines

1. Applicants will be evaluated at the building level and either accepted or rejected with an appeal process to the Board of Education.
2. Those students accepted will be subject to a building-level review every semester to determine acceptance for the following semester with an appeal process to the Board of Education. The fall semester review will take place between December 10 and 20, to allow time for appeals to the Board of Education.
3. Children of Eudora U.S.D. No. 491 employees will automatically be accepted initially, but will be subject to

a building-level review each semester with an appeal process to the Board of Education.

4. Current out-of-district students who have attended Eudora U.S.D. No. 491 schools two or more years will automatically be accepted but will be subject to a building-level review each semester with an appeal process to the Board of Education.
5. In the semester review, the following items will be considered to determine continued enrollment:
 - a. Attendance
 - b. Grades
 - c. Disciplinary record
 - d. Academic progress toward graduation
 - e. Level of positive influence on school environment

WITHDRAWAL OF STUDENT

A student planning to withdraw from school should report this intention to the principal's office and pick up a withdrawal release form that **MUST** be signed by a parent/guardian and each teacher then returned to the office for the principal's signature.

HEALTH FOR THE MIDDLE SCHOOL

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 in 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.

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 will be followed.

Any student who misses school because of communicable disease may be required to have a doctor's permit before returning to school.

Hearing screens 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 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 **prior** to starting school in the fall. 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 prior to enrolling. 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.

NOTE TO STUDENT ATHLETES: Your athletic form does not go to the health office. Please make sure any immunization is sent to the health office.

MEDICATIONS AT SCHOOL

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 the 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.

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. Any student not following this procedure will be considered in violation of the Drug and Self-Abuse Policy.

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 the permission form is signed by the parents is on file. Permission to give medications will not be accepted over the phone. If parents wish for other 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. These other medications must be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

DRUG AND SELF-ABUSE POLICY

The use of drugs or engaging in any behavior that would render a student unconscious or otherwise alter the normal state of consciousness of an individual for the sole purpose of the effect of the behavior is strictly forbidden. Examples may include but are not limited to: illegal drugs, tobacco, caffeine pills, intentional hyperventilation or strangulation, alcohol, and the taking of prescription or non-prescription drugs for any purpose other than for what they are intended.

The rules of this policy apply in the school building, on school property or while a student is attending a school-sponsored function. Tobacco and intoxicants in the possession of students in any form will be confiscated and turned over to the local authorities. Possession of tobacco will result in a 3-day out-of-school suspension. Any violation of this policy will immediately enact the Substance Abuse Intervention Policy.

SUBSTANCE ABUSE INTERVENTION POLICY

The possession, use, or distribution of alcohol and other illegal drugs, or improper use of legal drugs by students is expressly forbidden while they are in school, on school transportation vehicles, or at school-sponsored events. Any student who is verified to have used, possessed or sold illegal drugs while at school, on school sponsored activities or transportation shall be expelled as noted in board policy F-2. The student may be probationally allowed to return to class after five (5) days of expulsion providing an approved program of therapy and counseling is designed for joint parent-student participation. A second offense or a violation of the therapy/counseling session shall cause the principal to expel the student for the remainder of the school year.

- A. Possession/Distribution (Delivery, Sale or Transfer)
 - 1. First Offense – Upon verification of the violation, law enforcement officials will be contacted, and the legal guardian will be contacted as soon as possible.
 - a. The student will be suspended for 5 days with a suspension/expulsion hearing held during the 5-day suspension.
 - b. If dismissed for more than 5 days and after serving a minimum 20 days of expulsion, the student can prove treatment/counseling; the principal may choose to readmit the student probationally.
 - c. The student's legal guardian/parent must sign a release of records waiver, to verify treatment/counseling.
 - 2. Second Offense – Automatic expulsion for the remainder of the semester, re-entry only after assessment by a licensed drug/alcohol agency, plus adherence to the recommended care plan.
 - 3. Confidentiality – Any staff member involved in any circumstances regarding possession is obligated to guard the confidentiality of the student.
- B. Suggested Support Team Consideration
 - 1. A support team provides education, assistance, and support for students with alcohol and drug-related problems. A student may participate in the program by four basic means.
 - a. Referral by administrator for violation of school policy regarding possession, use, delivery, transfer, or sale of alcoholic beverages or controlled substances.
 - b. Staff or faculty referral based on behavioral observation.
 - c. Referral by parents or community legal or social service agencies.
 - d. Referral by self or friend.
 - 2. A support team may consist of three or more members, which may include the following: a building administrator, a counselor, a social worker, a school nurse, 2 teachers, or a community alcohol and drug specialist. The function of the support team is to facilitate the program's intervention services by:
 - a. Distribution of referral forms and training faculty and staff in the use of intervention.
 - b. The collection and recordkeeping of intervention forms.
 - c. Assessment of referral forms, policy violation referrals, and other referrals for support team services.
 - d. Coordination of training and arrangement of interventions and referrals for evaluation by community service agencies.

- e. Follow-up and evaluation of the intervention process; i.e., to notify a referring staff member that action has been taken.
 - f. Maintenance of regular team meetings and facilitation of educational and support groups and training of group facilitators.
 - g. The support team may be responsible for the maintenance of the confidentiality of any and all information. All discussions involving suspected or confirmed substance abuse shall remain confidential. If a referral form or behavior observation checklist is used, it shall be completed and returned to the support team in a sealed envelope.
3. Changing resistant behaviors requires an environment that is safe and supportive, therefore, the program provides for 3 support groups that will be offered. The support team and the three support groups will be coordinated by the counselor(s) and may utilize both school and community resources.

Possible groups might include:

- a. The Education Group may be a 4-8 session sequential alcohol and drug prevention program for first and second offense policy violators and those who have been evaluated as needing the group's services.
- b. The Recovery Support Group is an ongoing process for students returning from in-patient alcohol and drug treatment, for those participating in outpatient programs, and for students who are attempting to become drug-free through non-treatment means. The focus of the group is mutual self-help in remaining drug-free. Emphasis is also placed on the acquisition of appropriate social skills.
- c. The Co-Dependency Support Group is an ongoing process for students whose lives are affected by another's use of alcohol or drugs; i.e., parental alcoholism, boyfriend's or girlfriend's use, etc. The focus of the group is educational in understanding the nature of chemical dependency and mutual self-help in coping with the issues of co-dependency.

STORMY WEATHER AND/OR EMERGENCY PHONE BROADCAST

Parents and guardians of Eudora School students receive immediate broadcasts of urgent information on the phone thanks to a partnership with SchoolReach, a service that allows a recorded message to be delivered to as many as thousands of phones in the community in an instant. The system enables district and school personnel to simultaneously notify all households and parents by phone within minutes of an emergency or unplanned event that might cause early dismissal, school cancellation or late start. Messages are in the voice of a principal or someone else from the district and include all pertinent information about the emergency.

Parents need not register for the service; all phone numbers currently in the district's student information system, PowerSchool, are available for use by the broadcast system. Personal information and contact numbers are strictly secure and confidential, and families will not receive any non-school messages as a result of this service.

For more information about how SchoolReach will be used by the district, and to learn more about how to get the most out of it at home, review the district web site.

TORNADO DRILLS

Upon receipt of information that a tornado threatens, public warnings will be sounded. Details of the warning will be broadcast on commercial radio and television. As information on the progress of the storm becomes available, it will be broadcast promptly.

1. Upon receipt of a tornado warning in the area, the principal or designated person to act in his/her absence shall sound the alarm. The signal to take cover is repeated short rings of the class bells.
2. If time does not permit going to the pre-assigned shelter area, students and teachers should get into the safest area of the room. This will normally be the inside wall of the room, farthest away from any opening, windows, or doors. Students should be directed to crawl under desks or other large pieces of furniture that will afford some protection. Upon reaching the shelter area or safest place in the room, as the storm approaches, draw up the knees and clasp hands over neck or head.

The shelters will be designated during the first week of school. Student's routes will be posted in each room.

FIRE DRILLS

Fire drills are called several times during the year. When a fire siren is sounded, pupils will pass rapidly but in an orderly manner, from their rooms. Instruction upon the route to be taken by the pupil will be explained in each room before the first fire drill. **Students' routes will be posted in each room.**

GUNS, SNIPER AND HOSTAGE SITUATION

In the event of such an occurrence, the principal or designate will determine the appropriate authority to notify. After the appropriate authority is notified, the principal, along with security personnel, should take immediate steps to evacuate the area if possible. The principal will communicate to staff members over the intercom using the appropriate code. Then the next steps will be initiated:

1. All students will be held in class for an extended period of time.
2. All doors/exterior doors will be locked. Lock classroom door if it has an inside lock.
3. Students should not be allowed to leave the classroom for any reason unless instructed to do so by law enforcement personnel.
4. The principal, along with security and building custodial staff, will seal off the building that has been identified. He will also activate the Building Crisis Team.
5. When all clear information is given, the appropriate code will be communicated over the intercom.

EVACUATION PLAN FOR THE DISABLED

Eudora Middle School students with disabilities requiring assistance have full-time paraprofessionals assigned to them. These paraprofessionals are responsible for evacuating the student when required.

Non-students with disabilities who may be in the building during activities will be served by the following plan:

1. When a disabled person enters through the front gate, the crowd control supervisor will be notified. The crowd control supervisor then make visual contact and notes where that person will be located during the activity. The

crowd supervisor is responsible for aiding in evacuating that person from the building when required.

2. Non-students with disabilities who may be in the building for reasons other than activities will be assisted by the staff member with whom they are observing, working, or visiting.

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, remarks, or signs.
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 or possession of cigarettes, chewing tobacco, controlled substances, illegal drugs, weapons, flame producing devices, or alcohol is strictly prohibited.
7. Remain seated 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 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, 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 to cross.
13. Snakes, mice, insects, and other items likely to cause commotion are not permitted on the bus or at the bus stop.
14. Emergency exits are to be used only in the event of an emergency. Do not use the back door, windows, or roof hatches unless necessary.
15. 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.
16. Cooperate with the driver at all times. He/She is authorized to assign seats when necessary.
17. 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.

This list should not be construed as all-inclusive. Common sense and pride should be applied to all situations. The driver has the authority to suspend or implement rules as necessary.

PROCEDURE FOR TEMPORARY TRANSPORTATION CHANGE

Students are picked up and dropped off at their place of residence, unless special arrangements are made with the Transportation Director’s office. We are most willing to accommodate a request for a different drop-off point, however we must have an **ADVANCE WRITTEN REQUEST** in order to do so. For example, if rider A wants to get off at rider B’s house, that will be allowed as long as we have written permission in advance from rider A’s parents. Similarly, if rider A wants non-rider C to come home with him/her after school, we will accommodate the request as

long as we received a written request from non-rider C’s parents in advance.

We hope this will not cause any unnecessary hardships on anyone however; it is imperative that we know who rides our buses on a given day, where they are dropped off, and whether they have permission to get off at a location other than home.

PROCEDURE FOR DEALING WITH BUS MISBEHAVIOR

A form will be used to communicate with parents or guardians when their student is misbehaving. The form must be signed by the parent or guardian and returned to the driver before transportation service can be resumed. We are charged with the responsibility of safely transporting our students. Disruptive behavior by students that may be distracting to the driver will not be tolerated. The consequences of misbehavior are as follows:

1. The receipt of the first misconduct notice generally serves as a warning. Parents and students are urged to take corrective action to insure that misbehavior does not reoccur.
2. The receipt of a second misconduct notice will result in the loss of bus service for one (1) day. Every effort will be made to meet with the student to discuss the misbehavior.
3. The receipt of a third notice will result in the loss of bus service for a period of five (5) days. A meeting with the student will be conducted whenever possible.
4. The receipt of a fourth misconduct notice will result in the suspension of bus service for the remainder of the semester, or thirty (30) days, whichever is longer. The parents may request a hearing on the matter, which may include the superintendent, principal, director of transportation, driver, student, and the parents.

Serious misconduct will be grounds for immediate dismissal from the bus without regard for the number of previous notices.

FROM THE EAST CENTRAL KANSAS COOPERATIVE IN EDUCATION

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 as well as to those who have speech and language, emotional and learning disabilities and to those who are developmentally delayed. 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 to students' ages 3-21 with special needs in the **Baldwin, Eudora, and Wellsville School District**. The ECK Cooperative employs school psychologists, speech therapists, 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.

Over 350 students among the three districts are currently receiving some type of services. The Cooperative provides a range of options for supports from helping regular education teachers adapt materials or teaching methods to working with

the students directly in individual or small groups. In addition to resource rooms in each of the schools, the Cooperative sponsors programs for preschoolers' ages 3 to 5 who demonstrate significant developmental delays and for children with severe intellectual and physical disabilities.

Each year the Cooperative conducts screenings in each of the participating districts to find children ages 3-5 who may be in need of early intervention programs. Additionally, school counselors and teachers are alerted to students within the school who are experiencing difficulties and may be in need of special education programs. In an effort to help young adults with special needs, move successfully from the public setting to the community, the Cooperative is a member of the transition Council of Douglas and Jefferson Counties. The council consists of parents, representative from adult service agencies, schools, support groups, and employers who meet regularly to solve problems about transition.

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 785-594-2737 or your school principal.

STUDENT ACTIVITY INFORMATION

RULES FOR ACTIVITIES

1. If a student leaves an activity, they may not return
2. All students must behave in a sportsman like manner.
3. Students will follow instructions from adults the first time they are asked.
4. Students breaking guidelines will be sent home or banned from attending activities.

PHILOSOPHY OF THE ACTIVITIES DEPARTMENT

The Eudora Middle School Activity Department has the following objectives:

1. To offer to its students as wide a variety of activities, grades 6-8, as the budget will allow.
2. To encourage as many boys and girls as possible to participate in one or more of these activities.
3. To be conscious at all times of the physical health and safety of the student.
4. To educate participants in the rules and techniques of the activity in which they are involved. Realizing that a "sound mind" is essential to the "sound body" we are attempting to develop, the Eudora Middle School Activity Department will strive for the following:
 - a. To stress the importance of fair play (Sportsmanship and teamwork) and ability to "get along" with a peer group.
 - b. To use activities to teach life long lessons.
 - c. To take pride in representing Eudora at all times.

Being aware that scholastic achievement is equally important as physical achievement, the Eudora Middle School Activity Department will consider the following to be of utmost importance:

1. To set a scholastic standard which all athletes must meet in order to participate.

2. To cooperate with the faculty to uphold whatever standards they set.

The activity program shall always be in conformity with the general objectives of the school and shall be in conformity with the Kansas State High School Activity Associate Rules and Regulations. The primary emphasis at the Eudora Middle School is academics. The activity program should constantly strive for the development of a well-rounded individual, capable of taking his/her place in society.

Being accountable for the materials and equipment furnished by the School District, the Eudora Middle School Athletic Department will make every effort possible to achieve the following:

1. To purchase and use all equipment and materials judiciously.
2. To teach the students to respect property.
3. To keep a running inventory of all materials and equipment.

***Remember:** Every team can be a champion in many ways besides the "win-loss" column. Every participant is a vital cog in playing the game to the best of his/her ability. It is up to each individual, no matter what small part he or she may play, to give his or her best for the team. The first test of a truly great person is to think more of others than of ones self. This practice carried on throughout the activity program of the secondary school will lead to what is known as team unity. Attitudes, therefore, become a very important factor in developing the "oneness" which all desire.*

LEAGUE AFFILIATION

Eudora Middle School is a member of the Frontier League.

ELIGIBILITY

The Kansas State High School Activity Association sets eligibility standards for any activity involving two or more schools. This standard states that to be eligible a student must have passed at least five (5) subjects the previous semester and must continue to be enrolled in at least five (5) subjects. In addition, students are warned not to participate in competition outside the school without first checking with a coach or the principal to determine the effect of such participation on eligibility. Students participating in athletics or cheerleading must have an annual physical examination and insurance release signed by the parent(s) or guardian(s).

PHYSICAL EXAMINATION PARENTAL CONSENT RULE

No student is eligible to represent Eudora Middle School in interschool athletics or cheerleading until there is on file with the Activities Director a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interschool athletics or cheerleading. This exam form must also be signed by the student and by the parent or legal guardian, stating that the student has his/her consent to participate and turned in to the coach or Activities Director BEFORE the student is allowed to practice. The examination may not be taken earlier than May 1st of each school year.

WARNING STATEMENT

Each student participating in activities must sign a warning statement along with both parents indicating they understand that serious injuries can and do occur in activities.

MEDICAL RELEASE

Each student must have on file in the Activities Director's office a current notarized medical release form. This allows a coach to get emergency help if a student is injured while participating. A student may practice but cannot play in a game until this form is completed.

INSURANCE

USD 491 has an excess insurance plan for all students enrolled. Please contact the Activities Director to file claims and to check on coverage. Parents are encouraged to secure additional insurance.

EMERGENCY AND FIRST AID TREATMENT

The school is required to give first aid to the students who become ill or are injured during the course of a school activity. The school requires coaches and assistant coaches to be certified in first aid and CPR. However, no treatment beyond first aid may be given. No medication may be administered.

Any accident to a student requiring medical attention shall be termed an emergency. The following is to be followed in the event of an emergency.

1. Give appropriate first aid.
2. Contact parent/guardian and/or doctor and follow their instruction.
3. In the event a parent or guardian is not available, contact the ambulance or service for assistance. Coaches must know the phone number.
4. Notify the family physician; if unavailable, contact the school's designated physician.
5. The coach/or assistant coach administering first aid without the knowledge of the parent or guardian should be aware of the child's religious affiliation; for example, Christian Science, etc.
6. The Activities Director will be informed of the serious injury and a filed accident report will be completed.
7. When injuries require a doctor's treatment, it is the athlete's responsibility to get a release from that doctor when he/she can participate again.

ATTENDANCE

Students must be in school one-half day (4 hours) to participate in practice or scheduled contests. The Activities Director and/or Principal may waive this requirement in advance of the absence.

TRANSPORTATION

An activity bus will run following scheduled middle school practices. This bus will bring to each district attendance center. There will be no supervision at this drop off point.

The school will provide all necessary transportation to and from all contests. Students who have special problems must get prior approval from the Activities Director and/or Principal. Students may ride home with parents. The parents must notify the coach or sponsor in person of their desire to take the student home. Bus sponsors are to supervise loading and unloading upon arrival at Eudora. Students will have access to phones to reach parents. Students will be supervised until parents arrive.

Special Instructions for Activity Trips

1. Students are expected to abide by the same rules as regular bus riding students.
2. The driver may allow food and drink on activity trips, however, sucker and popsicle sticks, and other items

likely to cause injury are not permitted. Drinks must not be in glass containers.

3. Students are expected to ride both ways on activity trips unless written permission is granted by the parents or guardian. A student may only ride home with their own parents or guardian, and not those of another student.
4. Per state law, a bus cannot discharge passengers at any locations other than the destination desired by the entire group. In other words, a bus returning from an activity cannot drop off a student at their house, even if the house is on the route home.

TRAINING RULES

We believe that all participants should experience an adequate conditioning program before entering game-like situations.

Coaches should be sure that their athletes are prepared for competition by use of training rules and a conditioning program. Each coach has the authority and duty to establish rules and regulations regarding the following items and any others he deems pertinent to this sort as approved by the Activities Director and Principal:

1. Use of tobacco
2. Use of intoxicating beverages
3. Use of drugs
4. Diet
5. Hours of rest and sleep

DETENTIONS FOR ATHLETES

Students who receive detentions will be expected to serve the detention as scheduled. The Coach may require students to do extra work to make up for missing practice.

PRACTICES

Practices will normally be held as soon after school as possible each school day. Practices cannot be required on days when school has been dismissed because of bad weather. There will be no Sunday practices. Wednesday night practices are to be finished by 6:30 p.m. The first practice date for each squad will be determined by the KSHSAA or the Frontier League.

ATHLETE ALCOHOL-TOBACCO DRUG POLICY

Students are not to possess, use, sell, distribute, or be under the influence of alcohol, tobacco or any illegal and controlled substance. This policy is in effect for all students who participate in any extra-curricular activity at Eudora Middle School, beginning the first day of practice and ending when the season is over. Students who violate the policy will be subject to appropriate discipline as outlined in the remainder of this policy.

In enforcing the provision of this policy, the administration will act on the reasonable and responsible written evidence brought forth by:

1. USD certified staff member
2. Administrator
3. Law enforcement official
4. Admission from parents/student in question

A student accused of violating this policy will be referred to a school administrator and his/her parents will be notified. The school administrator will conduct a hearing with the student regarding the possible violations.

1. If, after the hearing, it is determined that a violation did occur, the student will be immediately suspended from all activities of the team/squad to which he/she belongs for the duration of that season. These will not carryover from one season to the next or one year to the other.
2. The student and parents will be required to meet with an independent counselor to help determine if counseling is needed. Once this requirement has been met, the student is free to participate in the next upcoming season.

DUE PROCESS

Students have a property right to activities sponsored by our schools. If the school is supporting them with funds, facilities, etc. they become an extension of our curriculum. As with expulsion from school, a student who is to be expelled from a sport or activity must be afforded "due process". In its simplest form "due process" means "fair play" and is guaranteed by the 14th Amendment.

The following procedure shall be followed in expelling students from a team or organization of the school.

A student and his parents are entitled to notice of specific charges or reasons for expulsion. This notice should be written and a copy supplied to the building Principal. The notice should contain a statement that, if desired, the parents and/or student make arrangements with the Principal for a hearing. If the hearing is not requested, within three (3) days the coach or sponsor may consider the matter concluded. If a hearing is requested, the Principal will try to establish a time that is convenient to all parties. After the hearing, the Principal may elect to support the expulsion or request that some lesser punishment be provided. The coach or sponsor may also be in a position, after hearing testimony by the student that he/she wishes to change the punishment. If the parents and student are not satisfied with the results of the hearing, they may request a hearing before the Board of Education. This request should be in writing within three (3) days after being notified of the Principal's decision, and presented to the Superintendent of Schools.

CONSTITUTIONS

7-8 CHEERLEADER CONSTITUTION

The position of cheerleader is a position of honor and high responsibility. Each cheerleader will be expected to always maintain the highest standards of conduct. Accepting the honor of being a cheerleader for Eudora Middle School results in accepting a great deal of responsibility. The responsibilities are outlined in the following guidelines:

The purpose of the cheerleaders shall be to promote and uphold school spirit, to develop a sense of good sportsmanship among the students, and to build better relationships between schools during all athletic events.

Uniforms:

1. The school will purchase the uniform.
2. If you are dismissed, you must turn in your uniform immediately.
3. Care should be excellent at all times. Should be cleaned soon after a game so it will be ready to go on spur of the moment.
4. Length to be decided upon by the rest of the squad and approved by sponsor.

5. Shoes are to be cleaned before each game.
6. Uniforms shall not be bought, remodeled, or changed in any way without the permission of the sponsor.
7. Tights are to be worn to match the skirts.
8. They are not to be worn other than game days at school and at games.

Requirements:

1. Maturity and sound judgment.
2. Must have a physical form, emergency medical release, sports risk assessment form on file with the athletic director.
3. All cheerleaders must maintain a "C" or 2.0 grade average.
4. Leadership and a pleasing personality.

Practices:

1. Practice will be decided on by the sponsor.
2. All practices are required for each girl.
3. Everyone shall be stretched and be ready to go when practice begins.
4. The sponsor is your leader. Everyone must follow instructions.
5. Practices shall be conducted in an orderly manner at all times.

Games:

1. Middle school Cheerleaders shall perform at all appropriate games and designated middle school pep rallies, both home and away.
2. All cheerleaders shall be ready to cheer at all times.
3. Be back to cheer before 2nd half begins.

Conduct:

1. Cheerleaders shall conduct themselves properly at all times for they are official student representatives of the school.
2. They should not display undesirable emotions as crying, anger, range, at any time.
3. They should not display bad habits such as: smoking, alcoholic drinking, and improper language. These will warrant their dismissal from the squad.
4. They should display good sportsmanship at all times.
5. They should never be too loud or boisterous.
6. Conduct in the classroom should also be of caliber that gives a good example to other students.

CARDINAL CLUB

Preamble – The students of Eudora Middle School that participate at EMS with a common purpose of raising the standards for all activities and the spirit of involvement within those activities have joined together to carry out these aims.

Article I – Eligibility

- A. All current 7th and 8th graders involved in activities offered at EMS are eligible.
- B. Eligibility for participation in the Cardinal Club is the same as eligibility for activities. If a student loses eligibility in an activity they also lose eligibility in the Cardinal Club.

Article II – Meetings

- A. Meetings will be called by the sponsor and held either before school, after school, or at other appropriate times within the school day.
- B. A representative will be elected from each homeroom each year.

Article III – Sponsor

- A. The sponsor for the Cardinal Club will be the EMS Activities Director.
- B. The sponsor will be responsible for calling and supervising all meetings and taking care of all the money.

CHESS CLUB

Article I – Purpose

- A. To provide students with the opportunity to learn the game of chess.
- B. To provide in school practice and competitive situations to improve their chess playing.
- C. To provide information concerning competitive interscholastic play.

Article II – Eligibility

- A. Any current 6th, 7th, and 8th graders at Eudora Middle School are eligible to attend chess club.

Article III – Meetings and Competitions

- A. Meetings are held weekly in the morning before school, when possible. Times and days will be announced.
- B. Information concerning interscholastic competitions will be made available by the sponsor along with specific practices and instructions on tournament procedures and etiquette.

Article IV – Sponsors

The sponsor is responsible for setting up and providing supervision for all chess club meetings.

MIDDLE SCHOOL STUDENT COUNCIL CONSTITUTION

Preamble – We, the students of the Eudora Middle School, formulate this constitution in order to establish Student Council as a representative of the student body, and as a liaison to the administration and faculty for the purpose of promoting the goals of citizenship and scholarship.

Article I – Name

This organization shall be known as the Eudora Middle School Student Council.

Article II – Membership

Section 1 – Membership of the Student Council will consist of one student from the sixth, seventh, and eighth grade advisory classes.

Section 2 – To be eligible for Student Council membership, a student must be an appropriate example of citizenship and good conduct. The Sponsor and Principal will determine eligibility and also what action(s) would disqualify a member from Student Council.

Section 3 – Each member of the Student Council must maintain a 2.5 grade point average. Failure to maintain this requirement will result in dismissal from the Student Council. A new eligible member will be elected from that advisory class.

Section 4 – Any member of the Council who misses more than three meetings and/or Student Council sponsored activities for unexcused reasons shall be removed from the Council. Three unexcused tardies equal one unexcused absence. The Sponsor will determine what is excused and unexcused. A replacement shall be selected by that person's class.

Section 5 – Any vacancy that occurs for any other reason will be filled by the class having the vacancy.

Article III – Officers

Section 1 – The officers shall be: President, Vice-President, Secretary, and Treasurer.

Section 2 – President, Vice-President, Secretary, and Treasurer shall be elected during the first month of school in any given school year.

Clause 1 – Term of officers shall be for one year.

Clause 2 – Seventh and eighth graders are eligible for the above offices.

Clause 3 – The President, Vice-President, Secretary, and Treasurer shall be elected by the student body.

Clause 4 – Should a vacancy occur in the office of President, the Vice-President shall become President. Should a vacancy occur in any other office, the Student Council shall fill the vacancy from its membership by a special election within the Council.

Article IV – Elections

Section 1 – The campaign and elections shall be governed by the Student Council

Section 2 – Election day will be selected by the Student Council Sponsor and the Principal.

Section 3 – Any person wanting to run for the office of President, Vice-President, Secretary, and Treasurer must obtain a petition from the Student Council Sponsor.

Section 4 – The petition must be signed by 25 fellow students and two faculty members. A student may sign only one petition per office. Petitions must be returned to the Sponsor no less than one week before election day.

Section 5 – There shall be one week of campaigning with the approval of the sponsor.

Section 6 – Candidates for President, Vice-President, Secretary, and Treasurer must deliver a speech before the student body on election day.

Section 7 – Voting shall be by secret ballot in advisory classes. One representative from each first hour class will also be elected at this time. Votes for President and Vice-President will be tabulated by the Sponsor. Votes for classroom representative will be tabulated by each advisory teacher.

Section 8 – A simple majority of votes cast shall be required for election of President, Vice-President, Secretary, and Treasurer. If a majority is not reached, a runoff election will be held between the top two candidates within three to five school days.

Article V – Executive Board Duties

Section 1 – The duties of the President shall be 1) to preside over all meetings; 2) to appoint, with the consent of the Sponsor, all committees; 3) to vote only in case of a tie; 4) to serve as ex-officio member on all committees; 5) to call special meetings with Sponsor consent; 6) to keep the Sponsor informed about all relevant issues.

Section 2 – The duty of Vice-President shall be to take charge of the President's duties in case of his/her absence.

Section 3 – The duties of the Secretary shall be: 1) to keep minutes of all meetings and to post a duplicate copy after Sponsor review; 2) to assist the Sponsor with The roll call of the Council, if needed; and 3) to attend to all correspondence, as directed by the Sponsor.

Section 4 – The duties of the Treasurer shall be to work with the secondary secretary to: 1) keep a record of all financial transactions of the Student Council; and 2) make a financial report at every Student Council meeting.

Section 5 – The Executive Board will meet at the discretion of the Sponsor to perform needed tasks.

Article VI – Meetings

Section 1 – Student Council shall meet as determined necessary by the Sponsor. The time of the meeting shall also be set by the Sponsor.

Section 2 – Student Council shall not convene without the presence of the Sponsor. In case the Sponsor cannot attend, a delegated faculty representative will be selected by the Sponsor or the Principal.

Section 3 – A meeting quorum requires a simple majority of the total Student Council membership. The Sponsor does not have the right to vote.

Article VII – Amendments

Section 1 – Student Council has only delegated powers. The Principal and/or Sponsor retain veto power. These two individuals are the only ones who may authorize use of Student Council funds. Student Counsel may appeal a Sponsor's veto to the Principal.

Section 2 – Student Council has responsibility to encourage social programs, assemblies, hold Council elections, make policy recommendations, and promote other student activities.

Article IV – Impeachment

Section 1 – To impeach the President or Vice-President, a petition must be presented to the Student Council signed by 25% of the student body. A meeting shall be called by the Sponsor, who will preside at the hearing. A three-fourths quorum of members is required. Reasons for impeachment will be presented. The accused shall have the right to give, in person, defense arguments in his/her behalf. A secret ballot vote of three-fourths majority of those present from Student Council shall be required for impeachment.

Section 2 – Classroom representative can only be recalled by their own class.

READING CLUB

Article I - Purpose

Provide students the opportunity to discuss books they're read, learn more about authors and books, and promote reading.

Article II - Eligibility

- A. Any current 6th, 7th, or 8th grader at Eudora Middle School is eligible to attend meetings.
- B. Only those students that regularly attend meetings and have fulfilled guidelines established by the sponsor can attend the fall writing conference.

Article III - Meetings and Conferences

- A. Meetings will be held once a month before school.
- B. Participants may be able to attend the fall writing conference at the University of Kansas.

Article IV - Sponsors

- A. The sponsor is responsible for setting up and supervising meetings, setting guidelines for participants attending the fall writing conference, and arranging for transportation to the conference.
- B. The sponsor will be responsible for taking care of all the money.

SCRAPBOOKING CLUB

Article I – Purpose

- A. To provide students with the opportunity to learn various scrapbooking techniques.
- B. To provide guidance in creating the student's own scrapbook pages.
- C. To provide a place for positive social interaction among students.

Article II – Eligibility

- A. Any current 6th, 7th, or 8th grade student at Eudora Middle School is eligible to attend meetings. Students may be required to pay a minimal fee to cover costs of class materials.
- B. Students who regularly attend monthly meeting may participate in a spring class/crop at a local scrapbooking store.

Article II – Sponsors

- A. Sponsor(s) are responsible for setting up and supervising meetings, including obtaining materials for creating page layouts at monthly meetings.
- B. The sponsor(s) are responsible for collecting monies for materials fees.
- C. The sponsor(s) are responsible for determining guidelines for possible spring crop field trip and arranging for transportation to the event.

PARENTS/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND REPLACEMENT (Section 504 of the Rehabilitation Act of 1973)

The following is a decision of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

- 1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling educator.
- 2. Have the school district advise you of your rights under federal law.
- 3. Receive notice with respect to identification, evaluation, or placement of your child.
- 4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- 5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- 6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL 94-147).
- 7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
- 8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- 9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- 10. Examine all relevant relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- 11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- 12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
- 13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- 14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the ADA/504 coordinator listed below:
District #491 Superintendent

POLICY B-16

EMPLOYLOYEE 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 other contact with the school district are strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual is used as the basis for employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including terminating, against any employee.

Employees who do not believe that the matter is appropriately resolved should detail their concerns to the superintendent of schools as soon as possible. This process may not guarantee confidentiality, but confidentiality should be maintained as much as possible.

Approved June 10, 1993

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 Section 504/ADA coordinator should ensure that the following process has occurred:

INITIAL INTERVENTION

1. If a student experiences educational difficulties, a Student Improvement Team (SIT) meets to discuss the concerns.
2. The SIT suggests intervention strategies to help correct the difficulties. The primary function of the SIT is to offer assistance to teachers.
3. If the strategies are unsuccessful, the team can make a referral for evaluation to Section 504/ADA, Special Education, or Title I.

REFERRAL

4. Referrals are accepted from parents, professional staff, students, and/or community agencies.
5. The presenting problem(s) and previous remedies are considered and reviewed. The summary should include all current information and recommendations.

NOTIFICATION

6. The school notifies the parents or guardians, in writing, of the school's reason and intent to conduct an evaluation. The notice should include a description of the evaluation and of procedural safeguards.

WRITTEN CONSENT

7. Even though Section 504/ADA does not require written consent before the initial evaluation, consent should always be considered a best practice. (IDEA requires consent.)

EVALUATION

8. The school evaluates a student suspected of having a disability before making an initial provision for services or any subsequent, significant change in his or her services.

ELIGIBILITY

9. Section 504/ADA Team - a recommended strategy is to use the Student Problem Solving Team as the Section 504/ADA Team. The team meets and analyzes the evaluation data to determine if the individual has a mental

or physical impairment that substantially impairs a major life activity and is in need of special accommodations services.

WRITTEN CONSENT

10. Even though Section 504/ADA does not require written consent before the initial service, consent should always be considered a best practice. (IDEA requires consent.)

SERVICES

11. These factors were considered by a group of individuals knowledgeable about the student, disability, evaluation, and service options:
 - a. evaluation results;
 - b. Section 504/ADA eligibility;
 - c. the student's unmet needs;
 - d. services and/or accommodations based on eligibility; and
 - e. discuss and plan possible staff in-service

IMPLEMENTATION

12. The school staff makes the necessary accommodations/services to allow for the student's disability. Parents should be consulted and given opportunity for input regarding the accommodations.
13. The accommodations and/or services are implemented.

REVIEW

14. Each student's accommodations and/or services are reviewed periodically.

GRIEVANCE PROCEDURES

A. The Board of Education has adopted the following resolution relating to Grievance Procedures:

1. The Local Education Agency recognizes the right of employment and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy, which might arise between the LEA and its employees.
2. The procedures for processing grievances shall be as follows:
 - a. Should a grievant or the representative feel, after oral discussion with the supervisor, that the grievant's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the proper supervisor, department head or a designate representative of the LEA. The decision of such official shall be made, in writing to the grievant within ten (10) working days.
 - b. Should the grievant decide that the reply of the supervisor, department head or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or the representative within ten (10) days.
 - c. Should the grievant decide that the reply of the chief school officer is unsatisfactory, the matter may be appealed, with (10) working days, to a Grievance Committee that shall be established as follows:
 1. The grievant or the representative may designate one (1) member
 2. The chief school officer or the representative shall appoint one (1) member.
 3. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
 4. In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance Committee within a period of ten working days, the President of the local board shall designate a third member.
 5. The Grievance Committee, as provided in "c" shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance

Committee may be reached upon the concurrence of any two (2) of the three members.

6. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school office and shall be available to the grievant, the grievant's representative or the LEA's representative.
- d. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, with ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the local Board of Education.
- e. Upon receipt of the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall be final.
- f. If the decision is deemed unsatisfactory by complainant(s), a complaint of alleged discrimination may be filed with the:
Kansas Commission on Civil Rights
Landon State Office Building, 8th Floor
900 Jackson, Suite 851 South
Topeka, Kansas 66612-1258

Equal Employment Opportunity
911 Walnut, 10th Floor
Kansas City, Missouri 64106

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, 2008. If a refusal is not filed, U.S.D. #491 assumes that there is no objection to the release of the directory information designated.

NOTICE TO PARENTS OF STUDENTS WITH DISABILITIES

Student's 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 of 1974 (FERPA) as amended and the Individuals with 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.

NOTE:

The policies as listed in this handbook are subject to revision at any time that the administration would see fit. Any rule which when broken violates civil laws must be reported to the local police department.

FAMILY EDUCATION RIGHTS AND PRIVACY ANNUAL NOTIFICATION

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 records accepts those that 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
 - a. We have your prior written consent for disclosure;
 - b. The information is considered "directory information" and you have not objected to the release of such information;
 - c. 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