

# Eudora Elementary School

801 E. 10<sup>th</sup> Street \* P.O. Box 602 \* Eudora, KS 66025 \* 785-542-4940

## 2011-2012

Home Of The Cardinals



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~ Our Pledge To Do Good ~

I pledge to be a good person, to be kind,  
to keep my mind open and  
be understanding of others.

To be good to my body.

To be **S**afe,

**O**utstanding,

**A**ccountable and

**R**espectful.

To ask myself at the end of the day,  
“Did I S.O.A.R. today?”

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The following pages of the handbook are filled with important information regarding school policies and procedures. Parents/Guardians and students should review the handbook together, and if you have any questions please feel free to contact the school office. We welcome your participation and support during the school year in many activities including PTO, volunteering, room parents etc... Working together we will be able to reach our collective and individual goals.

### **Parent/Guardian Phone Numbers:**

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Hard Copies Of The EES Student Handbook Are Available In The EES Office

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# GENERAL SCHOOL INFORMATION

Welcome to Eudora Elementary School, where children grades preschool through fifth grade attend school. You will find our teachers and students to be friendly, helpful, and willing to help you get acquainted. We know your child will have an enjoyable and successful school year. If you have any questions or concerns about any part of the school program, please call our office at 542-4940.

## Building Hours

- 7:30 a.m. – 4:00 p.m.
- Doors open at 7:40 a.m.
- **There will be no student supervision prior to 7:40 a.m.**

## School Hours

- 8:15 a.m. – 3:25 p.m.

## Early Wednesday Dismissal

- 2<sup>nd</sup> Wednesday of the month
- Released at 1:15 p.m.
- Students arriving after 9:00 a.m. or leaving before noon will be counted ½ day absent

## Dismissal from School (Regular Day)

- Walkers start dismissal at 3:18 p.m.
- Car Riders start dismissal at 3:21 p.m.
- Buses start dismissal at 3:23 p.m.

## Visitors

We encourage parents to visit Eudora Elementary School. We request that if you would like to visit the classroom, please notify the classroom teacher or the office prior to the date. If a visitor has not been approved by the parent/guardian, they will not be allowed to visit the student until a parent/guardian is contacted.

To ensure safety:

- Individuals on school grounds **must check in at the office**, state the purpose of their visit & receive a sticker.
- Visitors who disrupt or interfere with the normal educational routine will be asked to leave.
- Visitors must check in with the office even if the activity is outdoors

## Volunteers

Volunteers are welcomed and encouraged! We recognize the importance of the involvement between home and school. Eudora Elementary School volunteer guidelines are available both on-line and in the office. Interested persons will have an opportunity to learn more about volunteering at EES during a brief and informative workshop held each fall. School volunteers work under the school staff's direction with the principal's approval. School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers compensation.

## PTO

Eudora Elementary School has an active and supportive Parent Teacher Organization! Find out more about how you can get involved on our EES Website.

## FRC

The Eudora Schools Family Resource Center is located at Eudora Elementary, supporting families with children of all ages. The Family Resource Center provides:

- Parent workshops
- Resource library
- Referrals
- Parent networking
- Milestone education
- Community resources
- A comfortable place within the school for parents.

The Resource Center is open on school days. Visit us online at [www.eudoraschools.org/frc](http://www.eudoraschools.org/frc).

The Family Resource Center is made possible by Eudora's Safe Schools Healthy Students initiative.

## **Site Council**

The purpose of the Site Council is to provide advice and council to the school. Members are the liaison between the school and the community. The Site Council operates in an advisory capacity only. Administration selects members to serve on the Council. Membership represents the demographics of the student population.

## **Telephone Usage**

Students will not be allowed to use the phone or be called from class except in an emergency. The teacher will give permission first and then the student must ask the office personnel for permission to use the phone.

- Calling for homework or to make arrangements to stay with a friend is not an emergency.
- Arrangements for transportation or where your child goes after school should be made prior to arrival at school.
- If an emergency or change of plans occurs please call the office. Please call at least an hour prior to dismissal.
- Cell phones should never be seen or heard at school. If seen or heard, they will be kept in the office for parental pick up.

## **Eudora Elementary School Expectations**

1. Follow Directions
2. Keep hands, feet and all objects to yourself.
3. Be respectful of everyone
4. Be responsible for yourself and your environment

## **Hallway Procedures**

1. Follow directions.
2. Keep hands, feet, and objects to yourself.
3. Be respectful of everyone and responsible for yourself and your environment.
4. Students and classes are to be quiet in the halls.
5. Walk on the right side of halls at all times.
6. No bathroom or drink passes after "Get Ready" bell.
7. Go directly out of the building when school is dismissed.

## **General Rules**

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

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

## **Homework**

Purposeful homework is appropriate for all students. Homework assignments will be made according to the needs, age, and ability of the individual student and is intended to help students improve their basic skills and/or complete daily assignments.

- We expect students to do their own homework assignments.
- Any unfinished work during the school day will be homework and due the following day.
- Even if your child has completed the daily assignments, nightly homework is needed to practice spelling and vocabulary words, learn math facts, read for the Accelerated Reading program, or practice fluency (reading aloud).
- Students will be required to make up assignments that are missed in their absence.
- Parents/guardians are strongly encouraged to contact the school to pick up missed assignments.

## **Invitations**

Children may NOT distribute invitations at school for parties/events. The EES office will not be responsible for providing addresses for party invitations.

## **Movies**

Teachers may occasionally show a feature length video during the school day. Videos will be directly related to the curriculum, and only occasionally may a video be shown as a reward. All videos will be previewed before being shown to students.

Parents will be provided an opt-out form, which will need to be signed and returned to school if the choice is to opt-out. For those parents who give permission for their child to see a feature length video, the form need not be returned to school. Students whose parents don't allow them to watch a specific video in class will be provided with a meaningful alternative classroom assignment. Watching videos at school will be kept at a minimum.

## **Replacement or Repair of School Property**

### **Restitution for Damages**

The board shall seek restitution according to law for loss and damage sustained by the district. The principal shall notify the superintendent of any loss of, or damage to, district property. The superintendent of designate shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel. When a juvenile is involved, the superintendent or designate shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party. Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

## **Student Placement and Parent Requests**

Because we cannot grant every parent request for a particular teacher, we do not take requests when making class assignments.

## **Before and After School**

Students are not to arrive at school before 7:40 a.m. or stay after 3:40 unless participating in a school-related activity.

If plans for getting home after school should change please send a note with your child to the office, email

[eessecretaries@eudoraschools.org](mailto:eessecretaries@eudoraschools.org) or call the office. **Children without notes, emails, or calls will be expected to do what is on the current student after school plan sheet on file in the EES office.**

## **Dogs**

To avoid any possible harm to a child which might be caused by a dog, owners are asked to keep their dogs away from school during school hours. The school will ask the City of Eudora to remove dogs present on the school ground. It is ok to have a dog for show and tell as long as it is on a leash and the teacher has been notified prior.

## **Lost And Found**

Unclaimed items found at EES will be turned into the lost and found. Lost and Found is located in the Gym on the West side of the building. Small items like glasses, jewelry, etc... can be found in the office. You can help by clearly labeling all items of wearing apparel that will be removed at school. Items such as overshoes, tennis shoes, notebooks, caps, and coats should be marked. **Any articles in the lost and found box for an extended period of time will be considered abandoned and will be donated to charity.**

## **Yearbook**

Sales will begin at parent/teacher conferences & will continue until Spring Break. If you do not order a yearbook at this time, there will be a limited amount of extra yearbooks in the office for first come, first serve and one book per family.

# ATTENDANCE POLICY

Regular attendance is necessary for success in school. Students are expected to attend school from the scheduled starting time until dismissal every day that school is in session. It is a parental/guardian responsibility under Kansas statutes (72-1113) to require the regular attendance **“of any child who has reached the age of seven and is under the age of eighteen years,”** (72-111(c)) **“Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements of this section unless the child is exempted by statute”**

Your student’s attendance will be tracked and your child maybe referred to the Student Attendance Team to address any attendance concerns.

- 8:15 AM till 9:00 AM = Tardy
- Arriving after 9:00 AM = ½ day absence
- Leaving before 2:00 PM = ½ day absence
- At school less then 2 hours during a school day = 1 full day absence

## Tardies:

- Students are to check into the office when arriving to school at or after 8:15A.M.
- Tardies are excused for medical appointments, illness, or any other justified request approved by an administrator.
- Consequences for tardies during a Quarter Grading Period
  - 3 unexcused tardies = Informative Letter to Parents sent by mail
  - 4 unexcused tardies = Letter to Parents sent by mail and a 30 min. Detention
  - 5 or more unexcused tardies = A 30 min. Detention and a Detention for every additional tardy until the end of the quarter

## Absences:

- Parent/Guardian must call the school office before 9:00 am to report absences
- Parent/Guardian communication (verbal or written) is required in order for an absence to be excused
- If your child is not in attendance and the school has not received parent/guardian notification by 9 am, the absence will be recorded as unexcused
- For the safety of the child, an attempt will be made to contact the parent/guardian
- If a student misses school due to illness, the student will not be able to participate in after school/evening activities
- Excused Absences
  - Personal Illness
  - Serious Illness or Death of a family member
  - Doctor, Dental, Counseling Appointments (Appointment verification will be requested)
  - Court Proceedings
  - Any other justified request approved by a administrator
  - After 5 consecutive absences a doctor’s note will be required
- Unexcused Absences
  - Any absence other than those listed above and not approved by an administrator.

## Truancy: (Kansas Compulsory/Attendance Law and Reportable to SRS)

- In compliance with, and taken partly from KSA Supp 38-802 (1973, HB 1502) Juvenile Code and Supp 72-1113, and KSA 72-1113 (1973, SB 26) a child is required by law to attend school. If such child is inexcusably absent they become truant, and truancy reports will be made.
- Whichever come first:
  - 3 Consecutive Unexcused Absences
  - 5 Unexcused absences in a Semester
  - 7 Unexcused absences in a School Year

## Other Information About Absences during the school year:

- Prior notice is required for family vacation/extended leave absences in order to be excused by an administrator.
- Students are required to make up assignments that are missed in their absence. Please call the office to make arrangements.

## **CONFERENCES**

One conference is based on teacher recommendation and will be held midway through 1<sup>st</sup> quarter if deemed necessary. At the end of the 1<sup>st</sup> quarter, conferences will be scheduled with all parents. At this time the progress reports will be handed out and discussed. If, due to an emergency, you are unable to keep your appointed conference time, a make-up conference will need to be rescheduled with your child's teacher during the following week. Parents or teachers, as needed, may call additional conferences.

## **PROGRESS REPORTS**

- \* After the 2<sup>nd</sup> and 3<sup>rd</sup> quarters, the progress reports will be sent home with your student.
- \* At year's end the student progress reports will be mailed home.

## **BUS INFORMATION**

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

1. **Observe same conduct as in the classroom.**
2. Glass containers of any kind and helium balloons are not permitted on the bus.
3. The use and/or possession of cigarettes, chewing tobacco, controlled substances, illegal drugs, weapons, flame producing devices, lasers, stun guns, mace, pepper spray, laser pointers or alcohol is strictly prohibited.
4. Remain seated and facing forward at all times while the bus is in motion.
5. Do not extend head, hands, arms, or other objects out of the bus. Do not throw items of any kind inside the bus or out of the windows.
6. When crossing the roadway at a bus stop, be sure to cross ten (10) feet in front of the bus and wait for the driver to signal you across.
7. 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 destination.
8. Cooperate with the driver at all times. He/She is authorized to assign seats when necessary.
9. 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.
10. Snakes, mice, lizards, and other such animals likely to cause a disturbance or commotion are not allowed.
11. Toys that resemble real guns and other weapons shall not be brought onto the bus.
12. In instances where small children are delivered to their home by bus only to find no responsible persons are there to receive the child, the bus driver is instructed to bring the child back to the transportation center or the appropriate school and await contact by parent(s) or guardian(s). An exception to this rule is possible if the parent(s) or guardian(s) submit a request to the transportation director in writing, stating that the child should be discharged at home whether an adult is present or not.
13. Non-regular route students ride the buses at the option of the school district's administration. An advance written request must be submitted to the Transportation Director before permission is granted.
14. After three consecutive "no-shows" without proper notification of the director or driver, the bus riding student will be dropped from the route until such time that the parent contacts the Transportation Department to request that the bus services resume.

### **Bus Procedures and Guidelines For Problems**

1. Initially, drivers should warn individual riders about misconduct. If a discussion can be held privately, this is preferred.
2. If a driver has been unable to change the conduct of the misbehaving student, the student should be informed that an Incident Report is being submitted to the **Transportation Director 542-4900**.
3. The Transportation Director will make every effort to meet with the student and the appropriate administrator to discuss the misconduct and consequences of future misconduct. A copy of the misconduct notice will be forwarded to the parents or guardian of the student.
4. A second misconduct notice will result in the suspension of bus service for three school days.
5. A third misconduct notice will result in the suspension of bus service for five school days.
6. If a fourth Incident Report is submitted by a driver, the student will be suspended for the remainder of the semester, or at least thirty days if the occurrence is near the end of the first semester. Parents will be offered an opportunity for a hearing with the Superintendent, Administrator, Transportation Director, and bus driver.
7. In all instances above, the Incident Report shall be signed by the student's parent or guardian and returned to the driver before transportation will be resumed.
8. Severe misconduct, as determined by the Transportation Director, may be grounds for immediate suspension of bus service, without regard to the number of previous notices.
9. Students who receive bus misconduct notices will not be eligible to participate in assertive discipline award programs.

## WALKING TO & FROM SCHOOL

Parents/guardians are responsible for seeing that their children have a safe route to and from school.

1. No students should walk along 10<sup>th</sup> street.
2. Students will not be allowed to walk through the bus lanes.
3. Any conflicts (fighting, abusive language, harassing, excessive teasing, etc.) between students that occur on EES grounds before or after school that interfere with being able to go to or from school safely, should be reported to an administrator immediately.
4. If a complaint against another student is going to be made, the student that was harassed, hit, or otherwise abused must make it.
5. An administrator will then meet with the students involved to gather the facts and make a determination as to the appropriate consequences.
6. Conflicts occurring off school grounds should be reported to the police department.

## CAR RIDERS - LEAVING SCHOOL

All car riders will exit through the FRONT of the building through either the West or East doors. Students will no longer be able to exit the back of the building unless they are a walker or a bus rider.

### West Front of the building:

**\*Rainforest, Desert and Arctic Discovery Area students will exit the North/West front of the building**

### East Front of the Building:

**\*Savanna and Aquatic Discovery Area students will exit the North/East front of the building**

We ask that EVERYONE remember to use the crosswalk when crossing the street to the parking lot.

## BICYCLE SAFETY

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

## PLAYGROUND INFORMATION

Good sportsmanship is expected.

1. All students should stay on assigned playground.
2. Keep body and play equipment away from building; you must have permission to go into building.
3. Bats, baseballs and footballs are not to be used at recess and should not be brought to school.
4. The swings and play equipment are to be used safely.
5. Ice sliding and snowball throwing are **NOT** permitted. **NO EXCEPTIONS!**
6. Stay on hard surface when the field is muddy.
7. Coats need to be worn when the weather is forecast to be below 50 degrees.
8. **It is an expectation that students will arrive at school daily with the proper outerwear for recess.**
9. Food, gum, and candy are not allowed at recess.

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

### **Procedure For Determining Inside or Outside Recess – [www.accuweather.com](http://www.accuweather.com)**

- If the temperature or wind-chill (RealFeel) is BELOW 25 degrees – we will **NOT** have outdoor recess
- If the temperature is such that an Excessive Heat Warning is issued – we will **NOT** have outdoor recess
- If it is raining, lightning, or snowing – we will **NOT** have outdoor recess
- If the playground is ice covered – we will **NOT** have outdoor recess
- If the playground has accumulated snow that has not been removed – we will **NOT** have outdoor recess
- If the playground is wet – we **WILL** have outdoor recess

## **DRESS CODE**

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

1. **Inappropriate or distracting clothing** is not permitted. Students' clothing must be age appropriate. Excessively tight or frayed garments, short skirts, cropped tops, exposed midriffs, see through (net, crocheted, etc.) or off the shoulder garments without shoulder straps, spaghetti string tank tops, backless tops, and muscle shirts are not considered appropriate for school.
2. **Shoes:** Students are encouraged to wear tennis shoes to school every day for P.E. and recess. Also, shoes with wheels and shoes with heels over an inch in height are not appropriate for school and should not be worn. **No flip flops allowed.**
3. **Shorts and skirts:** Shorts and skirts must be fingertip length.
4. **Leggings or tights** may be worn provided a tunic top; skirt or other basic garment of fingertip length is worn over them.
5. **Trousers** (pants, jeans, etc.) are to be appropriately belted or adjusted and worn at waist level. Wearing trousers in a low riding/sagging position is not acceptable.
6. **Hair** must be neat and clean and not interfere or distract from the educational process.
7. **No student will wear medallions, patches, chains, nose posts, monograms or other articles that are vulgar, obscene, suggestive, racist, symbolic of gangs, directly or indirectly advertise alcohol, beer or drugs, have double meaning, or clothing that is distracting and/or interferes with the educational process.**
8. **Wearing of headgear or sunglasses** inside the building without a medical reason is not permitted.

Any method of dress other than those listed that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted. If, in the professional opinion of any EES staff member or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, is clearly inappropriate or in poor taste, that staff member or administrator will have the student 1) call home for a change of clothing or 2) wear a loaned clothing article provided by the school or 3) be removed from the classroom for the remainder of the day. Each school-sponsored activity may have additional regulations established by the teacher/sponsor and approved by the administrator.

## **EMERGENCY/CRISIS INFORMATION**

### **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 (Blackboard Connect). This message will include information about where and when students may be picked up and other critical details. Regardless of the circumstances, students will be released only to parent/guardian or a previously identified emergency contact person; all adults will be required to provide a driver's license or other form of photo ID.

### **Emergency Information**

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

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

During weather emergencies, parents and guardians of current USD 491 students will be contacted with the emergency phone broadcast service, Blackboard Connect, with announcements regarding buses and school closings.

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

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

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

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

# **BREAKFAST & LUNCH INFORMATION**

## **School Meal Program**

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

## **Meal Cost**

- Breakfast – Starts at 7:40 a.m. & final serving is at 8:00 a.m.
  - Full Price \$1.30
  - Reduced Price \$0.30
  - Adult Price \$1.60
- Lunch
  - Full Price \$2.05
  - Reduced Price \$0.40
  - Adult Price \$3.30
  - Extra milk or juice \$0.50
  - In Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grades, a child may purchase one (1) extra milk.
  - In grades 3<sup>rd</sup>-5<sup>th</sup>, a child may purchase up to two (2) extra milks.
  - DO NOT take food, straws, or milk cartons from the lunchroom.

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

## **Cafeteria Procedures**

- Follow directions.
- Stay in line and keep hands, feet, and objects to self.
- Be respectful of everyone and responsible for yourself and your environment.
- Use good manners at all times in the lunchroom.
- DO NOT play with your food!
- Pick up all trash and food that you drop!
- Eat your own food only.
- Ask permission to leave the lunch table.
- Use your inside voice for quiet conversation.
- Walk at all times.
- Glass containers are not permitted in the lunchroom
- No gum in the lunchroom.

## **Lunch Schedule – Please call the office**

# **HEALTH & MEDICAL INFORMATION**

## **Health**

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

Any student who cannot participate in normal school activity such as PE classes must have a written excuse from their physician. Students with severe cough, sore throat, fever or unexplained rash will not be able to remain at school. If a student is sent home with a fever of 99.6°, he/she must stay at home 24 hours after the fever subsides without the use of fever reducing medications. Any student with an unexplained rash will be excluded from school until their physician makes a diagnosis. Every year lice are detected in the schools. Please notify the school if you find lice and/or nits on your student. Random checks throughout the year will take place.

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

Hearing screenings are done every 3 years. Vision screenings are done every 2 years. Dental screenings will be done annually. 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 participating in vision, hearing, or dental screenings at school you must submit a written request to the school nurse. If your student has a vision or hearing evaluation completed by a physician or specialist, please have a copy sent to the school nurse so that information can be added to the their health file.

## **Immunizations**

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

## **Medications**

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

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

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

The health office will have stock bottles of Tylenol, Advil (or the generic equivalent) and cough drops available to the students. If parents wish for any over-the-counter medications to be given at school the correct forms must be signed and on file in the office, these forms must be completed each year. Any other over the counter medications **must** be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

## **Prevention and Promotion:**

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

## **SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT (PBS)**

Positive Behavior Support is a systemic approach for implementing proactive schoolwide discipline and is currently an initiative of all schools in USD #491. The essential elements include:

1. Building a culture within the school that will be a foundation for both social and academic success.
2. Focus on early identification and prevention of problem behavior
3. Direct teaching and modeling of appropriate social and behavioral skills to all students
4. Using a continuum of practices to promote positive behavior
5. Using data for decision making and problem solving to support social, emotional and behavioral growth.
6. Using discipline strategies that are based on best practice.

**More information will be coming this fall!**

## **Bullying**

In accordance to National, State and District Policy, **bullying will not be tolerated**. Our accepted definition of bullying is the act of causing harm to others over time through verbal harassment, physical assault, or other methods of coercion. Bullying includes, but is not limited to: name calling, mean teasing, harassing, making fun of, mocking, irritating, annoying, pushing, grabbing, shoving, poking, tripping, kicking, stealing (taking property), destroying property, excluding others purposely, spreading rumors or lies, choking, hitting, pinching, and threatening. Self-reporting by students is expected and encouraged. Reporting bullying in a timely manner is essential to the proper handling of the incident.

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

ISS will be used as a disciplinary measure for behavior issues. In ISS students are isolated in a designated area to allow time to complete work and reflect on their actions. In addition, students receiving ISS will not be allowed to participate in any extracurricular activities during their suspension.

OSS will be used as a disciplinary measure for behavior issues. The length of OSS will be determined by offense. **Students who receive an OSS will not be allowed to complete any missed work and will receive a zero for that work.** In addition, students receiving OSS will not be allowed to participate in any extracurricular activities during their suspension

## **Detention Procedures**

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

Detention is from 3:25 p.m. to 3:55 p.m. In some instances only a 15-minute detention is appropriate (out at 3:40 p.m.) It is your responsibility to let your child know how they are to get home after detention. No detention will be served if school is dismissed before 3:25 p.m.

# **TOBACCO/WEAPONS**

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

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

## **Weapons**

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

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

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

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

# **AFTER SCHOOL PROGRAMS**

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

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

## **Quest Program**

The Quest Program at EES is offered to students K-5 most days that school is in session (excluding early release and holidays) from 3:25-5:20 with shuttle bus service available. The program is designed to provide fun and meaningful learning opportunities that will enhance to school day with group based, creatively centered, and socially focused activities. Additional information can be found on the Eudora Schools website linked to The Bridge.

# **CLASSES/SERVICES AT EES**

## **Physical Education**

All students participate in physical education. To be excused from this requires a note from your doctor. If your child has a temporary health problem which you feel might prove injurious if s(he) participates in certain activities, send a note to the physical education teacher or school nurse. If the P.E. teachers have any questions, they may then contact the parents. For safety reasons, tennis or athletic shoes are to be worn in gym classes. P.E. grades will be affected by failure to follow this rule. Wear clothes that you can be active in on P. E. days please. Skirts and dresses are discouraged. To insure safety, sandals, flip-flops, crocs, jellies, etc. are not considered appropriate.

## **Technology**

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

## **Music**

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

## **Library Media Center**

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

## **Elementary School Counselor**

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

## **School Psychologist**

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

# **SPECIAL EDUCATION**

## **Special Education Information**

Federal and state laws guarantee "a free and 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, speech and/or language disabilities, emotional and/or behavior disorders, students who require individual and/or small group instructional setting (IRR) and those who have an intellectual disability (ID). The law also requires that, "to the maximum extent appropriate, handicapped children...are educated with children who are not handicapped." The East Central Kansas Cooperative in Education provides special education for students ages 3-21 with special needs in the Baldwin, Eudora, and Wellsville School Districts. The ECK Cooperative employs school psychologists, speech-language pathologists, occupational and physical therapists, school social workers, as well as a number of special education teachers trained to work with various exceptionalities. The Cooperative also serves children with high intellectual ability by providing enrichment and accelerated activities to augment the school's curriculum. If you have questions or concerns about your child's needs and live in the Baldwin, Eudora, or Wellsville School Districts, contact the East Central Kansas Cooperative in Education at 1-785-594-2737 or your school administrator.

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

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

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

Under regulations of IDEA, parents or eligible students have the right to: a) inspect and review the student's record; b) request an amendment of the student's education records; c) refuse to consent to disclosure of personally identifiable information, except to the extent that federal laws authorized the Kansas State Board of Education or the U.S. Department of Education concerning alleged failures to comply with state and federal confidentiality requirements; and d) obtain a copy of the Cooperative's confidentiality policies and procedures. Policies are in English but may be translated if needed. Contact the Cooperative Office at 785-594-2737 for further information.

## **CONSOLIDATED ASSISTANCE PROGRAM (CAP)**

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

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

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

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

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

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

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

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

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

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

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

## **BOARD OF EDUCATION POLICY ON SEXUAL HARASSMENT**

### **Student Sexual Harassment**

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

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

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

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

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

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

### **Student Conduct**

#### **Policy JCDA-Behavior Code**

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

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

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

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

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

### Repeat School Violations

A student shall not fail to comply with a reasonable request from school personnel during any period of time when he/she is properly under the authority of school personnel.

### Other

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

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

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

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

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

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

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

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

**Eudora Unified School District No. 491 Is An Equal Employment/Educational Opportunity Agency** Eudora Unified School District No. 491 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or

treatment or employment in, its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (785) 542-4910, 1002 Elm, Eudora, Kansas 66025, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

**The Eudora Elementary School Staff and Site Council support this handbook.**

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

USD #491 Board of Education Approved July 2011