



Eudora High School Student Handbook 2021-2022

**USD #491
Eudora High School
2203 Church St
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Eudora KS 66025**

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USD 491 Mission

While fostering a partnership with students, parents and the community; the mission of Eudora Schools is to prepare the students to be effective, successful, and responsible citizens with the ability to use their knowledge, behavior, and skills to reach their full potential while facing the challenges of tomorrow in our ever-changing world.

EHS Mission Statement

The mission of Eudora High School is to work with the community to assure all students an education emphasizing skills for learning. All students will learn in an orderly and supportive environment that promotes responsibility and integrity while encouraging the pursuit of learning.

Exit Outcomes

The student will...

1. Demonstrate achievement of basic skills.
 - Apply essential knowledge in the content areas
2. Demonstrate independent and cooperative work skills.
 - Interact positively in groups
 - Demonstrate respect for different points of view
 - Evaluate the effectiveness of their independent and cooperative endeavors
3. Appraise a situation and develop a plan to derive a solution.
 - Plan goals, document progress, and evaluate solutions.
 - Collect and organize information needed to identify an appropriate solution.
 - Exercise creativity in solving problems.
4. Recognize and cope with various personalities and understand cultural dynamics.
 - Demonstrate awareness of and need for cultural diversity
 - Demonstrate accountability for conduct in interactive situations
 - Demonstrate knowledge and develop an appreciation of the Fine Arts
5. Communicate effectively through reading, writing, speaking, listening, and using numbers.
 - Identify various forms of communication
 - Demonstrate and analyze communication skills
 - Evaluate communication skills in themselves and others
6. Recognize the components of physical and emotional health.
 - Identify and implement strategies for drug free living, exercise, and good nutrition
7. Integrate technology into daily life as a tool for continuous learning.
 - Apply technology in various learning situations
 - Compare types of technology for use in a variety of situations
 - Demonstrate technological literacy
8. Have the knowledge and skills to live and work in a democratic society.
 - Investigate career opportunities
 - Evaluate themselves as a member of a community
 - Demonstrate respect for the environment
 - Demonstrate knowledge of rights and responsibilities of citizenship

WELCOME TO EHS

Eudora High School serves students in grades ninth through twelfth grades. You will find our teachers, staff, and students to be friendly, helpful, and willing to assist all that are completing their secondary education. If there are any questions or concerns about any of our EHS programs, please call our office at 542-4980. Teachers are available for conferences according to their teaching schedules, and the administrators' doors are open for visits during scheduled appointments.

ACADEMICS

Good Standing

Eudora High School defines “Good Standing” as a combination of good academic performance, good citizenship, and a satisfactory attendance status. Unless time is owed from a previous semester, all students will start a school year as being in “Good Standing”. Students maintain their “Good Standing” status by meeting the school’s expectations in terms of satisfactory academic progress, proper behavior reports, and regular school attendance records. Failing to meet standards in one of or multiple areas will result in the student being considered as “Not being in Good Standing”.

- **Academics:** To maintain good academic standing students must be passing five classes. A student’s academic status will be evaluated on an every two week basis. Any student having two or more consecutive negative status reports will be classified as not being in good standing.
- **Behavior:** Students who are in violation of student conduct policies established by USD 491 or Eudora High School will be considered to be not in good standing until all redresses have been completed. This will be connected to suspensions as well as point total accumulation on the behavior code.
- **Attendance:** A student that has 14 or more hours to make-up due to excessive or unexcused absences will be classified as a student not in good standing, or owes more time to be made up than the number of hours remaining within the school year.
- A student not in good standing cannot attend, and cannot participate in extracurricular activities or events. (This includes dances, prom, senior trip, sporting events, etc.)

Classification

Students will be classified as a member of the graduating class when they enter high school in the fall semester of their freshman school year. In order to track proper progress towards graduation from EHS, a student with the listed credits would have progressed enough to be considered on track as a student in this grade level:

- Freshman (9th grade): 0-4.5 credits
- Sophomore (10th grade): 5-9.5 credits
- Junior (11th grade): 10-16.5 credits
- Senior (12th grade): 17 or more credits

Grading System

The Kansas Uniform Grading System is used to record academic progress. These grades and 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

Incomplete work will need to be made up within two weeks following the end of a grading period or it becomes an ‘F’.

Students whose class performance is at “D” or “F” level for two consecutive weeks will have their parents notified via a teacher communication indicating there is an issue with the student’s performance. It is the hope that the school and parents can work together to promote improved learning.

Grades, Grade Cards, and Honor Roll

Each grading period is approximately 18 weeks in length. Parents can access their child's current grades anytime online through PowerSchool. PowerSchool IDs and passwords can be obtained from the office in person with proper identification.

Recognition for outstanding performance in classes will be in the form of three Honor Roll levels: *Top Honors, High Honors, and Honor Roll*. The counseling office will prepare and publish a list of all students earning a position on these lists.

EHS uses a normal 4.0 grading scale for class rankings, and a weighted 5.0 grading scale in figuring the honor roll. Selective classes considered "honors classes" are given a weighted distinction. These classes are designed for students who want academically challenging classes with more reading, writing, and problem solving activities. Although all students are eligible for consideration to enroll in the honors classes, not all students will be encouraged to enroll in these classes. For students who take honors classes both grading scales will be used to determine GPA.

The following values are used in figuring the honor roll:

Normal	Weighted
A – 4.0	A – 5.0
B – 3.0	B – 4.0
C – 2.0	C – 3.0
D – 1.0	D – 2.0
F - 0	F – 0

Academic Recognition

An academic awards assembly will be held near the end of the school year for students on an honor roll. In addition, the following students will be recognized:

- Top Math Student
- Top Science Student
- Top Language Arts Student
- Top Social Science Student
- Other Content Area Awards

The top student of each discipline shall be chosen through departmental evaluations.

Field Trip Requirements

A student must be passing all classes to be eligible to participate in a school-day field trip. When students are scheduled to go on a field trip, their participation will be determined by their **grades two school days before the trip**. This means turning in late assignments or last minute extra credit work will not make you eligible to go if you were *not* eligible two days before the trip.

Final Exam Exemption Policy - connected to "SOAR REWARDS"

In an effort to promote student attendance, positive behavior, and academic achievement throughout the school year, students can earn exemption from the spring semester final exams by earning SOAR rewards. SOAR rewards will be compiled on a weekly basis. A student will be exempt from taking final exams in May if the following two qualifying criteria are met:

1. The student has met the SOAR Reward criteria 60%+ of the time (20 of 32) and has an 'A' for spring semester courses;
or has met the criteria 75%+ of the time (24 of 32) and has a 'B' for spring semester courses;
or has met the criteria 85%+ of the time (28 of 32) and has a 'C' for spring semester courses.
2. The student has received no more than one ISS suspension in a semester and has no OSS suspensions during the school year

Graduation Requirements

A student shall qualify for a high school diploma from Eudora USD #491 upon the completion of seventeen (17) required credits, plus at least seven (7) units of elective credit for a total of twenty-four (24) credits: The required credits are as follows:

- Four units of Language Arts which shall include English I, II, III, and IV. (Dual-credit college courses English Composition I and English Composition II may be substituted for English credit.)
- Three units of Social Science which shall include one unit of U.S. History, one semester of Government, and one and one-half units of elective Social Studies. (Dual-credit college courses may be substituted for Government if that option becomes available)
- One unit of Fine Arts (Art, Band, Choir, Foreign Language)
- Three units of Science (one biological, one physical) Dual-credit college courses may be substituted for a science credit if that option becomes available)
- Three units of Mathematics (Dual-credit college courses may be substituted for a Math credit if that option becomes available)
- Two units of Practical Arts. (Personal Finance required for class of 2022 and beyond)
- One unit of physical education that shall include one-half unit of Health

Each student shall be required to enroll in a minimum of seven subjects unless their application for off-campus education or training has been approved by administration. In the spring semester of their senior year, a senior may request a modification to the requirement of a full seven (7) period day enrollment. This modification would only be considered if (1) the senior passed all enrolled coursework during the fall semester and (2) can connect their modification to their personalized Individual Plan of Study. PLEASE NOTE: To be eligible for KSHSAA sanctioned activities, a spring semester senior must be enrolled in a minimum of five courses. Also, a fifth-year senior may enroll in less than seven subjects with the high school principal's approval.

All graduation requirements, detentions, and time to be made up must be completed at least forty-eight (48) hours prior to the graduation ceremony. Students that do not meet the established standards will not participate in the graduation ceremony.

Graduation Honors

- Top Academic Honors-Academic Excellence
 - 4.0 weighted GPA or above
 - 28 or higher on ACT OR 1250 or higher on a SAT OR 1870 or higher on SAT with writing
 - Must take at least 10 Semesters of weighted classes.
 - Completion of 4 units of Math
- High Honors
 - 3.75 weighted GPA or above
 - 26 or higher on ACT OR 1170 or higher on a SAT OR 1760 or high on SAT with writing
 - Must take at least 5 Semesters weighted classes
- Honor
 - 3.5 weighted GPA or above

Students who meet the requirements of the top two categories will be voted on by the senior class as graduation speakers. The three senior speakers will be chosen from the qualified candidates. (The senior class will vote on eligible candidates and the top 3 vote getters will be the speakers)

GRADUATION REGALIA

Eudora High School and the Eudora Public Schools are proud to recognize the accomplishments of those students that complete their high school graduation requirements. The high school administration marks this occasion with a formal graduation ceremony. At this time the district, family members and the community have the opportunity to recognize the achievements of those students that have completed the curriculum adopted by the Eudora Board of Education. The Board has further determined that a high school graduation ceremony is a cherished and inspirational ritual which is intended to be surrounded with a decorum of dignity, grace, solemnity, reverence, pomp and circumstance.

The Eudora High School graduation ceremony is a voluntary event. Eudora High School administration and staff encourage our senior students to attend, and would like to be able to publicly recognize their accomplishments at the graduation ceremony. Students who do not wish to participate in the graduation ceremony may make arrangements with EHS administration prior to the event to receive their diploma document on a day sometime after the ceremony date.

Therefore, should a graduating student choose to participate in the graduation ceremony, he or she shall be required to adhere to the conditions set forth by Eudora High School:

- **Course Completion:** Only students that have met the graduation requirements set forth by the Eudora Board of Education shall be eligible to participate in the graduation ceremony and walk across the graduation stage. Final determination of qualifying standards occurs no closer than 48 hours prior to the ceremony. Graduation shall include all students at the high school that have completed the regular course work as well as those students that have completed an alternate graduation plan that was previously approved by the Board of Education.
- **Dress Code:** All students shall be required to wear the approved cap and gown which have been traditionally purchased by the students. No additional adornment shall be allowed as part of the EHS regalia. No student shall wear any attire which could distract from the reverence of the graduation ceremony. Nor shall a graduate decorate their person or regalia in any manner. Students are asked to wear appropriately formal clothing beneath their gowns as fit for this occasion.
 - EHS School Organization or Military exception: An exception to the adornment rule could be made for those graduates that have (1) obtained membership into an approved school organization (i.e. National Honor Society) or (2) completed basic training with a branch of the U.S. armed forces. A student could petition the school administration to be allowed to wear approved items at the graduation ceremony that do not significantly change the look of the regalia (i.e. a military branch stole or organizational sash). In order to be considered, the request must be made in writing to the building principal at least two weeks prior to the date of the ceremony.
- **Behavior:** This is a dignified event and students are expected to behave in a way that is respectful of the event. Each year the administration will provide guidelines of the expected protocol for the graduation ceremony. Students that cannot or do not wish to conform to those standards are free to abstain from participation in the ceremony. The administration reserves the right to ask any student that is not in compliance to not participate and leave the facility.
- **Foreign exchange students:** Are guests at Eudora High School for an academic term and will return to their home country to complete their secondary education. Therefore, they will not meet the requirements to participate as graduates in the graduation ceremony.

Administrative Substitution Policy

In an effort to meet the needs of all students at Eudora High School, we have initiated a class substitution policy. Students may request that an alternative class be accepted as a substitute for a required class at Eudora High School. The acceptance of any request will be contingent upon the decision of the administration. Class substitutions may include college courses, summer courses, or any course the administration deems as appropriate.

College Credit Program

The Kansas Legislature has declared, and we believe, secondary school pupils should be continuously challenged in order to maintain their interest in the pursuit of education and skills critical to success in their postsecondary world. By offering college credit and work-based release time we expand offerings and expedite acquisition of college credits while moving our students towards high school graduation and post-secondary goals.

The release opportunities and classes offered for credit will be for juniors and seniors. Students desiring to take these classes either here on campus or off campus will need to secure an application form well in advance of enrollment time. The decision to approve or disapprove an application will be determined by a committee made up of principal, counselor, and a group of teachers that have had the most recent contact with the applicant. The committee will also determine the amount of credit to be received.

The following items will be considered as important for a student being approved:

- Current classification
- Cumulative GPA
- Standing (i.e. absences during the past year, number of disciplinary referrals, number of detentions)
- Is the recommended regents curriculum or technical preparation curriculum being followed?
- Is transportation available and are financial resources available?

Once a student is approved for enrollment in an off-campus course all expenses, direct or indirect, will be the responsibility of the student. USD #491 will not provide transportation.

Students who enroll and later drop a class will forfeit the credit plus the tuition that was paid. In most instances the student will be unable to enroll in regular classes until the start of a new semester, but will be required to report to an assigned school location during the hours of the class they dropped.

Summer Credit Recovery

To receive credit for a course or courses taken during summer school, the student must make these arrangements with the approval of the Counseling Office.

- The student and parent(s) must fill out the necessary paperwork for enrolling at the Eudora Schools Virtual Learning facility or other district summer programming that might be instituted. Enrolling in the summer course(s) is the responsibility of the student and parent. (EHS counseling staff will help with procedural guidance)
- The course or courses to be taken must be a makeup for a course already failed at Eudora High School.
- Fees for these courses are the responsibility of the parent/student.
- Transportation will not be provided.

Gifted Test-Out

As required by K.A.R. 91-40-3 (g),(h), all gifted students shall be allowed the opportunity to test out of, and receive credit for, required and/or prerequisite courses offered at Eudora High School. If a student designated to receive "gifted services" wishes to test out of an EHS course, the student shall make a written request to the counselor for the class he/she expects to receive credit using the test-out procedure. This request must include:

1. Written statement of intent including course/s intending to test-out in.
2. Purpose for seeking the “test-out” opportunity.
3. Copy of the individualized education program (IEP) document specifying the desire to “test-out” of required and or prerequisite coursework.
4. Desired “date by” the gifted student intends to attempt securing a passing performance on the test-out assessment.

The student’s assigned counselor will provide the requesting student with a procedural process documentation required activity necessary by the gifted student and the minimum credentialing score to achieve a successful “test-out” of the desired course. The counselor will also notify the specific content instructor of the student’s desire to “test-out” of an EHS course they teach. No less than two weeks from the time the written request is received by the counselor, the teacher or subject area department representative will have designed a summative assessment which reflects the goals and objectives of the semester course content. The testing date, location, testing proctor will be specified within the two-week timetable. In order to receive credit and/or be eligible for another course, the student must demonstrate 90% mastery on the designated summative assessment. In the event that this level of mastery is demonstrated, the student shall receive credit. Credit will be awarded through the registrar when required documentation is submitted. Required documentation will include the “Test-Out” procedural process designating expectations with the instructor and/or department involved, and the student’s IEP listing the gifted student’s alternative plan of study. The student’s alternative plan of study must meet logistic policy connected to being a full-time EHS student.

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. USD #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 USD #491 when such action is deemed 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 for rejection or acceptance are:

From Previous School Year:

1. No more than 15 days absent
2. Minimum of 2.0 GPA on a 4.00 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 status

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

For Current School Year:

1. Checkout grades of at least 2.0 GPA on a 4.00 scale
2. No more than an average of 3.5 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

No bus shall leave the District or its normal route to transport nonresident students.

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

Other Non-Resident 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 24, and the spring semester review will take place between May 15 and 25 to allow time for appeals to the Board of Education.
3. Children of Eudora USD #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 USD #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
 - f. All district financial obligations have been met

Withdrawal of Students

A student who plans to withdraw from school should report this intention to the counseling office and pick up a withdrawal release form that must be signed by each teacher and returned to the office for the principal's signature. The student's parent/guardian must be present to sign the school drop-out form, if the student does not intend to continue their schooling in another district. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school, which includes taking care of all financial obligations and fees owed.

STUDENT CODE OF CONDUCT PRINCIPLES, RIGHTS AND RESPONSIBILITIES

Eudora Schools is committed to developing high quality, fair and clear principles for our community of learners based on Social, Emotional and Character Development (SECD) principles. A strong connection exists between Social, Emotional and Character Development (SECD), school behavior, and academic performance. Social and emotional factors relative to student success promote a healthy school. Social, Emotional and Character Development (SECD) provides a foundation for our community of learners, which positively impacts student's feelings of connectedness, and creates a sense of autonomy about their schooling and other aspects of their lives. These principles will be expected to be modeled by all staff and taught to all our students. Students will gain a sense of competence that encompasses academic, emotional and physical safety for each child to succeed and be college/career ready.

GENERAL INFORMATION

School Hours

The Eudora High School building is open 7:15 a.m. to 4:15 p.m. Zero hour for EDTEC students starts at 7:18 a.m. Regular school hours are 8:08 a.m. to 3:19 p.m. All students will be dismissed at 3:19 p.m. Bus riders will be dismissed at 3:15 p.m. and should report directly to the bus loading zone. To start the school day, students are expected to complete a check into the building through a specified building entrance designated for their specific grade level. Upon arrival, students will remain in the commons until 7:40 a.m. and then may report to their 1st hour teacher's room or another teacher's room for homework support. All students must report to their 1st hour classroom prior to the 8:08 tardy bell. After school, all students should be out of the building by 4:15 p.m. unless under the direct supervision of a district teacher or coach.

Leaving School During School Hours

Students may be dismissed during school hours for reasons that are excused in the attendance policy. To safeguard students, requests for dismissal must be by phone or in writing and submitted to the principal or designee. If possible, send this request to the office one day in advance. All students must check out through the main office before leaving the school grounds.

CARDINAL TIME

Cardinal Time is an advisory period that takes place between 4th and 5th periods on designated school days. Cardinal Time provides a small interactive time period during the school day to participate in advisory activity, complete homework, and seek school support from building staff. This is also the time when lessons and activity connected to Individual Plans of Study and Social Emotional lessons required by the State will take place. Cardinal Time will be scheduled at least one day a week, and requires students to report to their Advisory teacher's assigned area for one half of Cardinal Time and report to the commons area for lunch during the other half of Cardinal Time.

SOAR REWARDS

In an effort to promote good student attendance, positive student behavior, and academic achievement throughout the school year, Eudora High School will implement the following rewards for students to earn:

1. Exemption from the spring semester final exams.
2. Early Dismissal from "Power Hour" on district "Early Release" days (12:44 to 1:15pm) (9-ER Days)
3. Qualify to use district "Early Release" days to job shadow or visit area colleges, (2nd Wednesday of month)

SOAR rewards will be compiled on a weekly basis and students will earn a SOAR Reward if:

- The student has an 'A', 'B', or 'C' in all classes
- The student has Zero tardiness to their classes
- The student doesn't receive any office referrals (majors or minors)
- The student doesn't miss scheduled makeup time established with the attendance secretary.

Final Exam Exemption in May will be earned by students that meet the following two criteria:

1. The student has met the SOAR Reward criteria 60%+ of the time (20 of 33) and has an 'A' for spring semester courses;
or has met the criteria 75%+ of the time (25 of 33) and has a 'B' for spring semester courses;
or has met the criteria 85%+ of the time (28 of 33) and has a 'C' for spring semester courses.

2. The student has received no more than one ISS suspension in a semester and has no OSS suspensions during the school year.

On district "Early Release" days, the following rewards will be given to qualifying students:

1. A student that has received all SOAR Rewards within the time frame before each Early Release, will be excused from school on the month's Early Release day to take a college visit, pursue a job shadow of their choosing, and/or pursue interests in career exploration.
2. A student that receives all but "1" of their SOAR Rewards within the month's time will be excused from school during Cardinal Time on the Early Release days. (12:44 to 1:15pm)
3. A student that receives all but "2" Soar Rewards within the month's time frame will be provided a snack from the high school concession stand. (The principal will provide the snack to the qualifying student at a convenient time for the principal)

SOAR REWARDS will be awarded on the following days:

- 1st semester - 8/23/21, 8/30/21, 9/7/21, 9/13/21, 9/20/21, 9/27/21, 10/4/21, 10/11/21, 10/25/21, 11/2/21, 11/8/21, 11/15/21, 11/29/21, 12/6/21, 12/13/21, and 12/20/21 (16 - 1st semester dates)
- 2nd semester - 1/10/22, 1/18/22, 1/24/22, 1/31/22, 2/7/22, 2/15/22, 2/21/22, 2/28/22, 3/7/22, 3/21/22, 3/28/22, 4/4/22, 4/11/22, 4/18/22, 4/25/22, 5/2/22, and 5/9/22 (17 - 2nd semester dates)

SOAR TOKENS

Soar Tokens are given to students by EHS building staff for their work, citizenship, and behavior. SOAR Tokens can be redeemed for making up tardies and other privileges delineated as a SOAR benefit.

- Receiving a SOAR Token is not equal to earning a SOAR REWARD.
- Soar Tokens are tracked electronically and can be banked for use at each student's discretion for positive school behavior or actions.

Attendance Policy

Regular school attendance is expected of all students and is a necessary factor in achieving school success. While we are aware that all learning is not confined to the classroom, the educational opportunities are severely limited for the individual student when that student is absent from the learning environment. Parents should be aware of student absences and help reduce unnecessary loss of school learning time.

When your child is absent from school, please call the office before 9:00 am on the day of the absence. If your child is not in attendance and the school has not received notification **within 48 hours**, the absence will remain recorded as being an unexcused absence. It is the student's responsibility to ensure a parent verifies the absence with the attendance secretary; the EHS office will not pursue parental verification. Parental approval of an absence does not necessarily make the absence an excused absence.

After 15 days of school absences (105 hours), an absence will require a doctor's note in order to be considered an excused absence. Time missed past 15 days will still require the hours be made up before or after school or during Saturday School. Without a doctor's note, these absences will be unexcused and truancy will be filed.

Excused absences will be given for the following reasons:

- Religious activities and/or religious holidays
- Sickness, injury, or other medical condition
- Family funeral
- Legal reason (documentation must be provided)
- Extraordinary family circumstances (excused at the discretion of a principal)

- Pre-approved absences - absences from school that have been approved by a building principal prior to the occurrence
- College Visits (allowed for Junior & Senior Students; requires advance approval form)

Unexcused absences are not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absences due to illness or injury not documented by a medical professional
- Truancy
- Family vacations (unless prior approval has been granted)
- Undocumented absences. (must meet the 48 hour notification stipulation)
- Non-emergency family situations
- Attempts made by a student to falsify an absence through a call by a parent impersonator
- Any tardy 10 minutes or greater to a class

Unexcused absence time must be made up before or after school and/or during Saturday School.

- Building administration will set make-up time. Additional disciplinary action may be taken by the administration beyond a student having to make-up unexcused time.
- If a student misses the make-up time, they will be assigned additional time and points will be assigned from the disciplinary point system. If a student misses two consecutive detentions or more than three detentions in the school year they will be required to serve an ISS in addition to making up their assigned detentions.
- Last minute rescheduling of detentions and make up time will not be allowed. Rescheduling must take place before 8AM the day the detention is to take place except in cases of family emergencies.
- If a student misses Saturday School they will be required to serve an ISS when they return to school and will be assigned an additional Saturday School.

Once a student has reached the maximum of 15 absences (105 hours), the following policy will be applied:

- Students will make up time whether the absence is excused or unexcused.
- Time missed will be made up before or after school and/or on Saturday morning immediately following the student's return to school.
- A student that has 14 or more hours to make-up due to excessive or unexcused absences will be classified as a student not in good standing. A student not in good standing cannot attend nor participate in extracurricular activities or events. (This includes prom, senior trip, sport events, etc.)
- Students exceeding unexcused absence totals established by the KS Legislature will have truancy filed. See Truancy Policy located elsewhere in this section.

Extensions

Extensions to the attendance policy as it relates to excessive absences may be granted by the administration for the following reasons:

- Chronic medical reasons. This requires doctor verification for each day missed from a scheduled school day.
- A student is absent consecutive days for a family emergency. Parent/s and administration will discuss the emergency, then the administration will have the final decision on the validity of the reason.
- All extensions and the length of those extensions are contingent upon the judgment of the administration.
- Students whose absences are excused are given an opportunity to make up missed work. Students will have two days per excused absence to make up new work assigned during the absence. After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students are encouraged to contact teachers via email during their absence, or visit with their teachers first thing upon their return to school. When the student knows in advance that she or he will be absent, the student should request any required work prior to the absence. If a due date is established for an

assignment, project, or test before a student's absence, the student is expected to meet the original deadline. Making up work that was missed during a prolonged absence due to illness may be handled on an individual basis between the teacher and student. A prolonged absence would be anything over a week's time.

- Students absent from school for more than half a day (for reasons other than school sponsored or school approved activities) will not participate in any extracurricular school activities occurring on that day without administrative approval. This includes late afternoon and evening events.
- If a student has irregular attendance, parents will be called for a conference. If satisfactory arrangements cannot be made, the student may be suspended or expelled.

Tardy Policy

Students who are tardy to school for the first hour must obtain an admit slip in the main office. Tardiness is considered unexcused and will accumulate. A fourth tardy to a specific class during a semester, results in the student being given detention. A student receiving a combined total of ten tardies during a semester will be given a detention for every tardy on the 10th and beyond. Habitual tardiness could result in ISS or OSS. Any arrival later than 10 minutes into the class, if it is not excused, will be considered an unexcused absence for that class and the time will be made up. Tardiness due to inclement weather will be excused only if the school buses are also running late or through administrative discretion.

Saturday School

Saturday School is for students who have an unexcused absence during one or more hours of school and/or disciplinary consequences or academic probation. Saturday School begins at 8:00 a.m. and dismisses at 12:00 noon. Students should meet at the front office doors at 7:55 a.m. The same expectations apply as those used for after school detentions. A no-show results in disciplinary consequences and additional points accumulating on the discipline scale.

Truancy Policy

(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 a child is inexcusably absent, they may become truant, and a building principal or other designated individual will make truancy reports. A truancy report will be filed when a student has:

- 3 Consecutive Unexcused Absences; or
- 5 Unexcused absences in a Semester; or
- 7 Unexcused absences in a School Year.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever occurs first. A letter shall be sent to the student's parent notifying him/her that the student's failure to attend school without a valid excuse shall result in the student being reported truant. Truancy will be reported to either Department of Children & Families (if the student's age is less than 15 years and 9 months) or the Douglas County District Attorney (if the student's age is greater than 15 years and 9 months). Per district policy, an unexcused absence for any fraction of a school day (minimum one class period) shall be considered an unexcused absence for the entire day.

Homebound Instruction

In case of serious illness, homebound instruction can be used or a combination of virtual and homebound.

Social Media Communications

At Eudora Schools, we are proud to embrace the power of social media as a tool to communicate and engage with our parents, students and community. Negative behavior or attacks on any student or employee, by a student, employee, parent or any member of the public is disruptive to our district's positive learning environment and will not be tolerated.

Meals

Breakfast is served each morning 7:40 to 8:05 a.m. Eudora High School has a “CLOSED LUNCH” environment for students, with an “OPEN LUNCH” option available on a limited basis and for those students that meet qualifying standards. The qualifying standard includes administrative approval to take an “OPEN LUNCH” period. The limited open lunch is connected to our PBIS model, where reward tokens are given by staff for positive behaviors. In order to take advantage of a designated “Open Lunch” option, a student must meet the threshold for the number of SOAR Tokens required, and the guidelines outlined in the [Cardinal “Open Lunch” Reward policy](#).

Closed School Lunch is served during the “Cardinal Time” schedule. Students will use 25 minutes in the commons area to eat their lunch. The remaining time within “Cardinal Time” is spent with the Cardinal Time advisor or if pre-approved with a course instructor where support for their content can be provided to the student). Students are not to be in an unsupervised area, the library, or any hallway area.

A sack lunch can be brought from home or a meal can be purchased in the cafeteria. The cafeteria offers a prepared hot lunch and ala carte items. Students can purchase one or both of these options. All students are expected to report to and eat in the commons or patio areas during their assigned lunch shift. **No food is to be ordered or purchased and delivered to the school during “Closed Lunch”.** Please make sure all trash is deposited in the appropriate containers.

Money can be credited to meal accounts any day before school, or you can pay cash each day. Students must have money in their account or cash in order to eat. High School Food & Nutrition Services (FNS) does not normally allow charges of any kind. In some emergency cases, FNS will allow a “meal only” charge to be made one time during the school year with parent or FNS manager permission. It is expected that this charge will be paid off the next school day. Meal benefits applications are available at Eudora schools offices.

Ala carte prices and cost per meal will be available a week before the school year starts in the fall.

Dress and Appearance

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco-vape products; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

The administration, faculty, and staff of EHS reserve the right to enforce reasonable dress guidelines to ensure a safe and orderly educational environment. Guidelines cannot take into account every possibility, so the cooperation of students and parents is requested and appreciated. Students should consider the following guidelines with respect to attire:

- Full head coverings are not to be worn in the building from 8:00 AM until school ends.
- Clothing with references to alcohol, drugs, or gangs is prohibited.
- Clothing with offensive language or symbols is prohibited.
- Clothing which promotes or conveys hate messages is prohibited.
- Clothing that may endanger the student or others, including visible chains and spikes, are prohibited.

- Clothing that is distracting so that it interferes with the teaching and learning process are prohibited.
- Clothing that does not properly cover the human form is not appropriate for the school environment and includes: Cut-off shirts, strapless tops, sagging pants, or other similar clothing.
- A coach, director, or sponsor may extend dress and appearance guidelines that exceed the list above.

Students wearing inappropriate clothing shall be sent to the office. If the inappropriate attire can be substituted with a T-shirt and/or sweat pants, the office will provide the student with such clothing in exchange for the inappropriate attire. The student will receive his/her own attire back with the return of the substituted clothing. Each apparel offense after the first incident will result in a detention and points from the behavior code. Any clothing or jewelry that disrupts or impedes the educational environment will be addressed on an individual basis.

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 or other body ornaments which are perceived as gang-related attire by the school administration, shall not be worn at school or at school activities. Gang related graffiti, writing, and symbols are not tolerated.

Hall Passes

Students needing to leave their assigned class for any reason shall use the sign-in & out sheet from the teacher in charge. Students wanting to go to another classroom must obtain permission in advance from the teacher concerned. For example, if a student wants to spend time in the art room, permission must be obtained from the art teacher prior to the student's study time. All students in the halls during classes must be escorted by a teacher or have a hall pass.

Phone Usage

The office telephones are to be used for school-related business. Student calls from a school phone should be confined to important necessary 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 to class from the office.

Cell Phone Usage

Personal cell phone calls are only allowed during breakfast and lunch in the commons area, and in the school office with permission. A student is allowed to use their personal cell phone for purposes *other than* making phone calls during passing periods. This may include texting and social media usage, but phone **calls** are not permitted during passing periods. Students must adhere to the Social Media Communications Policy, Internet Safety Policy, and the Behavior Code set forth by the district. Any violation of these policies will result in disciplinary action. Students are not permitted to leave their classroom for the sake of using their cell phone unless granted permission by the classroom teacher and/or the office. Students should have their cell phone properly stored away **before arriving** to class, unless otherwise specified by the teacher. It is the responsibility of the student to meet the cell phone expectations of each teacher upon arriving to that classroom.

Electronic Devices

Teachers may allow headphones and/or cell phone devices in their classroom as a privilege or if the teacher believes such usage is of educational value to the student. Teachers have complete authority as to the use of electronic devices of any kind in their classrooms.

- No sounds shall be played over speakers other than headphones. Although headphones are allowed, at no time should music be played at such a volume that other people can be disrupted by it.

- Causing a disruption with the use of an electronic device may result in a minor discipline referral and confiscation of the electronic device.
- Refusal to immediately surrender electronic devices to any staff member upon violation of policy is considered open defiance and will result in a major discipline referral.

Failure to follow electronic devices guidelines shall result in the following:

- Minor discipline referral for the first incident
- With the 2nd incident, the device is confiscated and taken to the office, and the phone picked up by the student in the office at the end of the day.
- With the 3rd incident and beyond, the device is not only confiscated and taken to the office, but a parent must pick up the confiscated device. A major discipline referral will be given the student and points assigned from the behavior code.

Selling At School

No student should enter a teacher's classroom to make a sale. Students are not to sell to teachers between 7:45 a.m. and 3:45 p.m. on school days. Students selling items should be sure that they are not using their fellow students as a captive audience. Selling should take place only at appropriate times.

Visitors

Visitors (non-student) are welcome, but all visitors are asked to register as such in the office and obtain a visitor's name tag. EHS students desiring to have guests visit classes are to obtain a pre-permission form from the principal's office and have it signed by all teachers at least 24 hours in advance. If a teacher does not approve, the guest will need to go to the library during that period. If at least 4 teachers do not approve of a guest for all day or 2 teachers for a half-day, the guest will not be allowed to visit school. All guests are to wear their visitor's name tag throughout their time in the building. Guests will not be approved during semester and final exam test days.

SCHOOL PROPERTY

Student Chromebook computer Policy

The student computer, charger and carrying case that have been issued to each student are the property of the Eudora School District. This computer is on loan, and must be used in accordance, both at home and at school, with the following Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. Use of this computer, as well as access to the computer network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Eudora High School and Eudora School District, USD 491. Only district computers/devices are allowed on the school network, and students are expected to use the district provided device. Cell phones will be permitted according to district and building policy.

General Use of the Computer:

- Parents/guardians will be aware of their student's login name and password upon receiving the device.
- Students will have the ability to manage their password after receiving the device.
- The district is able to manage and reset a student's password at any time.
- Each computer and charger is assigned to an individual student. Students should not "trade" or "loan" their computer or charger to anyone else. The student is responsible for their designated computer and charger at check-in.
- Students should never share their password with another student. Passwords should always be kept confidential.
- Computers should be in a student's possession or in a designated secure area at all times. This means do not leave a computer unsecured. Utilize school provided lockers to secure computers if necessary.

- During breakfast or lunch, students should:
 - Leave their computer secured in a safe and secure location staying safely away from food and drinks.
- Students should carry their computer with them at all times during the academic school day, unless otherwise instructed by the classroom teacher.
- Students are responsible for bringing their computer, fully charged, to school each day.
- Altering/modifying the original USD 491 pre-set software image is prohibited.
- Examples include, but are not limited to:
 - Loading software applications not authorized by USD 491
 - Changing the computer name
 - Changing or removing operating system extensions
 - Altering security software
 - Altering the pre-loaded operating system or application
 - Taking apart the computer for access to internal parts
- Students are prohibited from playing non-academic games, including Internet-based and Widget games, during the instructional portion of the school day.
- Accessing or attempting to access sites that have been intentionally blocked by the School District will result in disciplinary action.
- E-mail (or any other computer communication) should be used only for legitimate and responsible academic communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students should protect personal information in accordance with digital citizenship guidelines.
- Internet access (including a student’s internet history) e-mail, and other media that are accessed, created or stored on their computers are the property of Eudora School District. The District has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, and for any reason.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the computers or district network. A student is not permitted to delete the web history on their device or from their Google account at any time.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and/or pictures, are prohibited.
- Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action up to and including suspension and/or expulsion. When applicable, it may also include possible charges from law enforcement and/or an arrest if state/federal law is violated. Ignorance of these regulations will not excuse an infraction.
- Students will follow the Eudora School District Acceptable Use Policy when using the Internet on the computer at home or at school.
- The district reserves the right to limit computer use for any student who develops attendance issues, including truancy. In such cases the computer will be collected and kept at school. The student will be required to check the computer in and out each day. The student will not be allowed to take the computer home again until he/she has two weeks with zero attendance issues.
 - An administrator has the discretion to determine what qualifies as an “attendance issue.”
- Any student who does not bring his/her computer to school can have the privilege of taking the device home revoked. The student may be required to check the computer in and out each day.

- A student who forgets to bring his/her computer to school will NOT be given a loaner computer to use.
- Understand that the computer belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.
- All full time students will be loaned a computer. Any part time students will be loaned a computer based on administrator discretion.
- Eudora School District is a Google Suites for Education environment. All students are expected to have their computer available to use during the school day.
- The expectation is that students take the device home every night, where it will be charged. Any exceptions to this need to be approved by the administration.

General Care of the Chromebook

- Students are expected to treat their computer with care and respect. The computer, charger, and school-issued case are the property of Eudora School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the computer, charger, or carrying case are not allowed and will result in loss of privileges, and/or incur repair/replacement costs.
- When transporting their computer to and from school, students should always be sure it is placed in the school-issued carrying case, and the case is fully closed. The computer case can then be placed inside the student's backpack.
- Students should not use their computer while walking, or otherwise being transported. Computers should only be used while they are on a flat, stable surface such as a table. Computers can be fragile, and if they are dropped they may break.
- Students should protect their computer from extreme heat or cold. Computers should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their computer, or use their computer near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the computer. This includes books, musical instruments, sports equipment, etc.
- Students should use care when connecting their charger, USB connection or connecting the computer to a projector.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair.
- Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the computer.
- If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the administration and the school resource officer. A police report must be completed. Information Technology Services (ITS) will be notified and the device will be disabled.
- If the computer malfunctions and/or needs repair, the following steps should be taken by the student.
 - A detailed ITS helpdesk ticket should be created by the student. If the student is not able to create a helpdesk ticket due to the malfunctioning device, they should bring their device to the ITS representative located in the library (room C114).
 - A representative from the ITS will handle the ticket as timely as possible.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with approved policy and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Eudora High School:

- Student conference
- Parent conference
- Cancellation of student use or access privileges, including the privilege of taking the computer home
- Any and all school disciplinary actions. Violations will be cumulative and recorded in the school's behavior system.
- Civil or criminal liability under applicable laws

Student Lockers

Each student can request an individual locker, provided upon a first come basis. 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. 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.

Resources

The classroom teacher will issue resources to students at the beginning of the course. Students must check in all resources at the end of the course. Each resource will be marked and numbered.

- Resources are not to be marked by the student in any way except for their name on the textbook label. Any damage to a resource should be immediately reported.
- Minor damage will be charged against the person causing damage.
- A student who loses a resource or damages it beyond repair must pay for its replacement.
- Each student is responsible for the resources checked out to him/her.

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. Tables 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 for damage to them.

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 offers 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 rules and procedures for submitting information on vandalism against school property:

1. On plain paper, typewritten 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: USD 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.

SERVICES

Guidance Services

The Counseling Office at Eudora High School is available to students at all times. Any student who would like to see the counselor/social worker should stop by the counseling office to make an appointment or in an emergency situation ask for a pass to the counseling office, or leave a message on their voicemail.

Counselors and social workers are students' helpers. Our counselor or social worker will help students find solutions to problems. The type of things a student can feel free to discuss with a counselor or social worker are: classroom problems, hassles with friends, problems with studies, personal concerns, types of jobs available, training needed to get a job, advice about course selections, or any other information a student might need. At times a student just needs someone who will listen, and our counselor and social worker are ready to meet that very important need.

Your counselor and social worker are available to you whenever you have a concern of any kind. What you might wish to share in confidence will not be passed on to your friends, teachers, principal, or parent/guardian. You may share with a parent/guardian what you discussed with a counselor or social worker, but they will not unless together the decision is made that your parent/guardian needs this information.

- The counselor or administration will help students enroll in courses. The counselor will have a copy of each student's grades. A student can come and discuss grades at any time.
- The Counseling Office coordinates achievement testing. Test results will be interpreted to students.
- Anytime you need to talk to someone, feel free to contact your counselor. Your counselor is here to listen and to help. **If you or a friend are in crisis, please come visit the Career Center and request immediate support.**

Career Center

The Career Center has a variety of resources for students to utilize in making college and career choices. Students should obtain a pass from their classroom teacher before visiting the Career Center. The Center is closed during power hour.

Library

The library opens at 7:30 a.m. and closes at 3:30 p.m. Students may study in the library before school with prior permission.

There is an overdue fine of 5¢ per item per day for all overdue materials. 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 one nonfiction and two fiction books per student per day. If you lose a book, you

must pay the replacement cost of that book. If you later find and return the book, you will get your money back minus the fines from the date due to the date returned.

Magazines

Old magazines are kept for research purposes. Use the Reader's Guide to determine the magazine needed, fill out a magazine checkout slip (located by the Reader's Guide) and give the checkout slip to the librarian or library aide - they will get the magazine for you. 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 overnight, the materials must be checked out 7th hour or after school and returned before 1st hour starts the next school day.

Internet Use

(Also see **Internet Safety Policy in the 'Safety' section**)

Internet user expectations for the Internet are as follows:

- Users will respect other's work, data, bookmarks, etc.
- Users will access and create information appropriate for the educational environment.
- Users will respect copyright.
- Users will utilize all hardware and software for intended purposes.
- Users will observe "netiquette".

Consequences for failure to meet user expectations are:

- 1st time - Warning
- 2nd time - Loss of technology privileges for a designated period of time by administrative staff.
- 3rd time - Loss of technology privileges for the rest of the semester
- 4th time - Loss of technology privileges for the rest of the year

HEALTH

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, unexplained rash, persistent diarrhea &/or vomiting will not be able to remain at school. If a student is sent home with a fever of 100.0° or above, 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 may be excluded from school until their physician makes a diagnosis & approves a return to school.

After a repeated number of visits for similar medical concerns to the nurse's office, it may be necessary for the EHS care team to meet with the student, &/or parents to address the health issue.

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 a communicable disease may be required to have a doctor's permit before returning to school.

Hearing screenings are done every three (3) years; Vision screenings are done every two (2) years; Dental screening, cleaning, & other dental services information are provided to parents yearly. Dental hygiene is very important to growing teeth and yearly checkups are encouraged. Screenings will also be completed on high-risk students and any student that their parents or teachers have a concern about. Parents will be notified of all referrals. If you do not want your student's vision, hearing, or dental screened at school you must submit a written request to the school nurse at the start of the school year. If your student has a vision, hearing, or dental 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.

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, email, phone, &/or text if their student's immunizations need to be updated prior to the beginning of the next school year. **Students without up-to-date immunizations by September 30th of each year will be excluded until immunizations are up-to-date in the health office.**

Any boosters that are due after the school year has started will be due within 30 days after they expire or the student will be excluded from school until an up-to-date immunization record is received. Students new to the district must show proof of up-to-date immunization status prior to enrolling. Students transferring in from another state will be given 30 days to complete immunizations required in Kansas that were not required by the state in which they are transferring from. Students with medical or religious exemptions are to have the appropriate form signed yearly. Medical and religious documentation must be provided prior to the student's 1st day of school.

NOTE TO STUDENT ATHLETES: Your athletic form does not go to the health office. Please make sure immunization information is sent to the health office. Please notify the health office of any health concerns or changes.

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 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.

Students may carry and take their own medication with written permission from the parent unless the physician or parent specifically orders the medication to be administered through the health office. Teachers, secretaries, principals, or other school personnel will not give any medication to students unless delegated to do so. All medication is to be carried in the prescription bottle with the appropriate label. The student should carry only what is needed for one day.

Students requiring epi-pens for severe allergic reactions will be required to supply their own. The school will not have epi-pens in stock. No prescription medication is kept in stock at the school.

Students who regularly take medication for chronic conditions are to have a record of those medications on file in the health office. If taking any of these medications at school, the health office is to have written permission from the parent to do so.

If above privileges are abused and students are passing/sharing medication, the principal and/or nurse will have final authority to revoke medication privileges.

Over-the-Counter Medications

Parents are asked to provide all over the counter medication for their student. The health office will have a limited supply of Tylenol, Advil (or the generic equivalent) and cough drops available to the students for special circumstances if written parent consent is on file for that school year. Permission to give medications will not be accepted over the phone. If your student will need Tylenol, ibuprofen, or cough drops on a regular basis, it will be requested for the parent to supply.

High school students may routinely carry only common over-the-counter medication such as Tylenol, Midol, Advil, etc. The student should carry only what is needed for **one** day and it should be

carried in the **original container** that is clearly marked with the drug name. Students are **not** to share over the counter medications and if caught doing so will be required to keep medications in the health office.

If these privileges are abused and students are passing/sharing medication, the principal and/or nurse will have final authority to revoke medication privileges.

ACTIVITIES

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Policies. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

Class Dues

Class dues will be collected each year to assist with expenses incurred for the Junior-Senior prom and graduation. Freshmen - \$15 Sophomores - \$25 Juniors - \$25 Seniors - \$25

- Students can earn a \$5.00 credit towards reducing their dues for each concession shift worked. The individual class sponsor will determine the length of a work shift.
- No student can earn more than \$65.00 in credit towards class dues during their 9th thru 11th grade.
- Unpaid dues accumulate each year and are passed forward to each grade level sponsor.
- No student will be allowed to attend either Prom if class dues are not paid in full.
- Class dues are considered a student debt and should be paid in full prior to a student graduating or transferring out of the district.

Assemblies

When attending assemblies, students should always be mindful of the respect that is owed to 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 distracting 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.

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 subjects the previous semester and must continue to be enrolled in at least five 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 high school eligibility. Students participating in athletics or cheerleading must have an annual physical examination and insurance release signed by the parent(s).

Student Organizations

A full slate of student organizations is available to students at Eudora High School. Students are encouraged to choose organizations that best serve their needs and interests. See Activity Handbook for a

complete list of student organizations. New organizations are eligible for approval providing they meet the following qualifications:

1. There needs to be a demonstrated need for the organization.
 1. There is a defined positive purpose for the group;
 2. The organization cannot circumvent another already established club or organization
 3. There is a minimum threshold level of participation. (approximately 2% of the student population)
2. There needs to be a building level sponsor that is willing to sponsor the organization.
 1. Must be an employee working at Eudora High School
 2. Must be a certified staff member at Eudora High School
 3. Sponsor cannot be the head sponsor of any other club or organization at EHS without prior approval from administration.
3. There needs to be a club constitution or organizational policy that governs the groups activities.
 1. There must be a written document that clearly establishes the governance of the club/organization.
 2. This would include membership dues, privileges of membership, officers to guide activities, and similar type policy.
4. The group would then need to make a proposal to the administrative team to add the club, organization, or student group for EHS student membership to start and provide a service to the EHS students.

Holding of Student Offices

In order to encourage involvement for all students, it is understood that a Eudora High School student holds no more than two major offices and one minor office. This would allow students more time for participation, concentrated leadership and schoolwork. Leadership would also be spread among many students, not just a few. This policy encourages students to do the best job possible as office holders rather than try to do everything. Major offices include:

- President (Leader of any group or organization)
- Student Council main office holders

Students may hold one minor office also. These include:

- Vice-President of any school group or organization
- Secretary
- Treasurer
- Any other elected office not mentioned
- Students must maintain academic eligibility of the KSHSAA unless otherwise stated.

Dances

The EHS Student Council is responsible for planning EHS dances. If other organizations wish to have dances, the Student Council and the administration must approve their plans.

Homecoming and Winter Sports are major dances and may be attended by all 9-12 graders in good standing at EHS, alumni, and outside-of-school dates approved by the principal and head sponsors. The Student Council, with the administration's approval, may designate one other dance per year for outside attendance. Outside dates shall not be older than 20 years old at the time of the dance. All other dances may be attended only by 9-12 grade EHS students.

The EHS Student Council and administration expect all people attending the dance to abide by the school rules of appropriate conduct. These include:

- No use or suspected use of drugs, alcohol, or tobacco-vape. (Infraction may result in suspension).
- No obscene or foul language.
- No inappropriate dress (abide by the school dress code).
- No leaving the dance without permission and then returning to the dance.
- No disrespect shown to any sponsor or dance-employed group.
- No fighting or verbal disagreements with other participants.

Guests and students who break the conduct code will be asked to leave the dance. The head sponsor and/or administrator will call the parents of the person if he/she is of school age. All EHS students are expected to abide by the rules and to encourage their guests to do the same. Students and guests may be barred from future Student Council events if their behavior has been inappropriate. It is up to the principal and Student Council sponsor to decide when this action is necessary.

Prom

Each year the junior class hosts a prom for juniors and seniors. All students attending the prom are expected to abide by the school rules of appropriate conduct concerning dances listed under senior high school dances.

Prom Qualification Requirements

- A student must be in his/her junior or senior year of high school.
- Junior students must actively participate in class meetings, fund-raising, etc. as this is how the junior class is able to provide the senior class a prom.
- Attending students must be a full-time student as described by board policy.

A student must be in good standing in school. Student class dues must be paid in full before prom. Ninth and tenth grade EHS students and all alumni and outside-of-school dates are permitted to attend as dates of EHS juniors and seniors by invitation and pre-registration at a cost per guest. Non-EHS students must provide a letter from their home school district administration confirming the guest is in good standing. Outside dates shall not be older than 20 years old at the time of the dance. An after-prom party traditionally is organized and supervised by the parents.

Senior Trip

Each year, with board approval, the senior class is allowed one school day plus the weekend for an excursion to some nearby resort area. The school district provides the use of school buses for the trip. All necessary expenses are paid from class dues and money making projects. All seniors making the trip must submit a parental permission slip and are expected to abide by the rules stated thereon.

Senior Trip Regulations

- A student must be in his/her senior year of high school. A student will be limited to only one senior trip.
- A student must be a full-time student as described by board policy.
- A student must be in good standing in school.
- All bills must be paid - enrollment, projects, class dues, lost books, etc.
- More than fifteen days of absences during the senior year will eliminate that senior from the trip (unless days have been extended by principal).
- Two ISS or one OSS suspension during the senior year will eliminate that senior from the trip.
- A long-term suspension or expulsion during the year will eliminate that senior from the trip.
- Any senior having unserved detentions at departure time will be eliminated from the senior trip.
- Each student going on the senior trip will earn his/her equal share of the cost of the trip or pay an amount to make up his/her share before reservations are confirmed for that senior. We have one fundraising project.

Home and Family Night

Wednesday evening has traditionally been set aside as home, church, and family night for Eudora district students. If the need should arise for a Wednesday evening activity, prior permission will be obtained from the building and district administrators. Wednesday evening practices are typically finished by 6:30pm. Events scheduled on Sunday will be rare. Sunday events also require prior permission from administration and the Board of Education. Sunday events will not start before 1:00 pm and should be completed by 5:00 pm.

Initiations

Eudora High School does not sponsor or approve of initiation activities. Students arriving for classes dressed inappropriately or with unkempt hair or faces as a result of initiation activities will be suspended.

DISCIPLINE

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:

- **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.
- **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.
- **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.

Behavior Code

Eudora High School's goal is to teach lessons both inside and outside the classroom. One of the most important lessons we teach is accountability for one's actions. We have developed a point system that is consistent and gives students both immediate and cumulative consequences. Students will learn that inappropriate actions and poor choices continue to compile and can impact one's life in a negative way. Students will also learn that they are ultimately responsible for their own actions, and can take actions to rectify a bad choice. Students will understand the value of community service and that they need to be proactive while making restitution.

Rules for Good Behavior

The following rules for students are subject to the Behavior Code point system (see Appendix):

1. All students are subject to the control and direction of ALL employees. Students are expected to show obedience and respect for teachers and staff.
2. Running in the hallway is not permitted.
3. Talking loudly in the hallways during class hours is not permitted.
4. When classes move within the building during school hours, the students are to move in a quiet fashion.

5. The expression of affection shall be limited to the holding of hands. (No Public Display of Affection)
6. Abusive, disrespectful, or obscene language will not be tolerated.
7. Litter in halls and classrooms creates less than pleasant surroundings for everyone. Please keep our school clean and well kept.
8. All contents of a meal brought from home should remain in the container in the student's locker until lunch break; it should be eaten in the commons area. Violation of this rule may result in these items may be confiscated and not returned to the student.
9. Items that represent a hazard to the health and safety of other students are not allowed and will be taken by the teacher or principal and will be returned to the parent. These include, but are not limited to: Pocket knives, water pistols, water balloons, glass containers, laser light pointers, and items for the purpose of being used as a weapon.
10. Smoking, vaping, swearing, fighting, excessive tardiness, skipping classes, refusing a teacher's directives, class disruptions, property damage, use or possession of alcoholic beverages or electronic nicotine delivery system, stealing, public display of affection (kissing/ embracing), leaving school grounds without permission, use or possession of drugs or drug paraphernalia, cheating on tests, and back talking are all acts of irresponsible student conduct and are subject to Behavior Code point system.
11. Bringing animals to schools requires prior approval; exceptions are made when a school unit on animals or other activities under the direction of the teacher are planned and approved. When animals are at school; the district's policy for animals must be followed.
12. Snowballs are not to be thrown at any time.
13. Gambling is not permitted.
14. Civil laws must be obeyed.
15. Gang-related graffiti, writing or symbols are not to be used and will not be tolerated.
16. School rules apply at school activities occurring after regular school hours.

Positive Behavior Intervention System (PBIS) Guidelines

Eudora High School will utilize a Positive Behavior Intervention System to promote expected behaviors. Students who are unable to follow the behavior expectations of the school will be issued Minors and Majors. A Minor is a report submitted to the office by a teacher describing a student's inappropriate behavior. Teachers will communicate with students about their behavior and provide corrective expectations. If a Major is issued by a teacher the student will discuss their behavior with an administrator and may receive behavior points based on the actions. Four separate Minors will result in an office-issued Major.

If a student accumulates 5 or more points he/she will be given in-school suspension (ISS) for up to 3 days. If a student accumulates 10 points he/she will be given out-of-school suspension (OSS) for up to 5 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 reduce points through community service. The principal will assign all community service. Two hours of service will be equivalent to one point. All quality and quantity of service will be verified. A maximum of 5 points can be reduced through service. Once a student reaches fifteen points they are not eligible to reduce points.

PBIS Guidelines for Minors & Majors			
<i>VIOLATION</i>	<i>MINOR Example</i>	<i>MAJOR Example</i>	<i>POINTS</i>
Inappropriate Language	Student uses word in conversation with peers	Student uses word toward an adult or peer in an angry manner or if the word or language used is considered severe.	1 – 5

Physical Contact / Fighting	Horseplay causing a disruption	Aggressive contact, possibly causing injury to one or both parties	3 - 8
Disrespect / Insubordination	Student engages in brief or low intensity failure to respond to an adult or incident toward student	Student refuses to follow directions, talks back, or is socially rude	1 - 5
Non-compliance	Student does not return signature-required documents	Student skips a scheduled teacher detention	1
Disruption	Student disrupts the class again after given a verbal correction	Student disrupts class a third time	1
Property Misuse	Student engages in low intensity misuse of property	Student uses school property in a way it is not intended to be used or that damages the property	1 - 5
Technology / Electronic devices	Student has personal technology out and/or on during school hours. 1st time - verbal warning and item is collected by the teacher; 2 nd time – item is collected by teacher and taken to the office.	3 rd time – Item will go to the office for parent retrieval; and loss of technology privileges	1 - 5
Tardy		Student is tardy 4 times in a semester in a single class	
Dress Code	Student wears clothing or item that does not comply with the dress code in the student handbook that warrants a warning. (Warning consists of a conversation and change of clothes and/or correcting the situation)	Student wears clothing or item that does not comply with the dress code in the student handbook after an initial warning.	2
PDA (Public Display of Affection)	Student participates in inappropriate contact that warrants a warning.	Student participates in contact, kissing, inappropriate touching or suggestive dancing after an initial warning.	1
Parking Lot	Parking in unassigned areas.	Repeat parking violations or excessive speed or reckless driving	1 – 4
Unexcused Absence (Skipping Class)		Student is wandering the hallways outside of the usual path or makes the choice not to attend class.	1
Harassment / Bullying		Student delivers disrespectful messages, verbal or non-verbal, to another person that causes that person to feel threatened or uncomfortable.	1 - 5
Lying / Cheating / Plagiarism		Student delivers a message that is not true and/or deliberately violates a rule. Copy or plagiarize another person's work or to allow another person to plagiarize your work.	1 - 5
Forgery / Theft		Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name on a document requiring a signature.	1 - 15
Alcohol / Drugs / Tobacco / Vaping		OSS / Expulsion	8 - 15
Extreme Misconduct		OSS / Expulsion	10-15
Assault on Staff / Weapons / Arson / Terroristic Threat		OSS / Expulsion	15

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

Detentions

Detentions may be assigned as a consequence for violating rules and regulations of Eudora High School or for disturbing good order and decorum during the school day or at school activities. Detentions will be

served on the day or one school day after assigned. The following regulations will govern the detention center:

- Detentions will be served from 3:25 to 4:15. Students serving detentions will be seated by 3:25 and remain seated during the entire detention period unless otherwise instructed by the supervisor.
- Students shall bring assignments or reading material to the detention hall. Students must study or read during the entire detention period.
- Failure to maintain strict compliance with these regulations will void credit for the detention and time will be doubled. Voided detentions will be made up beginning the next school day.
- Last minute rescheduling of detentions and make up time will not be allowed. Rescheduling must take place before 8AM the day the detention is to take place except in cases of family emergencies.

Cheating

When a student is guilty of cheating, the teacher shall collect the student's work, assign a failing grade, issue a major, and notify the parent(s) and the office immediately as to the action taken. The parent(s) shall be notified that repeated offenses could bring about suspension from school.

Plagiarism

Plagiarism (noun): the practice of taking someone else's work or ideas and passing them off as one's own.

What this means is the author's words and ideas are his or hers and a student who borrows either must acknowledge that fact.

- 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.
- Only copying a sentence here or there is still plagiarism.
- "But I put it in my own words" is still plagiarism. You are still using someone's thoughts other than your own.
- Every appearance of borrowed material must be acknowledged.
- Copying from another student's paper is plagiarism.

Suspension and Expulsion

Out-of-School Suspension (OSS)

Out-of-School Suspension (OSS) from a class for more than one hour or suspension from school itself shall be exercised only by the principal or his appointed person in charge. The following guidelines shall affect a student's suspension from school:

- Short-term suspensions from one to ten days may be assigned with an informal hearing being afforded the student.
- Long-term suspensions are defined as more than ten days and require a formal hearing.
- Expulsion may be for a term not surpassing 186 days.
- Parents shall be notified in writing of each suspension and/or expulsion.
- Students under suspension and/or expulsion are barred from all school property and are ineligible to attend / participate in school activities.
- Work cannot be made up during suspension except for major assignments and tests that will count as a significant part of a course grade.

Exclusion from school or suspension periods longer than ten days shall be assigned using the following guidelines:

- A student and his/her parents shall be notified in writing of the time, date, and place where the student will be afforded a hearing.
- A student shall be given a copy of Kansas Statutes dealing with expulsion.

Suspension and expulsion are authorized by a separate board policy entitled “Student Conduct and Procedure Code.” However, two additional types of suspension are hereby authorized.

1. An ‘in-school suspension’ may be used to suspend a student from a class or even several classes. The student may or may not continue to attend other classes. During the suspension, the student will be assigned to an area such as the office, hallway, or detention room; and some staff person, or adult designated by the principal, will be assigned to maintain general supervision of the student.
2. A “conditional suspension” may be used to provide a procedure for short-term suspensions. In these instances the student may be returned to class as soon as a parental conference can be held and a satisfactory agreement arranged.

In School Suspension (ISS)

A student in ‘In-School-Suspension’ is isolated from other students and is expected to work on assignments or read a library book (or other school related text) checked out before going to ISS. In this situation the work is graded and counted. During an ISS, students will be assigned to a study booth where they will remain for the entire school day except for supervised breaks. The following rules will apply:

- Student is to remain seated in the provided chair. Student will be checked on often and may ask questions or make requests at that time.
- No permission will be given for drink or restroom except at supervised breaks.
- Student must have work to do and be working on school related tasks while in the ISS room.
- Student shall not deface the assigned area. Any damage will be assessed to the student and must be taken care of before the student returns to classes.

Reverse Suspensions

When a student has been assigned either ISS or OSS for a non-violent or non-drug/alcohol offense, a parent/guardian may request administration to approve a reverse suspension. If approved, in place of ISS/OSS, the student and his/her parent/guardian (ONLY) may attend the student’s regularly scheduled classes together. The parent/guardian must agree to attend the full school day with their student. Should the parent/guardian be unable to attend for the full day, the student will return to ISS/OSS status. The parent/guardian must also meet with administration in advance to discuss the parameters of the parent’s actions/interactions while at school. If a child is suspended for multiple days, the first day(s) is a normal suspension, and if their parent guardian comes in and spends a full day with them at school, the last day(s) will be dropped.

Suspension Reduction Option

In an effort to promote the quitting of self-harming activity connected to smoking, vaping, and other similar activity, the administration will promote the opportunity to reduce suspension dates from school by the student completing a cessation program agreed to by the school administration and offending student’s parent. The student will be allowed to return from suspension before the end date once documentation of successful completion of a cessation session can be provided to the school. The student will be withheld from a return to the regular classroom schedule at least after the passing of a 24 hour period of time. The cost that is associated with a cessation program will be the sole responsibility of the student and/or their parent.

Bullying

Acts of bullying, which include cyberbullying, or retaliation are prohibited:

1. On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or

off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

2. At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Bullying is the persistent use over time by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, targeted at a student that:

1. Causes physical or emotional harm to the student or damage to the student's property;
2. Places the student in reasonable fear of harm to himself or herself or of damage to his or her property;
3. Creates a hostile environment at school for the student
4. Infringes on the rights of the student at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Certain forms of bullying may involve criminal acts, which should be promptly reported to local law enforcement.

Cyberbullying is bullying through the use of technology or any electronic devices, such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, blogs, mobile phones, pagers, online games and websites.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Reporting: A student who believes he or she has been bullied should report it to school officials without delay. Forms for the reporting of bullying shall be available in each school office, or on the school district website. Reported incidents will be investigated by school personnel according to district guidelines and the Bullying Assessment Flow Chart.

72-6147. Bullying, school district policies. (a) As used in this section:

(1) "Bullying" means:

(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to their property

(B) cyberbullying; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-1138, and amendments thereto.

Illicit Drugs & Alcohol

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity.

Prohibited Activities

1. Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco-vape or smoking paraphernalia.
2. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco-vape or other controlled substances.

Expectations for School-Sponsored Activities

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco-vape or any materials (facsimiles) that give the appearance of alcohol, tobacco-vape, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification;
- Police involvement;
- Suspension or expulsion; and/or;
- Exclusion from future extracurricular activities.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to suspension/ expulsion as a consequence for violation of JDDA. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

JURISDICTION OF SCHOOL OFFICIALS

School officials may discipline students for misconduct as defined in this Code of Conduct, which occurs in and around school property, libraries or activities or using school provided equipment.

While misconduct, which occurs outside the school environment, is generally addressed by local law enforcement, school officials may discipline students for such conduct when the conduct impacts the school

environment, educational objectives and the greater interests of the school district. Accordingly, school officials may discipline students for conduct occurring:

- While on or about school premises;
- While on school buses to and from school, on school-sponsored field trips, and while attending or participating in extracurricular activities;
- While engaged in school related activities on or off premises;
- While on school property, but during non-school hours; and/or
- While off school premises if the misconduct is directed toward school personnel;
- When the misconduct is facilitated by school district provided technology and/or other devices;

SEARCH AND SEIZURE ON SCHOOL PREMISES

Purpose and Objective

To maintain order and discipline in the schools, school officials are empowered to conduct searches of student and school property. Accordingly, students who bring contraband on to school property or to school-related activities may be searched in order to secure the school environment so learning can take place, and to protect students, staff and visitors from any potentially harmful effects stemming from the contraband. The Administration may utilize reasonable suspicion searches, metal detectors and canines as necessary to carry out and further the objectives of this policy. A student's failure to submit to searches and seizures as provided in this policy will be considered grounds for disciplinary action up to and including expulsion.

FORMS of SCHOOL DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions given by building administration may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. Building administrators develop building-specific protocols for the imposition of discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended out of school or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

TRANSPORTATION

Bus Riders' Rules

Don't Lose Your Riding Privilege! Follow These Rules:

1. Observe the 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, vaping materials, controlled substances, illegal drugs, weapons, flame producing devices, lasers, stun guns, mace, pepper spray, laser pointers, 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
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 across.
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, side 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. The driver is authorized to assign seats when necessary.
17. Under no circumstances should a student attempt to retrieve items near or underneath a bus. Tell the driver if an item has gotten away; he/she will assist in a safe retrieval, if possible.
18. Portable electronic devices are not permitted unless equipped and used in conjunction with personal headphones.
19. In instances where small children are delivered to their home by bus only to find no responsible persons there to receive the child the bus driver is instructed to bring the child back to the transportation center or the appropriate school and await contact by parent(s) or guardian(s). An exception to this rule is possible if the parent(s) or guardian(s) submit a request to the transportation director in writing, stating that the child should be discharged at home whether an adult is present or not.
20. Non-regular route students ride the buses at the option of the school district's administration. An advance written request must be submitted to the transportation director before permission is granted.
21. After three consecutive 'no shows' without proper notification of the director or driver, the bus riding student will be dropped from the route until such time that the parent contacts the transportation department to request that bus services resume.

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.

Misbehavior on the Bus

A form will be used to communicate with parents or guardians when their student has misbehaved on the bus. The form must be signed by the parent or guardian and returned to the driver before transportation service can be resumed. The district is 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:

- 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.
- 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.
- 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.
- 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, the principal, the director of transportation, the driver, the student, and the parents.

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

Activity Trips

- Students on activity and field trips are expected to abide by the same rules as regular bus trips.
- 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.
- 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 unless a written request is provided 24 hours in advance and approved by the admin.
- 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.

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 have 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.

Student Vehicles

All student vehicles are to be parked properly in designated areas. Seniors will be allowed to park in the southeast parking lot, all other students are expected to park in the southwest parking lot. Parking in the northwest parking area (back parking lot) is for staff members only. Students caught parking in the back lot during the school day will be assessed a \$10 parking ticket, and receive a major office referral.

SAFETY

School Closings Due To Weather

When the decision is made to close schools for weather, information will be announced by the automated phone-calling system, on the district website, by the Lawrence area media, and by the Eudora Schools news listserv. To receive information alerts and other district news by email, sign up for the Eudora Schools news listserv at www.eudoraschools.org.

Tornado Drills/Warnings

Tornado Drills are conducted several times during the school year and are conducted as if they were an actual emergency. 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.

- Upon receipt of a tornado warning in the area, the principal or person designated to act in his/her absence shall sound the alarm. When the alarm sounds, classes will proceed as a group to the designated shelter area. Routes are posted in each room
- If time does not permit going to the designated 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 rest head on knees and clasp hands over neck or head.
- Everyone will remain in the shelter area until the “all clear” signal of two short rings of the class bell has been given.

Fire Drills

Fire drills are conducted monthly during the school year. When a fire siren is sounded, pupils will evacuate the building in a rapid but orderly manner. Instructions and route to be taken will be explained in each room before the first fire drill. Evacuation routes will be posted in each room.

Student Release In Time 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 phone-calling system. 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 Safety Interventions (ESI)

(The following are excerpts from the USD #491 Board Policy. The complete document can be found on the eudoraschools website.)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each

school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definition

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI shall be completed and provided to the student's parents no later than the school day following the day of the incident.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection with 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

Internet Safety Policy of USD #491

It is the policy of USD 491 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the USD 491 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the USD 491 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives. The Director of Curriculum and Instruction or designated representatives will provide age appropriate training for students who use the USD 491 Internet facilities. The training provided will be designed to promote the USD 491 commitment to: a. The standards and acceptable use of Internet services as set forth in the USD 491 Internet Safety Policy; b. Student safety with regard to: b.a. safety on the Internet; b.b. appropriate behavior while online, on social networking Web sites, and in chat rooms; and b.c. cyberbullying awareness and response. c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”) The student will acknowledge that he/she has read the Internet Safety Policy, understood it and will follow the provisions of the District’s acceptable use policies.

Eudora USD 491 Internet Safety Policy Version 1.0

APPENDIX

Sexual Harassment Policy

Sexual harassment will not be tolerated in USD #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 is 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's 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 interference 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 termination, against any employee

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as

determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

To complete a complaint form, please click here: [KN Complaint Form](#).

Amended July 9, 2020

Copyright

It is the intent of Eudora USD #491 to enforce and abide by the provisions of the current copyright laws. This district does not sanction illegal duplication in any form, and students who willfully violate the copyright position do so at their own risk and assume all liability and responsibility. The legal or insurance protection of the district will not be extended to a student who violates copyright laws. In the event said student is found guilty of violating existing copyright law by administrative law judge, judge or jury, or a combination thereof, the student will be required to remunerate the district in the event of loss due to litigation. (Subject to revision as deemed appropriate.)

Copyright protection is for the life of the author plus fifty years and exists from the time of the work's inception until the end. The copyright of the work immediately becomes the property of the author who created it. Copyright protection for an original work of authorship does not extend to any idea, procedure, process, system, or discovery. It is not necessary to register the work in the copyright office in order to secure a copyright. An author has copyright as soon as the work is in fixed form. Under the law, persons must assume that any work created after 1978 is copyrighted and permission to copy should always be requested from the creator.

Congress has given five exclusive rights to the copyright holder:

- The right to reproduce the work.
- The right to prepare derivative works.
- The right to perform the work.
- The right to display the work.
- The right to distribute the work.

There are however, limitations placed on the owner's rights by Congress. Other limits are relegated to the broad interpretations under the Fair Use Law. Fair Use is often used as an excuse for copying rather than a reason for copying. There are four factors that determine whether copying can be done legally. All four criteria must be met before copying of any material is allowed. The law does not give one factor more weight over another. The courts normally place the most emphasis on the last factor while the second factor is given the least importance.

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.

- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

Printed Materials

The copying of a news magazine article (a factual work) is more likely to be allowed under Fair Use than copying a short story (creative). All permitted copying must bear an appropriate reference (e.g., author, title, date, source, etc.). Also, the copying must be at the “instance and inspiration” of the individual teacher; and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness must be “so close in time that it would be unreasonable to expect a timely reply to a request for permission.”

An individual may make single copies of:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay, or short poem, whether or not from a collective work.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple copies (one copy per pupil in a course) can be made if it meets the criteria of brevity, spontaneity, and cumulative effect and if each copy contains a notice of copyright.

- Brevity - complete poem printed on no more than two pages or an excerpt from a longer poem not to exceed 250 words copied in either case. A complete article, story, or essay of less than 2,500 words or an excerpt from prose less than 1,000 words or 10% of the work, whichever is less, but in either event a minimum of 500 words to be copied. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
- Spontaneity - copying is done by the teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect - the copying is only for one course and only nine instances of multiple copying per course during one class term is allowed. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

The following are prohibited uses; an individual may **not**:

- Copy more than one work or two excerpts from a single author during one class term.
- Copy more than three works from a collective work or periodical volume during one class term.
- Reproduce more than nine sets of multiple copies for distribution to students in one class term.
- Copy to create or replace or substitute for anthologies or collective works.
- Copy “consumable” works, such as workbooks, exercises, standardized tests, answer sheets, and so forth.
- Copy the same work from term to term.
- Copy the same material for more than one course being offered in the school.
- Copy to avoid purchase.

To request permission to duplicate copyrighted materials, send a self-addressed return envelope to the permissions department of the publisher or directly to the copyright holder and include the following information:

- Title, author and/or editor, and edition of materials to be duplicated.
- Exact material to be used, giving amount, page numbers, and possibly a photocopy of the material.
- Number of copies to be made.
- Use to be made of duplicated materials.
- Form of distribution (classroom, newsletter, etc.).
- Whether or not the material is to be sold.
- Type of reprint (ditto, photocopy, offset, typeset).

Do not ask for blanket permission to copy.

Computer Software

- Students may make an archival or backup copy of a software program that is legally owned. Only one copy of the program may be used; it is not permissible to use both original and backup copies simultaneously.
- Students need to purchase either:
 - a. One program for each computer used *or*
 - b. A site license that covers all of the computers that will be used for said program
- The ethical and practical problems caused by computer software piracy will be addressed in all computer instruction in the schools of the district.
- Illegal copies of copyrighted programs will not be made or used on district equipment.

The following are prohibited uses; an individual may **not**:

- Make multiple backup copies.
- Make one copy for home and one for school.
- Load one program into the memory of several computers to be used simultaneously.
- Copy to avoid purchase.

Music

- Emergency copying is allowed only if the purchased copies are not available for a performance. The photocopies must then be destroyed.
- Single or multiple copies of excerpts may be made if less than 10% of the whole work and if it is not a performable unit such as a selection movement, or aria.
- Purchased music may be edited if the fundamental character of the work is not distorted or the lyrics altered or added if none exist.
- A single copy of an entire performable unit can be made if it is out of print or unavailable except in a larger work. It cannot be used for performance.
- A single recording may be made for aural exercises or tests and may be retained by the school or teacher.
- A single copy may be made as a free service for the blind.
- A single copy of a student performance may be made for study and for the archives.
- A single copy may be made for preservation or replacement in the library when copies are not available for purchase.

The following are prohibited uses; an individual may **not**:

- Copy to create, replace, or substitute for anthologies, compilations, or collective works.
- Copy to avoid purchase.

Approved June 10, 1993

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 mentally retarded. The law also requires that, “to the maximum extent appropriate, handicapped children . . . are educated with children who are not handicapped”.

The East Central Kansas Cooperative in Education provides special education to students aged three (3) to 21 with special needs in the Baldwin, Eudora, and Wellsville School Districts. 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.

If you have questions or concerns about your child’s needs, contact the East Central Kansas Cooperative in Education at 785-594-2737 or your school principal.

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.

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 1-785-594-2737 for further information.

FERPA

Family Education Rights and Privacy Act - Annual Notification

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 18 or older) are afforded various rights with regard to educational records that are kept and maintained by USD #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 student's or your own, if an eligible student, educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your student's or your own, if an eligible student, educational records to other persons, with certain limited exceptions.

Disclosure of information from your educational records to others 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; or
- c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable student record information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 or duties.

- The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe 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 USD #491 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
 5. The right to obtain a copy of USD #491 policies for complying with FERPA. A copy may be obtained from the building principal or the superintendent's office.

Directory Information: For purposes of FERPA, USD #491 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., full-time or part-time), photographs, and video recordings.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #491 Superintendent's Office, 1310 Winchester Rd., Box 500, Eudora, KS 66025 on or before August 15th of each school year. If a refusal is not filed, USD #491 assumes you have no objection to the release of the directory information designated.

(Updated 4/24/14)

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.

PROCESS FOR DETERMINING SERVICES

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

INITIAL INTERVENTION

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

REFERRAL

- Referrals are accepted from parents, professional staff, students, and/or community agencies.

- The presenting problem(s) and previous remedies are considered and reviewed. The summary should include all current information and recommendations.

NOTIFICATION

- 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

- 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

- 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

- 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 which substantially impairs a major life activity and is in need of special accommodations/services.

WRITTEN CONSENT

- 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

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

IMPLEMENTATION

- 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.
- The accommodations and/or services are implements.

REVIEW

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

Grievance Procedures

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

The Local Education Agency recognizes the right of employees 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.

The procedures for processing grievances shall be as follows:

1. 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 designated representative of the LEA. The decision of such official shall be made, in writing to the grievant within ten (10) working days.
2. 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.
3. Should the grievant decide that the reply of the chief school officer is unsatisfactory, the matter may be appealed, within (10) working days, to a Grievance Committee which shall be established as follows:
 - a. The grievant or the representative may designate one (1) member.
 - b. The chief school officer or the representative shall appoint one (1) member.
 - c. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
 - d. 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 (10) working days, the President of the local board shall designate a third member.
 - e. 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.
 - f. 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 officer and shall be available to the grievant, the grievance representative or the LEA's representative. In the event 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, file a written notice of appeal to the local Board of Education. 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.
4. In the event 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, file a written notice of appeal to the local Board of Education.
5. Upon receipt of the decision of the Grievance Committee is unsatisfactory either the grievant of the chief school officer, either may, within ten (10) days after receipts of the decision of the Grievance committee to be filed with the local Board of Education who shall review such records. The decision of the local Board of Education, upon such review, shall be final.
6. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

Kansas Commission on Civil Rights Equal Employment Opportunity
Landon State Office Building, 8th Floor 911 Walnut, 10th Floor
900 Jackson, Suite 851 South Kansas City, Missouri 64106
Topeka, Kansas 66612-1258

Writing Expectations

TO: Eudora High Students
FROM: Your English Teachers
RE: Your writing and our expectations
DATE: From now until further notice

The following are some very basic expectations we have for your writing at Eudora High School. In general, what we have put together here reflects our experiences with you and your writing. We obviously haven't touched on all the things you need to know when you write, but the things included here really stand out for a variety of reasons.

Most importantly, the expectations we've outlined here are in place because when you don't pay attention to them, your readers tend to form negative opinions about your writing. Your readers will find it hard to take your writing seriously and might easily ignore what you have to say simply because you make a series of relatively small errors.

So, in short, we have tried to limit what we've included here only to those items which we think are really glaring and which you should be able to easily learn to take care of on your own.

We have divided our expectations into three parts:

Part One. EHS Format for Formal Papers:

All of your English teachers will expect you to know and follow this basic format for formal essays you hand in to us. We will tell you when you need to follow this format for formal papers, but generally formal essays have four basic things in common: 1) We will require that you type them. 2) We will require that you produce multiple drafts. 3) We will require your best effort and attention to correctness. 4) We will count formal papers as a major part of your grade.

Part Two. EHS Handy List of Common Errors in Writing:

The items in this section are common mistakes.

We'd like you to review this list and be sure to avoid these errors.

Thank you.

Part Three. EHS Handy List of Usage Rules:

There are a lot of usage rules to pay attention to, and there are many reference books available when you need to understand a usage rule. What we have tried to do here is identify the usage rules that seem most important to students at Eudora High School.

We selected these rules because questions about them come up frequently in our classes or because when you don't follow the rules, your errors really stand out. This can cause people to think that you don't know how to write or you don't care very much about how you present yourself.

Part One
MLA FORMAT
FORMAL PAPER FORMAT

1. Formal papers are always typed.
2. Always use 12 pt. font.
3. Always use Times New Roman.
4. Always double-space your entire paper. Do not put extra spaces between paragraphs.
5. On your first page there will be specific information that your instructor will ask you to put in the left hand corner. You will also need an original title. Below is an example of what your first page should look like when you are asked to produce a formal paper in MLA (Modern Language Association) format.
6. All pages will have your last name only with page number in the upper right hand corner.

Cardinal 1

Mary Cardinal

Mrs. My Teacher

English I

12 November 2011

My Most Amazing Experience

When I was a young man, barely 17, I went out to Hollywood to chase my dreams. Dusty
Oklahoma was all I'd ever seen, and I was getting older . . .

Part Two
EHS HANDY LIST FOR COMMON ERRORS IN WRITING

ABOUT WORDS:

A. Ten words that shouldn't confuse you:

1. To, Two, Too *To* refers to direction.
 Two refers to the number.
 Too is the same as "also" or "very."
2. There, Their, They're *There* is for location.
 Their is for people and shows ownership.
 They're means "they are."
3. Were, Where *Were* is a verb referring to the past.
 Where is only used to refer to a place.
4. Alot, A lot *A lot* is two words, always two words.
5. Could of, Should of *Could of* does not exist. Neither does *should of*.

They are the incorrect forms of could have or should have.

6. Its, It's *Its* is the possessive form of "it."
It's is the contraction of "it is."

7. Than, Then *Than* is used to compare.
Then tells when.

8. Affect, Effect The verb *affect* means "to influence."
The verb *effect* means "to produce, accomplish, complete."
As a noun, *effect* means the "result."

9. Except, Accept *Except* means "other than."
Accept means "to receive."

10. Alright, All right *Alright* does not exist. *Alright* is the incorrect form of *all right*.

B. Nine words we never, ever want to see in your writing: cuz, yo, majorly, probly *or* proolly, dude, liberry, ok, i, gonna

ABOUT SENTENCES:

- Do not start your sentences with the same word over and over again.
- Do recognize that a sentence is a complete thought and there are rules for punctuating complete thoughts.
- Always use complete sentences.

ABOUT PARAGRAPHS:

- You begin a new paragraph when you begin a new topic.
- Use paragraphs! Even if you don't know why, use paragraphs. If you don't know how to use paragraphs, we will teach you.
- Paragraphs are strange and intimidating things for some writers. They don't need to be; you begin a new paragraph when you begin a new topic. But if you find it hard to figure out where to paragraph, just put them where they look good and feel right. Or just close your eyes and put your finger on your paper, but do not hand in a long piece of writing that looks like a single block of text!

ABOUT ESSAYS:

Essays should not be like phone calls, emails, or text messages to your friends. Formal Standard English is required when writing a formal paper. Here are some "no-nos" when essay writing:

- Generally, do not refer directly to the reader as "you"; that is, do not say something like, "As you can see. . ."
- Do not introduce your paper by saying, "I'm writing this paper about. . ." or "In this paper I am going to talk about..."
- Do not end your essays by writing "goodbye," "see ya later," "your favorite student," "the end."
- Do not begin your conclusion with, "In conclusion."

Part Three
EHS HANDY LIST OF USAGE RULES
source: *Writer's INC* 2001

Capitalization:

Titles: Works that can stand alone such as novels, plays, and albums should be underlined when handwritten, *italicized* if typed. Works that are part of a larger whole such as poems, short stories, and song titles should be in “quotation marks.”

Classes and courses: Capitalize words when they are used as titles of classes; do not capitalize these words when they name a field of study.

Examples: Who teaches History 202? (class title)

It's the same professor who teaches my sociology course. (a field of study)

Family relations: Capitalize words like *father*, *mother*, *uncle* and *senator* when they are used as titles with the person's name or when they are substituted for proper nouns.

Examples: I introduced my father to Senator Kerry.

“Dad,” I said, “come meet the senator.”

Dates: Use commas to set off items in a date.

Example: He began working out on December 1, 2005, but quit by May 1, 2006.

However, when only the month and year are given, no commas are needed.

Example: He began working out in December 2005 but quit by May 2006.

Numbers: Numbers from one to nine are usually written as words; numbers 10 and over are usually written as numerals. There are some exceptions to this: you may use a combination of numerals and words for very large numbers; numbers being compared or contrasted should be kept in the same style.

Examples: 4 million

1 in 100 or one in one hundred

Mr., Mrs., Ms., Miss:

Mr. refers to all men.

Mrs. refers to married women.

Miss refers to unmarried women or girls.

Ms. is a title free of reference to marital status. It can be used in place of Miss or Mrs. when you are unsure of how to address a woman, or if she prefers it.

Who, Which, That: Who refers to people.

Which refers to non living objects or to animals.

(Which should never refer to people.)

That may refer to animals, people, or nonliving objects.

Lie, Lay: Lay means “to place.”

Lay is also the past tense of lie.

Lie means “to recline.”

Who and Whom: Who is used as the subject of a verb.

Whom is used as the object of a preposition or as a direct object.

Examples: To whom do we owe our thanks for these pizzas?

And who ordered that one with pepperoni and pineapple.

A.M. and P.M.: Letters can be either capitalized or lowercase, but must be followed by periods.