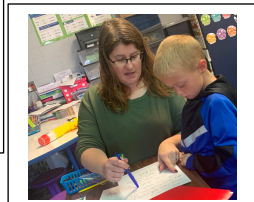
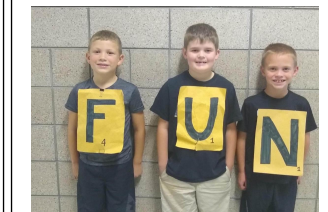
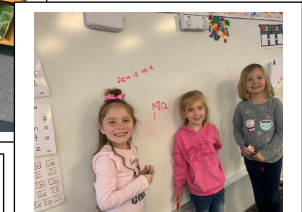
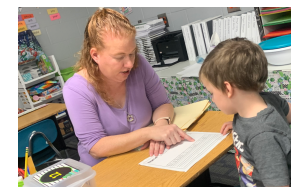
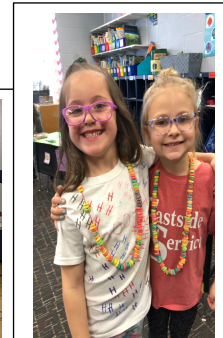




# Marshall Elementary 2022-2023 Student Handbook

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## **WELCOME**

Welcome to Marshall Elementary School. The teachers, staff, and administrators are committed to providing you with the best possible educational experience while you are a student here. It is our goal to provide a safe and orderly learning environment for all. Marshall Elementary School has been fully accredited by the state of Kansas. Marshall Elementary has also attained the award of Standard of Excellence in both Reading and Math on the Kansas state assessments. Marshall Elementary was also Awarded the 2012 National Blue Ribbon Award by the US Department of Education.

We encourage you and your parents to read this handbook. It should provide you with a good foundation for what your responsibilities are while you are a student here. This handbook will help you become familiar with the rules and expectations of students attending our school so that your years here will be positive and successful learning experience. Please check out our Marshall Elementary Facebook page as we love to provide an insight to our school ( @Eurekaks )

## **MISSION STATEMENT**

Vision: Marshall Elementary is a learning community that promotes academic excellence and social responsibility.

Mission: In order to achieve this goal the “Marshall Family” including students, parents, community, and staff will encourage and carry out the following:

- \* Academic Excellence
- \* Responsibility
- \* Self Discipline
- \* Leadership
- \* Collaboration

## **GENERAL GUIDELINES**

The following rules will help keep Marshall Elementary School a safe orderly place to learn. **If a conflict between this policy and district policy occurs, district policy may overrule.** For the purpose of this handbook, school grounds are defined as school property and property immediately adjacent to school grounds.

## **OPENING AND CLOSING THE BUILDING**

The school day is from 8:10 a.m. to 3:25 p.m. Buildings will open at 7:40 a.m. and will be closed at 4:30 p.m. Students are not permitted in any USD 389 facilities without adult supervision. Students arriving prior to 8:05 a.m. are to remain in the assigned area, the gym, or commons.

## **CLASSROOM PROCEDURES**

1. Students are asked to be respectful and listen when the teacher brings the room to attention. Students will follow the quiet signal at all times.
2. Always have necessary books, materials, and equipment ready to begin work. Teachers will not encourage the habit of forgetfulness by giving you permission to go to your locker during a class period.
3. Please help to maintain a neat and clean classroom at all times.

Absent Work: Students who are absent for any reason will be required to make up work that is missed in each class. In cases of a prolonged absence of more than five days, additional time may be approved by administration on a case-by-case basis. Work that is not made up in the allotted time will be recorded as no credit.

Cheating: Cheating is strictly prohibited. In the event a student is cheating, the student's paper will be marked with a zero, and the teacher will notify the student's parents and the office. Cheating may result in further discipline by administration. Cheating will include mutual consent of copying tech files, CDs, or digitalized material between students.

Toys: Students may not bring any toys, balls, games, fidget spinners, or trading cards to school. Items brought for show and tell must be cleared in advance, and the items may not be played with during the day. The school is not responsible for loss or damage to these items.

## **CHANGE OF ADDRESS**

If at any time during the school year a student moves to a different address, please report this change to the school office. A change in a telephone number or the installation of a new telephone should also be reported. This change in contact information is important to maintaining open communication as we send mass emails and phone calls to give information.



## **ATTENDANCE**

By state law the school is required to notify juvenile authorities when a student has missed three consecutive days without parent notification.

If a student is absent from school, it will be necessary for a parent to call the office on the day the student is absent. When requested by Administration, parents are asked to specify the exact reason for the absence. In those situations, stating personal reasons or personal business is not acceptable. Parents are asked to call between 8:00 - 10:00 a.m. Every attempt will be made by the school to call the parent of a child that is absent, but this does not remove the responsibility of the parent to notify the school.

In all absences the administration of the school will make the final decision as to whether the absence was justifiable or warranted. The only exceptions by the administration may be for:

1. A prolonged or serious illness in which the student is under a doctor's care.
2. Unavoidable doctor's appointments.
3. Out-of-town trips that may have educational value. Parents must provide a written request, which states the purpose and dates of the absence. The request must be submitted at least 24 hours prior to the trip and must be signed by the principal, who will designate the absence as excused or unexcused. (Educational value to be judged at the discretion of the administration.)
4. An excused hardship situation.

It is the responsibility of the student to make up work missed. An excused absence allows the student the privilege of making up the work within a reasonable amount of time and does not excuse the student from the make-up work.

Parents will be notified by letter once a student has missed five days in a semester. After that point, the student is required to bring in a doctor's note for the absence to be excused. The School Nurse may also excuse students.

## **TARDIES:**

1. There are no excused tardies, except if USD 389 caused a tardy. Students who arrive late to school must check in through the office.
2. Students who arrive after 10:00 are considered absent and will be counted as a half-day absence. Students who leave prior to 2:00 will be counted as a half-day absence.

## **TRUANCY**

The Eureka Administration will not attempt to decide whether absences are excused or unexcused, except in the case of truancy. Truancy is defined by USD 389 as the following:

1. Not attending school after leaving home to do so.
2. Leaving school without permission from the office.
3. Not attending a class the student is enrolled in without a legitimate pass to be excused (even if the student is on the school grounds).
4. Leaving class without permission.
5. An absence that is not warranted to be excused.

**State guidelines will be used to determine truancy, three unexcused absences in a row, five in a semester, or seven in a year. After a student is determined to be truant by administration, the county attorney and/or the Department of Children and Families will be notified of the student's truancy.**

## **VISITORS TO THE SCHOOL**

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the Building Principal.

Visitors to the building are to report to the school office and sign in. Classroom visitations must be scheduled in advance with the school administration. Any paperwork required for the visitation must be completed in advance.

The Principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law. Students in grades K-6 from another school may visit corresponding classes with the permission of the school administration. Arrangements for a student to visit must be made in advance. Visitors' passes will be made on a limited basis only.

## **ENROLLMENT**

To enroll in kindergarten, a child must be at least 5 years old on or before August 31 of the current school year. To enroll in 1st grade, he/she must be at least 6 years old on or before August 31. All children who are 7 years old on August 31 are required to enroll in school. All new students must have a copy of their birth certificate and immunization record in order to enroll. All students entering a Kansas schools for the first time must also provide proof of a recent physical exam. Students who have previously attended a non-accredited school or who have been home schooled will be tested by the district and placed in the grade level indicated by test results.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. For purposes of this policy, parent means the natural parents, adoptive parents, stepparents and foster parents. For purpose of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child. Nonresident students may be admitted on a case-by-case basis after a review of their record.

## **GRADING**

Students receive report cards at the end of each quarter. The marking system used by Marshall Elementary grades 3<sup>rd</sup> through 6<sup>th</sup> is:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

"Incomplete" may be used as a grade only with the permission of the Principal. Definite time limits are established for work to be made up in order to receive the appropriate letter grade.

Teachers may have policies in place to hold students accountable for doing work and not accepting zeros. This policy would help create opportunities for students to complete work and do their best to show their abilities with the skills taught.

Students in Pre-Kindergarten through 2<sup>nd</sup> will use a skills-based checklist as a grade card.

Students who received a PASS in PASS/FAIL graded classes will be eligible for the honor roll provided their graded courses make them eligible.

Students may also be asked to attend additional activities through Title 1. These can include small group instruction during school, before school homework assistance, and after school tutoring.

## **REPORT CARDS**

The report cards at Marshall Elementary School will be distributed at the close of each nine (9) weeks of school. In addition to the report card, grade sheets will be sent home after the 3rd week and after the 6th week of each grading period. Parent /teacher conferences will be held during the second and fourth nine weeks of the school year.

## **STATE AND LOCAL ASSESSMENT TESTS**

All students in grades 3 – 6 will participate in the state testing as required by law. All Marshall students will participate in AIMSWEB and STAR testing multiple times per year to measure academic growth. Students who show academic needs for additional instruction, may be placed in classes to improve skills. Students may be removed from class to attend the skills classes. Tier II and Tier III classes have been designed to aid students with improving skills in reading and math.

## **TEXTBOOKS & DAMAGED SCHOOL MATERIALS**

A textbook fee is collected for use of textbooks. The student/guardian must pay for lost or damaged items that are purchased by the school and are used by the student. (Ex. Of Items: books, planners, headphones, classroom resources.)

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cellular phones, MP3 players, I Pods or any other electronic devices are not to be brought into the classroom unless approved by the administration. All electronic devices are to be secured in the student's locker or backpack and turned off until the student has left the building.

## **TELEPHONE USE**

The office telephone is for school business only and student approved student needs. Students are not to request the use of this phone without secretary or administration approval. Students will not be allowed to call home for forgotten items considered non-essential. Teachers will not be called to the phone during class time, but you may leave a message on their voice mail anytime during the day.



## **DRESS CODE**

USD 389 Dress Code: Hats are not to be worn in any USD 389 facility during the school day or during school sponsored activities. Hats may be worn in the gym during athletic activities.

- a. Students may not wear sunglasses in the building unless prescribed by a doctor.
- b. Grooming and dressing by students in a manner that presents a health hazard or is disruptive to the educational process is prohibited. Examples would be shirts that leave the midriff or shoulders bare, sexually explicit t-shirts or clothing, clothing advertising alcohol or tobacco, or those that expose the upper torso. Other examples would be extreme apparel with excessive holes or holes above the knee, sagging clothing, or suspenders not in place.
- c. Shorts should have a minimum of a 4" inseam and/or be finger-tip length when student is walking.
- d. Shoulders must be covered (two fingertips wide) and all undergarments must be covered.
- e. Face paint and hair color/styles that cause disruption to the educational process are prohibited.
- f. Long pants and coats are required for recess if the temperature is below 40 degrees. (No recess if the temperature is below 20 degrees.)

## **FIELD TRIP POLICY**

Only students in good standing may attend school-sponsored field trips. Some field trips allow a parent to attend with the child. Only two parents, or adult family members aged 21 or older, are allowed to attend with students in grades 1-6. Parents must provide their own transportation. No siblings or other family members/legal guardians will be allowed to participate with the school group. All family members will be expected to follow all school rules. They will sign a Rules of Conduct agreement before being allowed to participate in the field trip. No smoking or other use of tobacco or alcohol will be allowed at any time during the field trip. School appropriate language must be used at all times. All participants must follow the USD 389 dress code. Failure to abide by any of the rules will result in removal from the field trip AND the family member may not be allowed to attend any other field trips with any child in the future.

Students leaving school sponsored activities may not return.

## **ACTIVITY LEAVE POLICY**

Students are not permitted to leave and return to any school-sponsored event at home or away. This includes ALL school events (athletic and non-athletic events). Students attending any type of school-sponsored activity are to enter the event or leave the area. Loitering adjacent to school sponsored activities is prohibited.

## **LOCKERS**

Lockers are provided for students in grades 4 - 6 to be used for storage of outer garments and school materials. The locker is NOT the student's private property and may be searched by school authorities at any time. Any unauthorized items found in the lockers may be removed. Students must provide their own lock. Only combination locks are allowed, and the combination will be given to the teacher. Locks are not required. Students who lose or damage their locks or lockers will be held accountable. Do not tell your combination to anyone! The school will not be responsible for things stolen or missing from your locker.

Students shall leave all book bags, backpacks, duffel bags or any facsimile of such items in their lockers or storage area.

Book bags that will fit into or under student desks will be acceptable. Students are not to leave book bags unattended at any time, except when placed in their lockers or storage area.

## **POLITICAL OR PERSONAL STATEMENTS**

The use, creation, or dissemination of gang or wannabe symbols, signs, names, or materials is prohibited. Said materials are prohibited on any clothing, body, or any other place at school or at school sponsored events. Gang membership or gang association will not be tolerated. Such activities may result in short-term suspension. Continued activities may result in a student being expelled.

Banners or signs are not to be displayed in school or at school activities without administrative approval.

Verbal or written threats towards staff or students of USD 389 are subject to disciplinary action. No petition or document may be circulated on school property, or in school, without the Principal's permission. No signs or information may be placed on bulletin boards or within the building without prior permission of the building principal.

## **BAD WEATHER SCHEDULE**

The Superintendent of Schools will make the decision if a normal school day is to be changed due to bad weather. In case of severe weather, the official announcement for school closings may be heard over the major television and radio stations. The **School Messenger** system and the MARSHALL ELEMENTARY FACEBOOK ( @Eurekaks ) media will also be used to notify changes in attendance school hours. Please use more than one of these to make sure of any school changes.

## **TORNADO, FIRE, & INTRUDER DRILLS**

A tornado procedure has been set up for the school. When the tornado warning is sounded, all students and teachers should report to their assigned areas of safety. There will be no talking at all during the course of a tornado drill. Students should move quietly and quickly to their assigned areas of safety so that they can hear instructions that are given by the principal or teachers. Your safety and health are dependent upon your following the rules of tornado safety.

Fire drills are required by law and are held monthly so that orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room. Acquaint yourself with these instructions. After the alarm sounds, walk quickly out of the building. Students should remain together so the teacher can account for students and repeat any announcements.

Intruder drills will be practiced. Teachers will read books and provide education based off of the ALICE Training that is researched based and district approved to ensure best possible safety measures are taken within these unpredictable times.

## **BREAKFAST & LUNCH PROGRAM**

Eureka USD 389 serves nutritious food every day for a reasonable price. Students from families whose income is within the established income scale approved by the State are eligible for free breakfast and lunch or a reduced-price meal each school day. To apply for free or reduced-price meals for your student at any time during the year, complete the application available in the school office and return it to the determining official noted on the application form. Your application will be processed and you will be notified if your application is approved or denied. Foster children, who are the legal responsibility of the welfare agency, may be eligible for these benefits.

All students will be required to eat in the designated area. Students are expected to observe the usual school behavior during the breakfast and lunch period. We want the school cafeteria to be a place for training in good eating habits and courteous behavior. There is not a microwave available for student use. Students that bring their own sack lunch should be aware that there are no microwaves available, so their meals do not depend on microwave use.

During the lunch period, all students in the group will report to the lunch area and remain there until dismissed. When entering the food line, go to the end of the line. Cutting in line will not be tolerated. Students will not be allowed to leave the building during the food period without permission from the office.

Parents are encouraged to purchase at least 10 days or more of meals at a time. Students are allowed to charge up to one week and then the parent is contacted by letter or phone. Parents will have an additional five days to bring the account current.

After this time, the student must bring a sack lunch or cash to pay for their meals. Parents are responsible to ensure that their child receives a meal daily by closely monitoring the dates of his/her balance and responding to the reminders immediately.

Parents may eat with their children in the lunchroom. Please call the school before 9:00 a.m. to notify the office so your name may be placed in the meal count for the day. Parents must pay for meals prior to eating. Parents are also permitted to bring a student outside food on special occasions as long as it is cleared by the principal.

## **EDUCATION OF EXCEPTIONAL CHILDREN**

Our educational system agency is committed to providing a free and appropriate educational program to all exceptional children regardless of the severity of his or her handicapping condition. We provide the most appropriate and least restrictive educational programming for all exceptional children through screening, pre-assessment, comprehensive evaluation, individual educational planning and continuous follow-up. Parents may contact the Student Improvement Team (SIT) to request assistance for the child. Parents may also contact the Director of Special Education at 620-583-5588 for more information.

## **STUDENT RECORDS**

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. The district's personnel shall not recognize private agreements between the student's parents.



## **WITHDRAWAL OR TRANSFER AND STUDENT RECORDS**

Several days before a pupil plans to withdraw or transfer from school, he/she should bring a note from his parents explaining the situation. The pupil will present this note to the office and receive instructions regarding the return of textbooks, library books, locker equipment, etc. No clearance slip will be issued or refunds made until all fees have been paid and all school property returned.

According to law, most pupil records are confidential. A parent or guardian of a minor pupil must, upon request, be shown the pupil's behavior records in the presence of a person qualified to explain and interpret them. Pupil records may be released only with the written permission of the parent or guardian. In the event a student withdraws, records must be transferred to his new school when written notice is received from his parents, guardian, or his new school.

## **PROMOTION AND RETENTION**

Students will be promoted when they have demonstrated mastery of the board approved learning objectives. The final decision to promote or retain a student shall rest with the Principal.

## **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment are an expense to the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should damage something accidentally, you should report it to a teacher or the office immediately.

## **BULLYING**

Bullying of any student or staff member will not be tolerated at Marshall Elementary.

The counselor and/or Principal will investigate any reports of "bullying behaviors." Reasonable consequences will be enforced after an investigation into each bullying incident or if a school staff member directly observed the bullying incident. The incident will be documented and consequences may be applied to any or all students who are actively taking part in the bullying incident.

1. After the initial investigation, the student(s) will discuss the behavior with the school counselor.
2. The student/students will complete a bully worksheet in order to identify what behaviors are deemed unacceptable, how they hurt the other person as well as identifying other options for a more positive outcome.
3. The student may be required to read aloud a bully information packet to the counselor. The packet consists of identifying bully behaviors, the bully circle and the roles of each person involved.
4. The counselor and student will discuss communication skills and social skills in order to develop a positive self-awareness of behaviors.
5. Additional outcomes may include a phone call to the parents; parent meeting with the counselor, teacher and Principal.
6. Should the bullying behavior continue, the next process begins with the principal and includes disciplinary action.
7. Any continuation or repeating of the bullying behavior could result in disciplinary actions that includes but is not limited to ISS, OSS, or expulsion from school.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

## **SEXUAL HARASSMENT**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by anyone is strictly prohibited. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the Principal, Guidance Counselor, or another certified staff member.

## **DISCIPLINE**

Each student is expected to show courtesy and respect and to follow the directions of those in charge. Here at Marshall, we are focused on the proactive measures of engaging and building relationships with our students to eliminate misbehavior. We will be practicing the 7 Habits of Happy Kids to help kids make good choices and develop good habits.

Discipline problems that are given to the principal to handle will have consequences ranging from missing recess to serving time in ISS. Continued misbehavior may result in after school detention, and/or suspension from school.

Fighting on the school grounds at any time must be referred immediately to the building principal. Students involved in any type of physical aggression will receive disciplinary action which may include ISS or out of school suspension. After reviewing the incident, the administration will determine the appropriate disciplinary action. In the case of a severe offense, long-term suspension may be imposed. Students will always be given the chance to explain their side on any discipline issue.

## **DETENTION OR IN-SCHOOL SUSPENSION**

The following rules will be observed:

1. Detention times will be established by the administration.
2. Students failing to serve detention time when assigned will be assigned an additional day of detention.  
Failure to serve assigned detentions may result in suspension from school.
3. Students must bring work to do while serving a detention.
4. Students failing to bring work will not be credited with serving detention time.

## **LEAVING SCHOOL GROUNDS**

If for some reason, such as illness, it becomes necessary to leave the school grounds, the student must report to the main office and be checked out. (DO NOT LEAVE THE GROUNDS WITHOUT THE PERMISSION OF THE PRINCIPAL OR THE SECRETARIES.) Students who violate this rule will be considered truant. Students will not be released during the school day, except when approved by administration, and upon receipt of a request from the student's lawful parent or person acting as a parent.

## **SUSPENSION**

A student may be suspended or expelled for reasons set forth in Kansas law by the following certified personnel: Superintendent, Principal, other certified personnel designated by the Principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and a notice of the reasons for suspension. Suspended students may not attend any school-sponsored activity while their suspension is in force. Students that are OSS are not to be on school grounds during their suspension. Students serving ISS are to only be on school grounds during school hours. Acts of violent nature and violations of tobacco, alcohol, and other drugs will be reported to appropriate law enforcement. The Superintendent shall conduct expulsion hearing for weapons possession, or another person appointed by the Board. Suspension from school has four terms:

1. Short-term suspension -- being suspended from school from 1 to 10 days. Parents will be notified by phone or in writing should such action become necessary.
2. Short-term suspension -- being suspended from school for 10 days if a pupil:
  - a. Carries a weapon to school, on school property, or a school activity. This includes bludgeon, metal knuckles, throwing star, knife that opens automatically
  - b. Knowingly possess or use illegal drugs or sell or solicit a controlled substance at school, on school property or at a school activity;
  - c. Has engaged in behavior which resulted in or was substantially likely to have resulted in injury to the pupil or others.
3. Long-term suspension -- being dropped from class rolls for up to 90 days.
4. Expelled -- being dropped from class rolls for up to 186 days.

K.S.A. 21-4204(A)(5)(6) prohibits persons from possessing a firearm on school property or grounds. A student who has a firearm in his or her car on school property for the purpose of hunting before or after school is in violation of the law.

Whenever a student 13 year or older has been expelled from school or suspended for an extended term for:

1. Possession of a weapon at school, upon school property, or at a school supervised activity; or
2. Possession, use, sale, or distribution of an illegal drug or a controlled substance at school, upon school property, or at a school supervised activity,
3. Behavior at school, on school property, or at school-supervised activity, which resulted in or was substantially likely to have resulted in serious bodily injury to others;



The chief school administrative officer of the school from which the pupil was expelled or suspended shall give written notice to the Division of Vehicles of the Department of Revenue of the expulsion or suspension of the pupil. The notice of expulsion or suspension shall be given to the Division of Vehicles within three days, excluding holidays and weekends, after imposition of the expulsion or suspension and shall include the pupil's name, address, date of birth, drivers' license number if available, and the reasons for the expulsion.

Upon receipt of notification of the suspension or expulsion of a pupil from school as provided in this section, the Division of Vehicles shall suspend the pupil's license or privilege to operate a motor vehicle on the streets and highways of this state. The duration of the suspension shall be for a period of one year.

Generally speaking, the following reasons for suspension or dismissal from school are:

1. Truancy - as previously defined.
2. Using tobacco, using drugs, or drinking alcoholic beverages on school grounds either during school or at school functions.
3. Incurable behavior--constantly being sent out of class because of lack of self-discipline, or any other antisocial behavior.
4. Vulgar language--use of words or actions.
5. Continued refusal to follow school rules.

Any of the above may lead to suspension; usually the first time would be short-term. If no improvement is shown, the student will be dismissed for long-term suspension.

### **SCHOOL HEALTH NURSE**

The School Nurse serves as a liaison between the school and the home. School health services are coordinated in cooperation with the principals and teachers. Basic hearing and vision screening by state guidelines are done according to state guidelines. Identification and prevention of communicable diseases includes checking immunization compliance on all students. Medicine or treatments prescribed by a physician as necessary for a student must be administered under the supervision of an R.N. Parents must contact the school nurse to make the necessary arrangements and fill out the required forms before any medicine may be given at school, by school personnel.

Home Visits - Homes may be visited by the nurse to discuss health problems, or to explain defects found through screening programs.

Vision - Each pupil may receive a vision test every 2 years. The screening is done by the School Nurse using a Snellen chart. The School Nurse notifies students who show any defect in vision or who have symptoms of eye trouble.

Hearing Tests - Hearing tests are given to all pupils who are new to the Eureka schools and to those who have had indications of hearing problems in the past. Hearing tests will also be done at the request of a teacher or parent. The School Nurse conducts hearing tests every 3 years.

### **SUPERVISION OF MEDICATIONS**

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel. The public school shall not provide students with aspirin or any other medication.

When medication is necessary during the school day, the school will cooperate with parents in the supervision of medication that the student needs. The medical person authorized to prescribe medication must send a written order to the building administrator or nurse who will supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. Over the counter medications must meet the same guidelines, (without the medical personal authorization) prior to be administered by school personnel.

The school nurse will be responsible for the overall administration of all medication in schools or will delegate the responsibility to a staff member after receipt of the medication and initial assessment. Students in grades K-6 may administer their own asthma medication if authorized by written doctor's orders and written parental request.

### **COMMUNICABLE DISEASES**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from the school for the duration of the illness. Students who experience fevers (>100 degrees Fahrenheit) related to illness will be required to stay home until they have been fever free without the use of medications (such as Tylenol and ibuprofen) for 24 hours. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The school reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. If a student is absent from regular classes for more than three consecutive days or the

principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

On occasion the school may ask about symptoms of a child that is home sick from school. This is in conjunction with a request from the Greenwood County Health Department. Feel free to contact the school or the health department for additional information.

### ***INOCULATIONS***

All students enrolling in any district school shall provide the Building Principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. State law requires a minimum of 4 DPT, 3 polio, 2 MMR, 3 Hep B, and 1 chicken pox (varicella) immunizations prior to school entry. Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. A thirty-day notice of exclusion shall be given to parents/guardians. Students who are not immunized against a particular disease may be excluded from school during outbreak.

### **TRANSPORTATION**

Bus transportation shall be provided to and from school for those students who qualify. The Eureka USD 389 district may provide transportation for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school provided transportation shall be under the jurisdiction of the vehicle driver when in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the Superintendent and approved by the Board. Students who are suspended from riding the bus will not be allowed to attend field trips during the time of suspension.

Students must ride school transportation to school sponsored activities away from home. Students who want to ride home from a school-sponsored activity by other means must obtain permission from the office prior to the activity. If parents are at the activity, they may give their written approval to the teacher in charge of their students to use other means of transportation. School employees may not use private vehicles to transport students during the school day.

### **BUS RULES**

**Students are to obey the following bus rules:**

- a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
- b. No animals, snakes, spiders, bugs or any other type of animal will be allowed on the bus, except when pre-arranged with the school, and then transported in plastic containers. Transportation supervisor and bus driver must be notified if so authorized.
- c. Keep books, packages, coats and all other objects out of the aisles. Aisles must remain clear of all obstacles at all times.
- d. Paper or other rubbish is not to be thrown on the bus floor. Trash is to be placed in the wastebasket.
- e. No one will damage or deface the bus in any way. Any damage to the bus is to be reported to the driver at once.
- f. Students will avoid any unnecessary conversation with the driver of the bus. Do not talk loud or distract the driver's attention. Remember that your safety is in the driver's hands.
- g. Outside of normal conversation, classroom conduct is to be observed.
- h. Do not throw anything out of the bus windows.
- i. Safety requires that students do not lean their heads out of windows or extend their hands out of the windows.
- j. When the bus is in motion, students must not change seats or try to get on or off the bus.
- k. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.
- l. Students should get on and off the bus promptly, without stopping to visit.
- m. Courtesy and respect must be shown to fellow passengers, persons along the route and the bus driver. Profanity on the bus will not be tolerated.
- n. No drugs, alcohol or cereal malt beverage will be permitted on the bus.
- o. Use of tobacco in any form is not permitted on the bus or at any loading or unloading area or bus stop.
- p. Riders will remain quiet when approaching a railroad stop.
- q. In case of a road emergency, riders are to remain on the bus unless in a dangerous situation.
- r. No weapons of any type, except side arms carried by a law enforcement office shall be transported on a bus.
- s. No radios/CD/MP3 Players, cameras and other electronic devices can be disruptive to the driver. Temporary confiscation will result if the driver is disturbed by their use.
- t. No glass containers of any kind will be permitted on the bus.
- u. Pupils shall obey all bus sponsors appointed by the school officials.



**The above rules and regulations will apply to any transportation trip under school sponsorship.**

**Please Follow These Bus Rules And Don't Lose Your Riding Privilege!**

1. Be courteous, no profane language.
2. Do not eat or drink on the bus. Keep the bus clean.
3. Cooperate with the driver
4. Do not be destructive.
5. Stay in your seat.
6. Keep head, hands and feet inside the bus.
7. Bus driver is authorized to assign seats.

**WEAPONS**

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. An expulsion hearing shall be conducted by the Superintendent or another person appointed by the Board. Students violating this policy shall be referred to the appropriate law enforcement agency(s), and if a juvenile to DCF.

As used in this policy, the term "firearm" means any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer or any destructive device. The term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or other device similar to any of these devices. As used in the policy the term "any item used as a weapon" shall include a knife. The possession of any of the above will result in administrative action and could result in long-term suspension or expulsion.

**DRUGS, ALCOHOL AND TOBACCO**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy and the Kansas Department of Education Comprehensive Tobacco-Free School Grounds Policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions. Breathalyzer tests may be administered to the student during the school day or at any school activity when the student is suspected of alcohol use. Any registered amount will be subject to the following sanctions.

1. First Offense: A first time violator shall be subject to the following sanctions: punishment up to and including short-term suspension for alcohol and long-term suspension for drugs.
2. Second Offense: A second time violator shall be subject to the following sanctions: punishment up to and including long-term suspension for alcohol and expulsion for 186 days for drugs.
3. Third and Subsequent Offenses: A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions: punishment up to and including long-term suspension for 186 days.

**SEVERITY CLAUSE:** In situations deemed severe enough by the administration, penalties under the first and second offenses may be by-passed and the student can be recommended for immediate long-term suspension or expulsion. 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. 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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs, along with the names and addresses of contact persons for the programs, 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 and available counseling and rehabilitation programs will be provided to students and parents. Compliance with this policy is mandatory. Absolutely no possession or use of tobacco, alcohol or drugs is allowed on the school grounds, at any school sponsored activity, in any school sponsored vehicle, or within a stated radius of the school.

The above policy applies whenever the student is under the jurisdiction of the school. A violation will result in a suspension or administrative hearing.

#### **GUIDELINES FOR USE OF DRUG DOGS IN USD 389 SCHOOLS**

The Greenwood County Sheriff has school board permission to conduct periodic, unannounced searches of school facilities for illegal drugs using trained drug dogs, with prior administrative permission and accompanied by school administration. School facilities include the parking lot, cars parked adjacent to the school, and lockers.

Students in possession of illegal drugs will be turned over to law enforcement authorities.

Lockers, vehicles, and student bags are subject to search. There is no reasonable expectation of privacy.

A member of the U.S.D. 389 Administrative Staff will be present with law enforcement when any search is conducted in U.S.D. 389 buildings.

#### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires the Eureka Unified School District to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. Eureka Unified School District has had all areas that contain asbestos located and identified for several years. Our management plan is:

1. Inspection by REMS every three years (EPA-accredited inspectors)
2. Up-to-date record of changes in these existing areas
3. Bi-annual self-inspection of all school buildings

These plans are available for review during normal business hours at the district's administrative offices. These management plans have been implemented to meet requirements set forth in the regulation.

#### **OCR VOC/ED GUIDELINES**

In compliance with the Executive order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, laws, regulations, and policies, the Eureka USD 389 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities.

It is the intent of Eureka Unified School District 389 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by Eureka Unified School District 389. All students attending Eureka Unified School District #389 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Superintendent of Schools  
216 N. Main  
Eureka, Kansas 67045  
Phone (620)-583-5588

Title IX complaints can also be filed with the office of Civil Rights:

Regional Office for Civil Rights  
324 East 11th Street  
Kansas City, Missouri 64106

#### **NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Under the Family Educational Rights and Privacy Act of 1974, the parents of students enrolled in any education institution receiving Federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. The parent's right of access shall include:
  - a. The right to be provided a list of the types of education records which are maintained by the institution and are directly related to their children;
  - b. the right to inspect and review the content of those records;
  - c. the right to obtain copies of those records, which may be at the expense of the parent of the eligible student, but not to exceed the actual cost to the school district of reproducing such copies;
  - d. the right to a response from the district to reasonable requests for explanations and interpretations of those records; and
  - e. if any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
3. Right to a hearing to challenge the content of your student's educational record:

- a. To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student, and
  - b. to insert into the record a written explanation respecting the content of the record.
4. The school district will follow the following procedures where a parent desires to challenge the content of a student's educational record:
  - a. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing
  - b. the hearing shall be conducted and the decision rendered, by an institutional official or other party who does not have a direct interest in the outcome of the hearing;
  - c. the parents of the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised; and
  - d. the decision shall be rendered in writing within a reasonable period of time after conclusion of the hearing.
5. Before any school records will be released to third parties who have requested copies of your child's school records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before he will release them. The written consent must include the following:
  - a. The specific records to be released;
  - b. the reason for such release;
  - c. the name of the party or agency to whom the records will be released; and
  - d. notification to you that you may receive a copy of the student's records to be released, if you desire a copy, at cost of 50¢ per page.
6. Right to obtain copies of your child's student records, with the cost of reproduction charged to you at the rate of 50¢ per page.
7. Right to notification of transfer of your child's student records and the right to challenge the content of the records to be transferred.
8. Right to notification of subpoena of your child's educational records prior to institutions compliance with the subpoena.
9. Right to notification of receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's education records to the court prior to compliance.
10. The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district.
11. The Superintendent has been designated by the school district as custodian of student records.
12. The following persons have right of access to your child's education records without your consent:
  - a. other school officials, including teachers with the educational institution or local educational agency who have been determined by such agency or institution to have legitimate educational interests;
  - b. officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record;
  - c. authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary of the Office of Education, (3) an administrative head of an education agency;
  - d. in connection with a student's application or, or receipt of, financial aid;
  - e. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
  - f. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
  - g. accrediting organizations in order to carry out their accrediting functions;
  - h. in connection with an emergency, appropriate persons if the knowledge of such information is necessary, to protect the health or safety of the student or other persons;
  - i. state educational authorities in connection with the audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements, which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by Federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child and you by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of Federal legal requirements.
13. The school district will follow procedures in case of reviewing and expunging student records.
14. The school district has designated the following information as directory information:
  - a. the student's name, address, telephone number, and date of birth;
  - b. the student's major field of study;
  - c. the student's participation in officially recognized activities and sports;
  - d. the weight and height of members of athletic teams;
  - e. dates of attendance;
  - f. degrees and awards received; and

- g. the most recent previous school district attended by the student. This information is considered public information, which may be released by the school district without prior consent. You have ten (10) days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.
- 15. The custodian of such records will maintain a record of those persons, agencies or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency, or organization had in seeking the students' records.
- 16. When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records.
- 17. Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

**EUREKA USD #389**  
**District Policy Statement On**  
**Computer Technology Utilization**

The Eureka school district provides Internet access and computer technology resources for student use. This document is the Acceptable Use Policy for use of the Eureka school district's computer resources. The Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum and the Eureka school system and this school have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Kansas. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the appropriate school staff and/or their designees.

The following uses of the Eureka school district's computer resources are unacceptable:

1. Personal Safety
  - a. You will not post contact information (e.g. address, phone number) about yourself or any other person.
  - b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.
2. Illegal Activities
  - a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's data, false data or accessing another person's files.
  - b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
  - c. You will not use the Eureka school district's computer resources to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. System Security
  - a. You are responsible for your individual access and should take all reasonable precautions to prevent others from being able to use it. Under no condition should you give your password to another person.
  - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
  - c. You will avoid the inadvertent spread of computer viruses by not attempting to download software on system.
  - d. You will not attempt to change the parameters on any system in an effort to circumvent the filtering of Internet content or the desktop security measures employed to protect the system's resources from alteration.
4. Inappropriate Language
  - a. On any and all uses of the Internet, and the district's computer resources, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post or retrieve information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
5. Respect for Privacy
  - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
  - b. You will not post private information about yourself or another person.
6. Respecting Resource Limits
  - a. You will use the computer system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than 10 minutes per session.
  - b. You will not download extremely large e-mail files. No downloads of software or related files should be attempted.

- c. You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people.)
  - d. You will check your e-mail (if provided) frequently, and delete unwanted messages promptly.
  - e. You will subscribe to high-quality discussion group mail lists that are relevant to your education or career development only with the permission of the school district.
7. Plagiarism and Copyright Infringement
- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.
8. Inappropriate Access to Material
- a. You will not use the Eureka school district’s computer resources to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher approval and parental knowledge in advance.
  - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This will protect you against a claim of intentional violation of this policy.
  - c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parents’ instruction in this matter. Your parents have the right to view your email at any time.
9. Your Rights
- a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum and therefore the district may restrict your right to free speech for valid educational reasons.
  - b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.  
An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Any material in the possession of a student will be viewed in the same context as to its appropriateness for the school setting regardless of the nature of its origin. Additional consequences for the possession of inappropriate material in the school setting may be forthcoming as well as disciplinary measures described by this policy regarding the method of its retrieval.  
Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
  - c. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted with the use of the Eureka school district’s computer resources. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your usage, the usual due process procedures according to school code and/or state and federal law will be followed. Additional restrictions may be placed on your use of the district’s computer resources.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

The administrative staff and/or their designees may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed.

When the system is utilized, it may feel like you can more easily break a rule and not get caught. Electronic footprints can be imprinted on the system whenever an action is performed. Therefore, the district has every intention of monitoring access, the type of material viewed, and the subsequent use of that material.