

# WELCOME TO EPJ

**WE ARE THE HUSKIES!**

**WE ARE GLAD YOU'RE HERE AND WANT TO MAKE YOUR TRANSITION A SMOOTH ONE.**

Our website is [WWW.EPJ.K12.SD.US](http://WWW.EPJ.K12.SD.US) on it you will find information about weekly events in addition to the Handbook, Infinite Campus, Plan Book, School Days Calendar, Food Service Account, Lunch Menus and much more.

Our school is linked to technology in many ways. Our technology director is Myles Larsen. He can be contacted at [Myles.T.Larsen@k12.sd.us](mailto:Myles.T.Larsen@k12.sd.us). Please contact him right away for your username and passwords for Infinite Campus.

- **Infinite Campus** gives students and parents 24/7 access to your child's grades, attendance information and meal information. We encourage you to check it weekly to keep informed.
- **Plan Book** gives students and parent's access to assignments 24/7 through our website

Enclosed you will find several items regarding the enrollment of your child. All the forms below must be returned PRIOR to the first day of your child's attendance.

- |  |  |
|--|--|
| <input type="checkbox"/> Enrollment Form/Open Enrollment Forms (if needed) | <input type="checkbox"/> Request for Records   |
| <input type="checkbox"/> Copy of Birth Certificate                         | <input type="checkbox"/> Current Immunizations |
| <input type="checkbox"/> Lunch Money/Free & Reduced Form (if needed)       | <input type="checkbox"/> Field Trip Form       |
| <input type="checkbox"/> Bus Form (if needed)                              | <input type="checkbox"/> FERPA Form/ OTC Form  |

We are excited to have your child at Elk Point- Jefferson School District. If you have any questions or concerns, please call us at 605-356-5800 (Elementary Office). We will be happy to assist you in any way possible.



**ELK POINT- JEFFERSON SCHOOL DIST.**

402 S Douglas Ave. PO Box 578 Elk Point SD 57025

605-356-5800 | [jaimie.donnelly@k12.sd.us](mailto:jaimie.donnelly@k12.sd.us)

[www.epj.k12.sd.us](http://www.epj.k12.sd.us)

# Elk Point-Jefferson Schools

## Enrollment Form

Entering Grade \_\_\_\_\_

Date \_\_\_\_\_

<b>Student Name</b>				
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Nickname</b>	
<b>Birth Date</b> (Month/Day/Year)	<b>Gender</b> M      F	<b>Birthplace:</b> City	State	Country
<b>Is the Individual Hispanic/Latino?</b>  ____ Yes  ____ No		<b>Is the individual from one or more of these races? (Please mark all that apply)</b> <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White Primary Race _____		

<b>Special Services</b>
Does your child currently receive Special Education Services? Yes ___ No ___
Does your child have a current 504 plan? Yes ___ No ___
Has your child ever participated in: Title I Math ___ Title I Reading ___ Speech ___ Other _____

<b>Primary Household Information</b> (where student resides)	
<b>Primary Household Parent/Guardian #1</b> Last Name _____ First Name _____	<b>Student Lives With: (please circle)</b>  0 – Both Parents                      4 – Father/Stepmother 1 – Mother Only                        5 – Grandparent(s) 2 – Mother/Stepfather               6 – Guardian(s) 3 – Father Only                         7 – Other
<b>Primary Household Parent/Guardian #2</b> Last Name _____ First Name _____	

<b>Resident Address</b>	<b>Street</b>	<b>Apt #</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Mailing Address</b> (If Different)	<b>Street</b>	<b>PO Box #</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Primary Household Parent/Guardian #1</b>  Cell Phone: (    ) _____  Work Phone: (    ) _____  E-mail Address: _____  Place of Employment: _____  Currently Active in Military: Yes ___ No ___	<b>Primary Household Parent/Guardian #2</b>  Cell Phone: (    ) _____  Work Phone: (    ) _____  E-mail Address: _____  Place of Employment: _____  Currently Active in Military: Yes ___ No ___
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- HOME LANGUAGE SURVEY:**
1. What is the language most frequently spoken at home? \_\_\_\_\_
  2. Which language did your child learn when he/she first began to talk? \_\_\_\_\_
  3. What language does your child most frequently speak at home? \_\_\_\_\_
  4. What language do you most frequently speak to your child? \_\_\_\_\_

(over)

Is your current living arrangement a result of loss of housing or economic hardship \_\_\_ Yes \_\_\_ No \_\_\_ Unsure  
 If yes, you will be given a residency questionnaire to complete to determine your eligibility for services under the McKinney-Vento Act.

Is there a joint custody or parenting plan in effect? \_\_\_ Yes \_\_\_ No  
 If yes, please list the name of alternate parent on joint custody/ parenting plan. \_\_\_\_\_

Address of alternate household: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is there a restraining order in effect? \_\_\_ Yes \_\_\_ No If yes:  
 Date: \_\_\_\_\_ Reason \_\_\_\_\_

**Daycare/Childcare Provider**

Provider Name	Address	City	Phone Number
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Daycare/Childcare provider is authorized to remove student from school \_\_\_ Yes \_\_\_ No

**Emergency Contacts- My Child may be released to the person(s) listed below**

Last Name	First Name	Relationship to Child	Phone # 1	Phone #2
			__ Home __ Work __ Cell	__ Home __ Work __ Cell
			__ Home __ Work __ Cell	__ Home __ Work __ Cell

**Health**

If your child has a special health need, appropriate school personnel will be notified. A special need could include one or more of the following (circle any that apply):

- 1. Diabetes/Hypoglycemia
- 2. Convulsive Disorder
- 3. Vision Problems/Glasses
- 4. Permanent Hearing Problems
- 5. Orthopedic
- 6. Cardiac
- 7. Allergies \_\_\_\_\_
- 8. Other \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Siblings – List other household siblings**

Last Name	First Name	Date of Birth	Gender

**Verification of Information** I verify the above information to be true and accurate.

Legal Parent/Guardian # 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Parent/Guardian # 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

**GUARDIANSHIP:** Any student who resides with a person who is not the student’s parent, shall present (1) a Court order appointing the person with whom the student resides as a legal guardian; or (2) other proper documentation from a state or federal agency placing the student with the person with whom they reside.



Elk Point- Jefferson School District

PO Box 578

Elk Point, SD 57025

PH: 605-356-5800 • FAX: 605-356-5802 • [Jaimie.Donnely@k12.sd.us](mailto:Jaimie.Donnely@k12.sd.us)

Supt: Mr. Philip Schonebaum • JK-5 Principal: Mrs. Laura Throener • Secretary: Mrs. Jaimie Donnelly

## RELEASE OF INFORMATION

As a parent/ legal guardian of the below named student under 18 years of age, I freely give consent to release information on:

### FULL LEGAL NAME OF STUDENT(S):

_____	_____	_____
Students Full Name	Date of Birth	Present Grade
_____	_____	_____
Students Full Name	Date of Birth	Present Grade

### PREVIOUS SCHOOLS INFORMATION:

_____	_____		
Name of School	Attention		
_____	_____	_____	_____
Street Address	City	State	Zip
_____	_____		
Phone	Fax		

### INFORMATION TO BE RELEASED:

- Transcripts including grades
- Test Results
- Health Records
- Birth Certificate
- Special Education Records
- Any other information you may have concerning student

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## JK-5 Student and Parent Information:



We are looking forward to having you here at Elk Point-Jefferson School!

### Here is some information for new registrants:

All new students must produce:

- a. A certified copy of birth certificate
- b. Current immunization records

### School starts at 8:15AM and dismisses at 3:07PM.

A parent must notify the office 356-5800 prior to the school day to inform the school of a student's absence (including AM appointments or leaving early).

Parents may drop off and pick up their child(ren) outside the school building. All doors are locked each day at 8:15a.m. Any time after the start of the day you or your child will use the buzzer to be let in.

**Lunch Money-** Students in grades JK-5 should bring their lunch money to the elementary office, you can also send check or cash in your child's Husky folder for the teacher to bring to the office or pay online through Infinite Campus.

**Breakfast Program** –Price for breakfast is \$1.70, extra breakfast entrée is \$1.25 serving time is 7:30-8:05 a.m.

**Lunch Program** – The prices for school lunch are \$2.85 for students' grades JK-5 and \$3.00 for students' grades 6-12. If a student gets an additional entrée, the cost is \$1.80. A student may charge up to three meals. After the third charged meal, the student will need to bring a cold lunch until the account balance is paid in full.

(All prices are subject to change at school year end).

**Free & Reduced Lunch Program-** Forms can be found on our website or school offices. This program helps assist with your child(s) meal costs.

**Bus Zone Parking-** Please do not park in the bus drop off/ pick up zone 7:30- 8:25AM or 2:40- 3:25PM. Busses need to be able to get in and out of this area safely and quickly.

**Activity Ticket** – Activity tickets may be purchased in the high school office. The cost of the activity ticket is \$25 for students and \$45 for adults. Activity tickets will allow students and adults to attend all school activities sponsored by the school district.

Our student handbook is located on our EPJ website. Please take the time to review this with your child. If you need a hard copy or have any questions, please contact the office.

If you have any questions, please contact Jaimie Donnelly in the elementary office at 605-356-5800 or [Jaimie.Donnelly@k12.sd.us](mailto:Jaimie.Donnelly@k12.sd.us)

**Off- Campus Field Trip Permission Form  
Elk Point- Jefferson School District**

In order to help parents, children, and staff, we are asking for your written consent to take your child on off-campus field trips/ experiences. This authorization will eliminate the need for special permission for each trip and will assure each child an opportunity to participate regardless of immediate parent availability.

Generally, off-campus field trips/ experiences rely on bus or van transportation to sites that may include but are not limited to post-secondary schools, high schools, places of business, or nature areas. Typically, these field trips/ experiences require students to walk between areas and/or participate in some form of activity. Care and protection are exercised on these experiences. However, it is possible that your child could be injured during one of these experiences. By signing this form, you give your student full permission to attend despite the risk involved.

By signing this form, I understand that the Board of Education, school staff and chaperones are not responsible for any accidental injuries that may be incurred on this trip.

I give permission for my child \_\_\_\_\_ (students first and last name) to go on school or classroom off-campus field trips/experiences. I understand that this event will take place under the supervision of teachers and/or staff at Elk Point- Jefferson School District and that all school rules and policies are in effect during the regular school day will also apply during the event inclusive of travel to and from the event and that any infraction of these rules will be dealt with appropriately by school authorities. I also understand that as a parent/guardian of this child, I remain fully responsible for any legal responsibilities which may result from the personal actions taken by my child.

In the event of a medical emergency, I give consent for my child to receive medical treatment.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

## Parent Authorization for Administration of Unscheduled Medications at School

There may be times when students would benefit from certain medicines at school to treat non-emergency symptoms such as headache, earache, stomachache, or sore throat. These are examples of situations that can make it difficult for a student to do their best work yet are not severe enough for them to go home. This form gives parents the option of allowing school staff who are trained in medication administration to give medications listed below without calling for permission every time.

- Non-pharmacological interventions such as heat, cold, food, fluids, rest, or distraction will be attempted first.
- Parents will be contacted if medications are being given frequently or trends are noted.
- This is not intended to replace parents' responsibility regarding treatment for minor illnesses, but rather an attempt to minimize missed school time and help students do their best while at school.
- Parents will be contacted to pick student up if fever is present.

	Yes	No
Tylenol (dosed according to weight)		
Ibuprofen (dosed according to weight)		
Tums		
Benadryl		

I give permission for my child, \_\_\_\_\_, to have the above medications at school to treat symptoms such as those listed above.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

**\*All students are required to have this form on file. Please indicate your choice in each of the three areas, sign and return to the school. Thank you.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law which requires that school districts, with certain exceptions, obtain written consent from a student's parents or guardians prior to the disclosure of personally identifiable information from a student's educational records. However, the school district may disclose appropriately designated "directory information" without written consent, unless a student's parents or guardians have advised the district to the contrary in accordance with district procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, graduation vendors, post-secondary institutions and the military. **The Elk Point-Jefferson School District has designated the following information as directory information: Student's name, address and parent/guardian telephone listing.** If a student's parent or guardian does not want the school district to disclose directory information, the parent or guardian must notify the district in writing.

### Directory Information (Student's name, address and parent/guardian telephone listing)

Yes, my child's directory information can be shared

No, please do not share my child's directory information

### School Publications

The Elk Point Jefferson School District does provide limited student information on items such as (but not limited to): playbills, annual yearbooks, honor rolls, graduation programs, sports activity programs, school newspaper, school website, social media, etc.

Yes, my child's information and/or picture can be shared in this manner

No, please do not share my child's information and/or picture

### South Dakota Board of Regents (Student's name, grade and address)

**SDLC 13-28-50: Requires school districts to provide the South Dakota Board of Regents (SDBOR) & each technical institute with a list of students in grades 7-12 along with mailing address. This requirement is to make certain all students are aware of the post-secondary, educational opportunities within the state.**

Yes, this information CAN be shared with the SDBOR

No, this information CANNOT be shared with the SDBOR

Students Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## Nurse Notes

Leslie Allard • PH: 605-356-5807 • FAX: 605-356-5802 • Leslie.Allard@K12.sd.us

To keep students and staff in school, unmasked and as healthy as possible, we ask that you perform a daily health check on your child. If your child is experiencing any of the listed symptoms, please keep them home.

- Fever of 100.0 or greater  
*(If a fever is present, students need to be fever free, without the use of medication for 24 hours before returning to school.)*
- Diarrhea or Vomiting
- Unexplained headache or body aches
- Shortness of breath
- New or worsening cough
- Sore throat
- Congestion or runny nose

Please contact the school by 8AM to inform them of your child's absence.



### Peanut & Tree Nut Allergy

Each year the Elk Point-Jefferson School District has students who have unique health and educational needs that need to be considered in the school setting. We have some students who have a severe allergy to peanuts, tree nuts, peanut oil and any product containing peanuts or tree nuts. We are asking for your assistance and cooperation again in helping the school provide a safe school environment by not sending any products to school which contain peanuts.

The school would like to thank you for your cooperation and assistance in providing a safe environment for our students.

**ELK POINT-JEFFERSON SCHOOL DISTRICT  
2023-2024 SCHOOL CALENDAR**

AUGUST 2023 (S11-T14)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023 (S19-T19)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023 (S19-T21)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023 (S19-T19)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023 (S14-T14)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<b>Parent/Teacher Conference Days:</b>	2	
Oct. 5 - Teacher Comp. Day:	Oct. 6	
Feb. 15 - Teacher Comp. Day:	Mar. 14	
<b>In-Service Days:</b>	8	
<b>PTC Days:</b>	2	
<b>Student Contact Days:</b>	S	T
First Quarter:	38	43
Second Quarter:	44	45
Third Quarter:	44	46
Fourth Quarter:	45	46
	<b>171</b>	<b>180</b>

**AUGUST:**

- 10: New Teacher In-Service
- 11: Teacher Contract Day - Set up Room
- 14: Teacher In-Service & Open House/Orientation
- 16: First Day of School
- 25: NO SCHOOL - Teacher In-Service

**SEPTEMBER:**

- 1-4: NO SCHOOL - Labor Day Break
- 15: 1st Quarter Midterm

**OCTOBER:**

- 5: Early Dismissal @ 12:30 PM  
Parent - Teacher Conference (1-7 PM)
- 6: NO SCHOOL - Comp Day for PT Conf.
- 9: NO SCHOOL - Native American Day
- 13: End of 1st Quarter
- 27: NO SCHOOL - Teacher In-Service

**NOVEMBER:**

- 10: 2nd Quarter Midterm
- 22-24: NO SCHOOL - Thanksgiving Break

**DECEMBER:**

- 18-19: Semester Exams
- 19: End of 2nd Quarter/1st Semester  
Early Dismissal @ 12:30 PM

**JANUARY:**

- 2: Teacher In-Service
- 3: Classes Resume
- 15: NO SCHOOL - Martin L. King Day

**FEBRUARY:**

- 2: 3rd Quarter Midterm
- 15: Early Dismissal @ 12:30 PM  
Parent Teacher Conference (1-8 PM)
- 16: NO SCHOOL - Teacher In-Service
- 19: NO SCHOOL - President's Day
- 23: NO SCHOOL - Mid-Winter Break

**MARCH:**

- 8: End of 3rd Quarter
- 14: NO SCHOOL - Comp Day for PT Conf.
- 15: NO SCHOOL - Spring Break
- 28: Early Dismissal @ 12:30 PM
- 29: NO SCHOOL - Easter Break

**APRIL:**

- 1: NO SCHOOL - Easter Break
- 12: 4th Quarter Midterm
- 26: NO SCHOOL - Teacher In-Service

**MAY:**

- 15: Last Day for Seniors
- 16-17: Semester Exams
- 17: End of 4th Quarter/Last Day of School  
Early Dismissal @ 12:45 PM
- 18: Graduation Day @ 2:00 PM




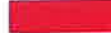

JANUARY 2024 (S20-T21)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024 (S18-T20)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024 (S18-T18)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2024 (S20-T21)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024 (S13-T14)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Graduation
	No School
	P/T Conference
	Staff In-Service
	Start/End Dates
<b>JK-2 Trimester Dates: Nov 10, Feb. 16, May 17</b>	
<b>NOTE: Days may be added to the end of this calendar.</b>	

**Rationale for this calendar:**

We will forgive 2 snow days. Days after that will be made up up to 5 snow days: January 15 (if it happens prior), February 19, March 14, April 26. Any calendar adjustments will have at least a 2 week notice.

## ELK POINT-JEFFERSON SCHOOL DISTRICT SUPPLY LIST FOR 2023-24

The elementary school teachers are asking each child to have the following supplies on the first day of school.  
**Every student is expected to have a full change of clothes and a water bottle.**

### Jr. Kindergarten

book bag (standard size)	1 1" hard cover binder	1 watercolor paint set (Crayola or Prang)	small blanket
1 boxes of Kleenex (large)	2 pencils (fat)	1 box (8) Crayola crayons (classic color)	extra set of clothes
1 package of baby wipes	6 Elmer's glue sticks/ 6 in Jan.	1 box Crayola markers (primary colors)	tennis shoes for PE (stay at school)
2 containers of Clorox wipes	1 pair of Fiskars scissors	1 pencil box (share container)	

### Kindergarten

book bag (standard size)	1 box-colored pencils (12ct.)	1 watercolor paint set (Crayola or Prang) 8ct.	small blanket
1 Elmer's Glue All (white, no gel)	4 pencils	1 box (24) Crayola classic crayons	extra set of clothes
1 eraser (large)	4 Elmer's glue sticks	1 box Crayola markers (classic colors)	tennis shoes for PE (stay at school)
1 pair of Fiskars scissors	1 package of baby wipes	1 box of Kleenex	

### First Grade

headphones (no ear buds)	12 pencils (No. 2) Ticonderoga	2 boxes (24) Crayola crayons	1 containers of Clorox Wipes
1 box of Kleenex (200 count)	6 Elmer's glue sticks (jumbo)	1 box standard Crayola marker (broad tip)	tennis shoes for PE (stay at school)
1 pair of Fiskars scissors	1 Crayola watercolor paint set	1 plastic 3 prong blue folder	4 black dry erase Expo markers
2 spiral wide-ruled notebooks	2 erasers	1 box Crayola color pencils	2 bottles of Elmer's white glue

### Second Grade

headphones (no ear buds)	2 box (24) Crayola crayons	1 box Crayola classic markers	12 pencil top erasers
1 box of Kleenex	1 pair of Fiskars scissors	10 black dry erase Expo markers	2 containers of Clorox wipes
12 pencils (No. 2)	3 large Elmer's glue sticks	1 Crayola watercolor paint set	tennis shoes for PE (stay at school)

### Third Grade

headphones (no ear buds)	2 spiral wide-ruled notebooks	1 box (8) colored pencils	4 glue sticks
2 boxes of Kleenex (200 count)	2 portfolio pocket folders	1 box (16 or 24) crayons	1 bottle Elmer's white glue
20 pencils (No.2)	1 pair of scissors	1 box of markers	tennis shoes for PE (stay at school)
6 Expo markers	1 ruler (metric and English)	1 Crayola watercolor paint set	\$8.00 music recorder & book
4 highlighters	2 large erasers	2 container of Clorox wipes	

### Fourth Grade

headphones (no ear buds)	1 package wide-ruled paper	1 box (24) crayons	2 bottles of Elmer's white glue
2 boxes of Kleenex (200 count)	2 folders	1 box of Crayola markers	2 large erasers
20 pencils (No. 2)	1 pair of scissors	4 large glue sticks	zipper pencil pouch (optional)
25 clear plastic page protectors	1 ruler (non-flexible)	1 container of Clorox wipes	8 dry erase markers
1 highlighter	1 box-colored pencils	2" ring binder w/ clear plastic cover- 2 <sup>nd</sup> semester	tennis shoes for PE (stay at school)
1 spiral notebook (wide-ruled)			

### Fifth Grade

headphones (no ear buds)	1 box-colored pencils	1 folder with prongs	2 highlighters (yellow & pink)
2 boxes of Kleenex (200 count)	1 box crayons	1 composition notebook	Tri- fold board 32-36" - 3 <sup>rd</sup> Quarter
20 pencils (No. 2)	4 glue sticks (jumbo)	1 box of thick markers	1 large bottle of Elmer's glue
2 erasers	1 package of dry erase markers	2 blue ballpoint pens	zipper pencil pouch
1 pair of scissors	1 watercolor paint set	2 black Sharpie markers	tennis shoes for PE (stay at school)
1 ruler (metric and English)	5 folders	1 container of Clorox wipes	1 package wide-ruled paper
12 pencil top erasers			

# Emergency Early Out Instructions

On occasion, the EPJ school district experiences weather or other situations that requires us to dismiss school early for the safety of our students. When school is dismissing early you will be notified with an email from the school, a text message and it will be posted on the front page of our website. On these rare occasions, it is important to us that your child gets to where they need to be safely. We are asking that you give specific instructions as to where your child should go in these situations.

**We will follow the below instructions and it will be your responsibility to contact the office if plans happen to change.**

Students Name \_\_\_\_\_

**What my child is to do in case of an emergency early dismissal.**

Remember to list bus number, location to where they go or who is picking them up.

*EX: Bus 3 to daycare- name of daycare*

*EX: Walk home with sister*

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Parents Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

**Request for Student Bus Service**

Mother/Guardian: \_\_\_\_\_ Phone Number \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

Place of Pick Up: \_\_\_\_\_

Place of Drop Off: \_\_\_\_\_

Number of Children: \_\_\_\_\_

**Name & Grade of Each Child Riding:**

_____	_____
_____	_____
_____	_____
_____	_____

**Circle when your child/ren will be riding:**

Before School                      After School



***\*Please notify the bus manager and driver of medical conditions and/or medication your child will be carrying while riding the bus.***

You will be contacted by the bus manager with the estimated time of pick up and drop off.



**Turn Page Over**

### STUDENT CONDUCT RULES ON SCHOOL BUS:

Students are expected to discipline themselves and comply with the instructions of the bus operator. The bus driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

### RULES OF CONDUCT

Students will observe the following rules of conduct while riding on the school buses.

1. **Students should always be at the bus stop at least 5 minutes before the bus is scheduled to be there.** Students should remain well back from the roadway while awaiting the arrival of the bus and not move to board the bus until it is stopped and the door opens.
2. Students will be picked up or dropped off at designated stops unless prior arrangements have been made with parents.
3. **No extra riders without written authorization or prior approval.**
4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
5. Students will keep their hands, arms and heads inside the bus. Bus driver approval is required for operation of windows.
6. Shouting, screaming, running, fighting, vulgar talk, pushing and throwing objects (in or out of the bus) is not permitted.
7. Students shall not process or distribute pornographic material.
8. All riders should help to keep the bus clean and sanitary on the inside.
9. Any damage to the bus will be paid for by the rider inflicting the damage.
10. Bus riders are expected to be courteous and obedient to the bus drivers at all times.
11. Any form of harassment, hazing or bullying (either verbal, physical or electronic) will not be tolerated.
12. Students shall not use, process or distribute tobacco, alcohol, drugs or any form of mind altering substances.
13. Any form of weapon is strictly prohibited on the bus.
14. No peanut/nut products.
15. No chewing gum or suckers on sticks.
16. No sunflower seeds.
17. Use garbage cans in the front and back of the buses for trash.
18. Any additional rules may be set by the bus driver upon approval of transportation supervisor or school administrator.
19. These rules apply to both route and activity buses.

Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Child(ren)'s Name: \_\_\_\_\_

**Please complete the above and return to the Elementary Office or MS/HS Office by August 12<sup>th</sup>. Thank you.**