EUDORA MIDDLE SCHOOL

2026-2027



STUDENT & ACTIVITY HANDBOOK

The items in this handbook are subject to change by the U.S.D. No. 491 Board of Education and Administration without specific notification.

The Board of Education of U.S.D. No. 491 generally meets the second Thursday of each month at 6:30 p.m. at the District Office- 1310 Winchester.

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EUDORA MIDDLE SCHOOL

USD491 MISSION

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

BUILDING MISSION STATEMENT

The mission of Eudora Middle School is to create a safe and nurturing environment to meet the unique needs of middle level students as they develop intellectually and socially. Our goal is to help educate the Whole Child by encouraging individual growth, developing strong social-emotional wellness, providing an exciting and rigorous education, increasing opportunities for participation, and promoting sportsmanship and teamwork.

WELCOME TO EMS

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

SCHOOL HOURS

Regular school hours are 8:00 a.m. to 3:19 p.m. for all students. Students may ride the district shuttle buses. A shuttle schedule can be found on the district web site or at district buildings.

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

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

ARRIVAL AT SCHOOL

Students should not arrive at school before 7:40 a.m unless they have special permission. Doors will be unlocked daily at 7:40 a.m. so students may gain admittance to the building. Students will not be allowed to wait at the doors. They should stay in your vehicle until doors are unlocked due to no supervision until 7:40 a.m. Students eating breakfast may enter the building and proceed to the food service area at 7:40 a.m. Other students will report to the designated area. In addition, students will be expected to leave the premises at 3:30 p.m. unless they are with a member of the staff or in an activity.

SAFETY TO AND FROM SCHOOL

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

ATTENDANCE POLICY

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

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

After 15 days of school absences (105 hours), an absence will require a doctor's note in order to be considered an excused absence. Time missed past 15 days will still require the hours be made up before or after school or during Saturday School.

Without a doctor's note, these absences will be unexcused and truancy will be filed. 17 days or more missed is considered a student not in good standing, unless it is excused by administration for Covid, serious illness or some of the other excused absences below. If your child is over 15 and the days are made up, your child will changed to a student in good standing for activities and rewards.

Excused absences will be given for the following reasons:

- Religious activities and/or religious holidays
- Sickness, injury, or other medical condition
- Family funeral • Legal reason (documentation must be provided)
- Extraordinary family circumstances (excused at the discretion of a principal)
- Pre-approved absences - absences from school that have been approved by a building principal prior to the occurrence

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

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

Unexcused absence time must be made up before or after school

• Building administration will set make-up time. Additional disciplinary action may be taken by the administration beyond a student having to make-up unexcused time.

• If a student misses the make-up time, they will be assigned additional time and points will be assigned from the disciplinary point system. If a student misses two consecutive detentions or more than three detentions in the school year they will be required to serve an ISS in addition to making up their assigned detentions.

• Last minute rescheduling of detentions and make up time will not be allowed. Rescheduling must take place before 8AM the day the detention is to take place except in cases of family emergencies.

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

• Students will make up time whether the absence is excused or unexcused.

• Time missed will be made up before or after school and/or on Saturday morning immediately following the student's return to school.

• A student that has 14 or more hours to make-up due to excessive or unexcused absences will be classified as a student not in good standing. A student not in good standing cannot ~~attend nor~~ participate in extracurricular activities or events. (This includes dances, sport events, etc.)

• Students exceeding unexcused absence totals established by the KS Legislature will have truancy filed. See Truancy Policy located elsewhere in this section.

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

• Chronic medical reasons. This requires doctor verification for each day missed from a scheduled school day.

• A student is absent consecutive days for a family emergency. Parent/s and administration will discuss the emergency, then administration will have the final decision on the validity of the reason.

• All extensions and the length of those extensions are contingent upon the judgment of the administration.

• Students whose absences are excused are given an opportunity to make up missed work. Students will have two days per excused absence to make up new work assigned during the absence. After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students are encouraged to contact teachers via email during their absence, or visit with their teachers first thing upon their return to school. When the student knows in advance that she or he will be absent, the student should request any required work prior to the absence. If a due date is established for an assignment, project, or test before a student's absence, the student is expected to meet

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

• Students absent from school for more than half a day (for reasons other than school sponsored or school approved activities) will not participate in any extracurricular school activities occurring on that day without administrative approval. This includes late afternoon and evening events.

• If a student has irregular attendance, parents will be called for a conference. If satisfactory arrangements cannot be made, the student may be suspended or expelled.

Parental approval of an absence does not necessarily make the absence an excused absence. Any absence not verified by a parent within 48 hours will be unexcused. It is the student's responsibility to have a parent verify the absence.

For advance approval of an absence, a request must be turned in and approved by the principal and taken to all classes one day in advance. (This may be in the form of a note from home and brought in for the principal's signature and carried to each class for notification to the teachers.) This form must then be returned into the office.

TARDY POLICY

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

TRUANCY

(Kansas Compulsory/Attendance Law and Reportable to SRS) In compliance with, and taken partly from KSA Supp 38-802 (1973, HB 1502) Juvenile Code and Supp 72-1113, and KSA 72-1113 (1973, SB 26) a child is required by law to attend school.

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

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

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

ADMISSION OF STUDENTS

See Eudora Board of Education Policy for Resident and Non-Resident Student Enrollment.

WITHDRAWAL OF STUDENT

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

ACADEMICS

STUDENT IN GOOD STANDING

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

- **Academics:** To maintain good academic standing students must be passing five classes.
    - Student must pass 5 classes from the previous semester to be eligible to participate for the current semester per KSHSAA policy.
    - Students who have 2 or more F's, will be assigned to ASA after school
- **Behavior:** Students who are in violation of academic and/or student conduct policies established by USD 491 or Eudora Middle School will be considered to be not in good standing until all redresses have been completed. This will be connected to suspensions as well as point total accumulation on the behavior code.
- **Attendance:** A student that has 14 or more hours to make-up due to excessive or unexcused absences will be classified as a student not in good standing, or owes more time to be made up than the number of hours remaining within the school year. A student that has missed 17 or more days of school and has not made up time, they will be considered a student not in good standing.
- A student not in good standing cannot attend, and/or cannot participate in extracurricular activities or events. (This includes school dances, class reward activities and reward field trips, participation in extracurricular, etc.)
    - Students in KSHSAA extracurricular activities will also follow the KSHSAA and EMS Student Activity weekly eligibility requirements.

HOMEWORK

Eudora Middle School homework policy states, all students will have two days for every day they are absent to make up assigned work. All work is due at the end of the second school day they returned. If an assignment has been assigned a week in advance and the student misses the day it is due, the assignment is due the day they return. Extended absences, more than 3 days in a row, students are to consult with the teacher as to a due date. In this situation, the due date will be not less than 6 days.

This may not apply for projects or major assignments with deadlines established several days in advance of a due date.

6th Grade Late Work Policy

If the assignment is turned in the day after it was due, 20% will be taken off of the overall earned score. The student will have one week (7 days) from the date due to turn in the assignment for 50% of the overall earned score. After one week, no credit (a zero) will be given to the missing assignment or major project.

7th Grade Late Work Policy

If the assignment is turned in the day after it was due, 20% will be taken off of the overall earned score. The student will have one week (7 days) from the date due to turn in the assignment for 50% of the overall earned score. After one week, no credit (a zero) will be given to the missing assignment or project.

8th Late Work Policy

If the assignment is turned in the day after it was due, 20% will be taken off of the overall earned score. The student will have one week (7 days) from the date due to turn in the assignment for 50% of the overall earned score. After one week, no credit (a zero) will be given to the missing assignment.
All grade level teachers may adjust the late policy at their discretion due to the nature of the class or a specific assignment or major project.

Tests

If a student is absent the day of a test but was present the day preceding the test, the student will take the test the day he/she returns to class. If a student is absent the day preceding the test, the student may have one additional day after returning before taking the test. If a student is absent two days before the test, the student will be given two days after returning to make up the test. If a student is absent three days preceding the test, then three days will be given after returning for makeup. Three days are the maximum number of days for making up tests unless special arrangements are made by the student with the teacher. This should be done only in special situations such as extended illness or other situations that have taken the student out of class for an extended time.

A teacher should notify the student that the test was missed. This should be necessary only if the student missed the announcement of when the test would be given. It is the student's responsibility to notify the teacher when he is ready to take the test within the specified time limit.

GRADING SYSTEM

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

A – 90%-100% work is outstanding-superior

B – 80%-89% work is above average

C - 70%-79% work is of average quality

D – 60%-69% work is below average

F – Below 60% work is not acceptable for credit

I – work has not yet been completed

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

GRADING, PROGRESS REPORTING, AND HONOR ROLL POLICY

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

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

A - 4.0
B - 3.0
C - 2.0
D - 1.0
F - 0

GUIDELINES FOR PROMOTION

Students who are not performing adequately academically can be subject to grade level retention. "Adequate performance" will be determined by the team currently serving the student as well as administration and they will analyze a number of factors, including grades, assessment data, and skill levels in order to determine academic promotion. A committee to determine retention or promotion may review students who fail core classes. The committee will be composed of Middle School Staff.

All 8th graders must pass 3 of their 5 core classes (Math, ELA, Social Science, Science, & PE/Health) at the end of the Spring Semester of their 8th grade year in order to participate in 8th grade Promotion. Letters will be sent to parents of any students in danger of not meeting the requirements. Follow-up telephone calls and conferences will also take place. It is our sincere hope that all students will be eligible to participate in 8th grade promotion.

SOAR REWARDS

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

- Fall Semester Activities at the end of the semester
- Spring Class Field Trips for each grade level

These privileges are for students who qualify in each semester based on academics, behavior, and attendance. Below are the criteria to go on the trips. There will be assigned dates to decide on students meeting the criteria for the rewards which could consist of 1 to 2 weeks prior to the activity. Below are the criteria that a student must meet to be eligible:

- Students cannot receive more than 1 Major in a semester.
    - Students that have received an ISS suspension in that semester may still attend, so long as they write a letter to administration and approved by administration, explaining what they have learned, why they deserve to go, and what they have changed.
    - Students that have received an OSS suspension in that semester may only attend at administration's discretion. More than 1 day of OSS suspension, students are automatically ineligible.
- Students cannot receive more than 5 Minors in a semester.
- Students must not be considered not in good standing for attendance. (Students that have more than 17 days missed and have not created a plan with the office to make up days)
- Students must be passing ALL classes for the semester one week prior to the field trip.

Students not meeting the criteria for Majors and/or Minors can make up to 3 behavior points through community service at the school per semester. Students can erase 1 Major or 3 Minors by participating in 1 hour of community service at the school. Community service must be approved by administration and set up 1 day in advance. Students must make up Majors and/or Minors in the same semester that the infraction occurs.

Students not meeting the criteria for Attendance can make up time before/after school, during lunch. A missed school day equates to 6.5 hours of time that students need to make up. Students may also have the opportunity to make up time volunteering at different school activities but this must be approved by the school administration. If a student stays after school to make up time, that will equate to half of day of school made up.

STUDENT CODE OF CONDUCT

GUIDE TO GOOD CONDUCT

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

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

STUDENT DISCIPLINE AND MIDDLE SCHOOL DISCIPLINE POLICIES

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

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

In order to guarantee all students the excellent learning climate they deserve, we are utilizing the following discipline program.

Classroom Rules:

1. Students will report to class on time and with all materials necessary for class participation, which will be specified by grade level core teachers.
2. Students will not have food or candy in the gym in the morning. Food and drinks (except water bottles with lids) are also prohibited in the lockers (Eating is restricted to the commons area or the cafeteria unless given permission by a staff member in an approved area.)
3. Students will obtain proper recognition before asking a question or leaving his/her seat during class time.
4. Students will follow instructions as given by the instructor.
5. Students will help create a safe environment by keeping their hands, feet, and objects to themselves.

Students are expected to know and follow without exception the rules as listed in this Student Handbook.

Procedure for Implementations:

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

MINOR & MAJOR POINTS INFORMATION

Eudora Middle School will utilize a Positive Behavior Support System to promote expected behaviors. Students who are unable to follow the behavior expectations of the school will be issued Minors and Majors.

A **Minor** is a report submitted to the office by a teacher describing a student's inappropriate behavior. Teachers will communicate with students about their behavior and provide corrective expectations.

If a **Major** is issued by a teacher the student will discuss their behavior with an administrator and may receive behavior points and a detention based on the actions. Three minors in a three-week time frame will result in an office-issued detention and a major for 7th and 8th graders. Three minors in a one-week time frame will result in an office-issued detention and a major for 6th graders.

EMS BEHAVIOR CODE AND POINT SYSTEM

- If a student accumulates 5 or more points he/she will be given in-school suspension (ISS) for 3 days.
- If a student accumulates 10 points he/she will be given out-of-school suspension (OSS) for 3 days.
- If a student accumulates 15 or more points he/she will be given out-of-school suspension (OSS) for 5 days and recommended for long-term suspension or expulsion.

*In an effort to promote student accountability and responsibility, students are given an opportunity to earn back points through community service at the school. The principal will approve/assign all community service. One hour of service will be equivalent to one point. All quality and quantity of service will be verified. A maximum of 5 points of service can be done. Once a student reaches fifteen points they are not eligible to make up points.

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

PBS GUIDELINES

Violation	Minor Example	Major Example	Points
Inappropriate Language	Student uses word in conversation with peers	Student uses word toward an adult or peer in angry manner or if the word or language used is considered severe.	1-5
Physical Contact/Fighting	Horseplay causing a disruption	Aggressive contact, possibly causing injury to one or both parties	3-5
Disrespect / Insubordination	Student engages in brief or low intensity, failure to respond to an adult or incident toward student	Student refuses to follow directions, talks back, or is socially rude	1-2
Non-compliance	Student does not return signature-required documents	Student skips a scheduled teacher detention they are assigned 2 detentions.. Students receive ISS if they skip for the 2nd time.	1
Disruption	Student disrupts the class again after given a verbal correction	Student disrupts class a third time	1
Property Misuse	Student engages in low intensity misuse of property	Student uses school property in a way it is not intended to be used or that damages the property	1-5
Technology / Electronic devices	Student has technology out and/or on during school hours when not permitted. 1st time-verbal warning and item is collected by the teacher. 2nd time-item is collected by the teacher and taken to the office	3rd time- Personal Item will go to the office for parent retrieval and/or student will lose computer privileges followed by technology policy. Cell phone will be picked up by parent/guardian - see cell phone policy	1-3
Tardy		Student is tardy 4 times in a semester in a single class	
Dress Code	Student wears clothing or item that does not comply with the dress code in the student handbook that warrants a warning, (Warning consists of a conversation and change of clothes and/or correcting the situation.)	Student wears clothing or item that does not comply with the dress code in the student handbook after an initial warning	1-2
PDA (Public Display of Affection	Student participates in inappropriate contact that warrants a warning	Student participates in kissing, inappropriate touching or suggestive dancing after an initial warning. Major can be assigned without warning if it is considered severe.	1
Skipping Class/Unexcused absence		Student is wandering the hallways outside of the usual path or makes the choice not to attend class	1
Harassment / Bullying		Student delivers disrespectful messages, verbal or non-verbal, to another person that causes that person to feel threatened or uncomfortable	1-5
Lying / Cheating		Student delivers a message that is not true and/or deliberately violates a rule. Copy or plagiarize your work	1-10
Forgery / Theft		Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name on a document requiring a signature	1-15
Alcohol / Drugs		OSS/Expulsion	10-15
Tobacco/Vaping		OSS/Expulsion	3-5
Extreme Misconduct		OSS/Expulsion	10-15
Assault on Staff/ Weapons/ Arson Terroristic Threat	Assault on Staff/ Weapons/ Arson Terroristic Threat	OSS/Expulsion	15

RULES FOR GOOD BEHAVIOR

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

1. All students are subject to the control and direction of ALL employees. Students are expected to show obedience and respect for teachers and staff.
2. Running in the hallway is not permitted.
3. Talking loudly in the hallways during class hours is not permitted.
4. When classes move within the building during school hours, the students are to move in a quiet fashion with close teacher supervision.
5. During school hours, the students are to move in a quiet fashion.
6. (No Public Display of Affection)
7. Abusive, disrespectful, or obscene language, written or oral, will not be tolerated. This includes gestures, which are profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion.
8. Cell phones are allowed at school to be used for communication purposes before and after school ONLY. They are not allowed out in the gym before school or in cafeteria at breakfast or lunch. Cell phones must be put away during normal school hours, which is from 7:40-3:19. Students can have cell phones in classrooms when approved by the teacher for educational purposes. Any cell phones found in possession of any student during normal school hours without the permission of a staff member will be confiscated and taken to the Principal. See "Away For The Day" Policy below.
9. Trash in halls and classrooms creates less than pleasant surroundings for everyone. Please keep our school clean and well kept.
10. All contents of a meal brought from home should remain in the container in the student's locker until lunch break; it should be eaten in the commons area. Violation of this rule may result in these items may be confiscated and not returned to the student.
11. Items that represent a hazard to the health and safety of other students are not allowed and will be taken by the teacher or principal and will be returned to the parent. These include, but are not limited to: Pocket knives, water pistols, water balloons, glass containers, laser light pointers, and items for the purpose of being used as a weapon.
12. Smoking, vaping, swearing, fighting, excessive tardiness, skipping classes, refusing a teacher's directives, class disruptions, property damage, use or possession of alcoholic beverages, tobacco products, electronic nicotine delivery system, stealing, public display of affection (kissing/ embracing), leaving school grounds without permission, use or possession of drugs or drug paraphernalia, cheating on tests, and back talking are all acts of irresponsible student conduct and are subject to Behavior Code point system.
13. Bringing animals to schools requires prior approval; exceptions are made when a school unit on animals or other activities under the direction of the teacher are planned and approved. When animals are at school; the district's policy for animals must be followed.
14. Snowballs are not to be thrown at any time.
15. Gambling is not permitted.
16. Civil laws must be obeyed.
17. Gang-related graffiti, writing or symbols are not to be used and will not be tolerated.
18. Kicking and throwing of balls and other equipment on the roof of the school is not permitted.
19. School rules apply at school activities occurring after regular school hours.
20. Parents are not allowed to eat in the commons with their child during lunch. If they are wanting to eat with their child, they can only do so if we have a space available to them in the office.

JURISDICTION OF SCHOOL OFFICIALS

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

While misconduct, which occurs outside the school environment, is generally addressed by local law enforcement, school officials may discipline students for such conduct when the conduct impacts the school environment, educational objectives and the greater interests of the school district. Accordingly, school officials may discipline students for conduct occurring:

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

SEARCH AND SEIZURE ON SCHOOL PREMISES

Purpose and Objective

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

FORMS of SCHOOL DISCIPLINE

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

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

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

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

DETENTIONS

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

SUSPENSION AND EXPULSION

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

- **Short-term suspensions** from one to ten days may be assigned with an informal hearing being afforded the student.
- **Long-term suspensions** are defined as more than ten days up but not exceeding 90 school days and require a formal hearing.
- **Expulsion** may be for a term not surpassing 186 days and require a formal hearing.
- Parents shall be notified in writing of each suspension and/or expulsion.
- Students under suspension and/or expulsion are barred from all school property and are ineligible to attend school activities.
- Work will still be assigned during a suspension but it will be the student and parents responsibility to collect the homework from the school. For long-term suspensions alternative school work and assignments may be assigned.

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

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

Suspension and expulsion are authorized by a separate board policy entitled "Student Conduct and Procedure Code." However, an additional type of suspension is hereby authorized.

IN-SCHOOL SUSPENSION (ISS)

1. An **'in-school suspension' (ISS)** may be used to suspend a student from a class or even several classes. The student may continue to attend other classes. During the suspension, the student will be assigned to an area such as the office, hallway, or detention room; and some staff person, or adult designated by the principal, will be assigned to maintain general supervision of the student.

SUSPENSION REDUCTION OPTION

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

Cell Phone / Personal Electronic Device Policy

“Away for the Day”

Current research shows that students perform better academically and socially when personal electronic devices—such as cell phones, smartwatches, and wireless earbuds—are not in use during school hours. To support a focused and distraction-free learning environment, the following policy will be in effect:

Device Expectations

- All personal electronic devices, including but not limited to, must be powered off and stored in the backpacks or lockers throughout the entire school day, unless permitted to use for educational reasons only:
    - **Cell phones**
    - **Smartwatches** (cellular functions must be disabled)
        - If device has functions being used during the school day, other than keeping track of time, they will be confiscated and consequences will be given.
    - **Bluetooth earbuds / AirPods**
        - They can only be used in class with teacher's permission.
        - They must be put away once they leave the classroom. If a student is seen with them on in the hallway, they will be confiscated and consequences will be given.
    - **Other communication or gaming devices** must be **powered off** and **stored in backpacks or lockers** from the time students enter the building (7:40 AM) until dismissal (3:19 PM).

- **Use of devices for social media, photography, video recording, gaming, or other non-instructional purposes is strictly prohibited** at all times during the school day, including while riding the bus between campuses, participating in school-day events, or attending field trips.
    - If a student is caught with a phone on the shuttle bus going to EHS and EMS for electives, or at a school field trip, the phone or device will be confiscated. Backpacks are not allowed on the elective shuttle bus or school field trips, unless given permission by staff.

Violations & Consequences

1st Offense	Device is confiscated and turned in to the front office. A **minor infraction** is logged. Student may retrieve the device at the end of the school day.
2nd Offense	Device is confiscated and turned in to the front office. A **minor infraction** is logged. **Parent/guardian must pick up** the device.
3rd Offense	Device is confiscated and turned in to the front office. A **major infraction** is logged. **Parent/guardian pick-up required**. Student must **turn in their device daily** for the remainder of the **quarter**. If the student fails to do so and is caught with the device, they will receive **1 day of In-School Suspension (ISS)**.
4th Offense	Device is confiscated and turned in to the front office. A **major infraction** is logged. **Parent/guardian meeting required**. Student must **turn in their device daily** for the remainder of the **semester**. Failure to comply will result in **3 days of ISS**.

"Away For The Day"

Learn more about the "Away For The Day" initiative by clicking on the link.

We know that the control center for impulse control, the frontal lobe, is not fully developed in school-aged children. When we say "kids just need to learn how to handle phone use in places like classrooms," we are setting many kids up for failure. We will help them more by giving them self-control challenges in which they can succeed.

Studies have shown that students having their phones out during a lockdown makes it less safe for them in a crisis situation.

- Using phones can distract people from the actions they need to be taking in the moment, such as running, hiding, and listening to directions from first responders.
- The sound of the phone, whether ringing or on vibrate, could alert an assailant to a hiding place.
- The shooter or shooters could be monitoring the event themselves on social media and find more victims or elude capture that way.
- Victims and worried family members trying to get through can jam communications, interfering with first responders.

Tobacco, Vaping, and Substance-Use Violations

Violations involving tobacco, vaping devices, or other prohibited substances will be addressed with progressive consequences. The school also offers an opportunity for students to participate in cessation education as a path to reduced suspension in early offenses.

First Offense

- **Consequence:** 3-day Out-of-School Suspension (OSS).
- **Reduction Option:** Suspension may be reduced to **1 day** if the student elects to complete an **administration-approved online cessation program** at home.
- **Conditions:**
    - The program must be approved by school administration.
    - It must be completed at home.
    - **Cost is the responsibility of the student's family.**

Second Offense

- **Consequence:** 5-day Out-of-School Suspension (OSS).
- **Reduction Option:** Suspension may be reduced to **3 days** upon successful completion of a more intensive **administration-approved online cessation program**.
- **Conditions:**
    - The program must be longer and more in-depth than the first offense option.
    - It must be completed at home.
    - **Cost is the responsibility of the student's family.**

Third Offense

- **Consequence:** 10-day Out-of-School Suspension and referral to a **long-term suspension hearing**.
- **Hearing Outcomes May Include:**
    - Return to school after the 10-day suspension.
    - Extension of the suspension (long-term).
    - Suspension for the remainder of the semester.

These measures are designed to support student accountability, promote health and safety, and maintain a substance-free school environment.

Alcohol and Illegal Drug Violations

Possession of, or being under the influence of, alcohol or illegal drugs on school grounds or at school-sponsored events is a serious offense. Any student found in violation of this policy will face the following consequences:

- An automatic **10-day Out-of-School Suspension (OSS)**.
- Referral to a **long-term suspension hearing**.
- **Law enforcement may be notified immediately**.

At the long-term suspension hearing, the possible outcomes include:

- Return to school after the 10-day OSS is completed.
- Extension of the suspension for additional days (long-term suspension).
- Suspension for the **remainder of the semester**.

These measures are in place to ensure the safety and well-being of all students and staff.

DRESS CODE

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

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

- Full head coverings are not to be worn in the building from 8:00 AM until school ends.
- Clothing with references to alcohol, drugs, or gangs is prohibited.
- Clothing with offensive language or symbols is prohibited.
- Clothing which promotes or conveys hate messages is prohibited.
- Clothing that may endanger the student or others, including visible chains and spikes, are prohibited.
- Clothing that is distracting so that it interferes with the teaching and learning process are prohibited.
- Clothing that does not properly cover the human form is not appropriate for the school environment and includes: cut-off shirts, strapless tops, sagging pants, or other similar clothing.
- A coach, director, or sponsor may extend dress and appearance guidelines that exceed the list above.

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

In the interest of maintaining a safe environment, as well as promoting conduct which does not substantially disrupt, impede or interfere with the operation of the school, any articles of clothing, jewelry or other body ornaments which are perceived as gang-related attire by the school administration, shall not be worn at school or at school activities. Gang related graffiti, writing, and symbols are not tolerated.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent(s) and the office immediately as to the action taken. All students involved are subject to consequences (minor or major).

PLAGIARISM

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

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

All students involved are subject to consequences (minor or major).

BULLYING

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

1. On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
2. At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

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

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

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

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

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

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

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

(i) Harming a student or staff member, whether physically or mentally;

(ii) damaging a student's or staff member's property;

(iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or

(iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

(B) cyberbullying; or

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

SCHOOL PROPERTY

TECHNOLOGY "ACCEPTABLE USE POLICY"

Student Chromebook computer Policy

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

General Use of the Computer:

- Parents/guardians will be aware of their student's login name and password upon receiving the device.
- Students will have the ability to manage their password after receiving the device.
- The district is able to manage and reset a student's password at anytime.
- Each computer and charger is assigned to an individual student. Students should not "trade" or "loan"
- their computer or charger to anyone else. The student is responsible for their designated computer and
- charger at check-in.
- Students should never share their password with another student. Passwords should always be kept
- confidential.
- Computers should be in a student's possession or in a designated secure area at all times. This means
- do not leave a computer unsecured. Utilize school provided lockers to secure computers if necessary.
    - During breakfast or lunch, students should:
        - Leave their computer secured in a safe and secure location staying safely away from food and drinks.
- Students should carry their computer with them at all times during the academic school day, unless otherwise instructed by the classroom teacher.
- Students are responsible for bringing their computer, fully charged, to school each day.
- Altering/modifying the original USD 491 pre-set software image is prohibited.
    - Examples include, but are not limited to:
        - Loading software applications not authorized by USD 491
        - Changing the computer name
        - Changing or removing operating system extensions
        - Altering security software
        - Altering the preloaded operating system or application
        - Taking apart the computer for access to internal parts
- Students are prohibited from playing non-academic games, including Internet-based and Widget games, during the instructional portion of the school day.
- Accessing or attempting to access sites that have been intentionally blocked by the School District will result in disciplinary action.
- E-mail (or any other computer communication) should be used only for legitimate and responsible academic communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students should protect personal information in accordance with digital citizenship guidelines.
- Internet access (including a student's internet history) e-mail, and other media that are accessed, created or stored on their computers are the property of Eudora School District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the computers or district network. A student is not permitted to delete the web history on their device or from their Google account at any time.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and/or pictures, are prohibited.

- Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action up to and including suspension and/or expulsion. When applicable, it may also include possible charges from law enforcement and/or an arrest if state/federal law is violated. Ignorance of these regulations will not excuse an infraction.
- Students will follow the Eudora School District Acceptable Use Policy when using the Internet on the computer at home or at school.
- The district reserves the right to limit computer use for any student who develops attendance issues, including truancy. In such cases the computer will be collected and kept at school. The student will be required to check the computer in and out each day. The student will not be allowed to take the computer home again until he/she has two weeks with zero attendance issues.
    - An administrator has the discretion to determine what qualifies as an "attendance issue."
- Any student who does not bring his/her computer to school can have the privilege of taking the device home revoked. The student may be required to check the computer in and out each day.
- A student who forgets to bring his/her computer to school will NOT be given a loaner computer to use.
- Understand that the computer belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.
- All full time students will be loaned a computer. Any part time students will be loaned a computer based on administrator discretion.
- Eudora School District is a Google Suites for Education environment. All students are expected to have their computer available to use during the school day.
- The expectation is that students take the device home every night, where it will be charged. Any exceptions to this need to be approved by the administration.

General Care of the Chromebook

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

Consequences of Inappropriate Use

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

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

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

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

TELEPHONE USAGE

The office telephones are to be used for school related business only. Student calls should be confined to important necessary emergency calls. Students should always check with their teacher and have a pass when coming to the office to use a phone.

STUDENT LOCKERS

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

The student is responsible for the care and upkeep of his/her locker. A student who does not maintain a clean locker will be asked to clean their locker immediately. Any damage or extra cleaning that must be taken care of by the school will be charged to the student as a fine for misuse of the locker. No glass containers shall be allowed in the building.

PASSES

Eudora Middle School will be using a digital platform for student passes to leave the classroom.

TEXTBOOKS

1. The classroom teacher will issue books to students at the beginning of the school year. Students must check all books in at the end of the year. Each book will be marked and numbered.
2. Books are not to be marked in any way by a student, except for names on the textbook label. Report immediately any damage.
3. Minor damage will be charged against a person causing damage.
4. A book damaged beyond repair or lost must be paid for by the person or responsible party. Each student is responsible for the book checked out to him/her.

CARE OF BUILDINGS AND EQUIPMENT

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

SCHOOL GROUNDS

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

VANDALISM AGAINST SCHOOL PROPERTY

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

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

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

TRANSPORTATION

BUS RIDERS RULES

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

1. Observe the same conduct as in the classroom.
2. Be courteous; do not use obscene or unacceptable language, gestures, remarks, or signs.
3. Do not eat or drink on the bus.
4. Help keep the bus clean at all times.
5. Glass containers of any kind are not permitted on the bus.
6. The use or possession of cigarettes, chewing tobacco, controlled substances, illegal drugs, weapons, flame producing devices, or alcohol is strictly prohibited.
7. Remain seated at all times while the bus is in motion.
8. Do not extend your head, hands, arms, or other objects out of the bus. Do not throw items of any kind inside the bus or out the windows.
9. Do not vandalize or be destructive to the bus. Vandalism will be charged to the offending student if such is known.
10. Do not fight, scuffle, or engage in horseplay on the bus or at the bus stop. Keep your hands to yourself at all times.
11. Do not delay in loading or unloading. The bus cannot wait for stragglers, as schedules must be kept.
12. When crossing the roadway at a bus stop, be sure to cross ten (10) feet in front of the bus and wait for the driver to signal you to cross.
13. Snakes, mice, insects, and other items likely to cause commotion are not permitted on the bus or at the bus stop.
14. Emergency exits are to be used only in the event of an emergency. Do not use the back door, windows, or roof hatches unless necessary.
15. Occasional riders must have written permission from their parent(s) or guardian to be transported by bus to a friend's house. A regular rider must have written permission to get off the bus at a location other than the rider's house.
16. Cooperate with the driver at all times. He/She is authorized to assign seats when necessary.
17. Under no circumstances should a student chase a ball or loose school papers near or underneath a bus. Tell the driver if an item has gotten away' he/she will assist in a safe retrieval, if possible.

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

PROCEDURE FOR TEMPORARY TRANSPORTATION CHANGE

Students are picked up and dropped off at their place of residence, unless special arrangements are made with the Transportation Director's office. We are most willing to accommodate a request for a different drop-off point, however we must have an ADVANCE WRITTEN REQUEST in order to do so.

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

PROCEDURE FOR DEALING WITH BUS MISBEHAVIOR

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

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

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

GENERAL

LUNCH

Eudora Middle School operates a closed period and is staggered into three different groups with 25 minutes for eating. (This lunch arrangement is subject to review and change as deemed necessary by USD 491 administration). The groups and times of the lunch schedule will be announced. Due to changing class schedules, an updated list of teachers assigned to the groups will be provided the first day of classes. Students will need to purchase A la carte items when they come through the line the first time.

POWER HOUR

Power Hour gives students time to eat lunch and enjoy the Outdoor Learning Center or the Auditorium when the weather is not great outside.

GUIDANCE SERVICES

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

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

USE OF LIBRARY

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

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

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

PASSES

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

ASSEMBLIES

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

MIDDLE SCHOOL DANCES

Participation in Eudora Middle School dances is limited to 7th and 8th graders. 6th graders will be involved in 6th grade only socials as well as events that are open to the entire student body. E.g. Booster Club Back to School Barbecue. Only Eudora Middle School students are allowed to attend dances or socials. EMS Students must be a Student In Good Standing in order to participate. All school rules apply at extracurricular activities, including no drugs or alcohol. If a student leaves a dance, he/she may not return. Any student leaving a dance early will be escorted out by a supervisor. Any student not in compliance with these guidelines may be sent home and parents/guardians will be contacted, if possible.

HOME AND FAMILY NIGHT

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

SELLING AT SCHOOL

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

VISITORS

At EMS students and teachers are actively learning and teaching. Visitors can be distracting to this process. Please check with the office to arrange your visitation.

HEALTH FOR THE MIDDLE SCHOOL

Any student who cannot participate in normal school activity such as PE classes must have a written excuse from their physician.

Students with severe cough, sore throat, fever or unexplained rash, persistent diarrhea and/or vomiting will not be able to remain in school. If a student is sent home with a fever of 100.0, he/she must stay at home 24 hours after the fever subsides without the use of fever reducing medications. Any student with an unexplained rash will be excluded from school until their physician makes a diagnosis.

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

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

Hearing screens are done every 3 years. Vision screenings are done every 2 years. Dental screening, cleaning, & other dental services information are provided to parents yearly. Dental hygiene is very important to growing teeth and yearly checkups are encouraged. Screenings will also be completed on high-risk students and any student that parents or teachers have a concern about. Parents will be notified of all referrals. If you do not want your student's vision, hearing or dental screened at school you must submit a written request to the school nurse at the beginning of the school year. If your student has a vision or hearing evaluation completed by a physician or specialist, please have a copy sent to the school nurse so that information can be added to their health file.

IMMUNIZATIONS

Kansas State Law requires all students to have up-to-date immunization records prior to starting school in the fall. Parents will be notified by mail, phone, email, and/or text if their student's immunizations need to be updated prior to the beginning of the next school year. **Students without up-to-date immunizations by September 30th of each year will be excluded until immunizations are up-to-date in the health office. Any boosters due after the school year has started will be due within 30 days after they expire or the student will be excluded from school until an up-to-date immunization record is received.** Students new to the district must show proof of up-to-date immunization status prior to enrolling. Students transferring in from another state will be given 30 days to complete immunizations required in Kansas that were not required by the state in which they are transferring from. Students with medical exemptions or religious exemptions are to have the appropriate form signed YEARLY. Medical and religious documentation must be provided PRIOR to the students 1st day of school to have the appropriate form signed yearly. Those students with religious exemptions need to sign a form upon entry to school.

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

MEDICATIONS AT SCHOOL

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

If a student must take medication more than three times a day or at a specific time of day, he/she is eligible to take the medication at school. These procedures are to protect the student and to eliminate unnecessary medication administrations at school. In order to promote the safety and well being of students, all prescription and non-prescription drugs must be kept in the nurse's office under lock and key. Before medication can be given or taken at school the following procedure must be followed: prescription medications must be in the original container and clearly labeled with the student's name and dosage information and the medication administration form/physician's order must be completed and signed by both the parent and the physician. If dosages or times change a written notice from the physician is needed. ***Students requiring epipens for severe allergic reactions will be required to supply their own. The school will not have stock epipens on hand. The school does not stock any prescription medication.*** Any student not following this procedure will be considered in violation of the Drug and Self-Abuse Policy.

Over-The-Counter Medications – Parents will be asked to provide all over the counter medication for their student. Permission for these medications must be on file yearly. This may be done during online enrollment or the form may be acquired from the school nurse. The health office will have a limited supply of Tylenol, Advil (or the generic equivalent) and cough drops available to the students for special circumstances. Permission to give medications will not be accepted over the phone. All medications must be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

After a repeated number of visits for similar medical concerns to the nurse's office, it may be necessary for the EMS Care Team to meet with the parents/guardians and student to address the health issue.

HOMEBOUND

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

HEAD LICE (not a communicable disease):

Parents will be notified if head lice is found on their student at school. Students are allowed to return to school after treatment with an anti-parasitic shampoo or professional treatment. Students must come to the nurse's office on the first day they return to school after treatment so the nurse can check them before they return to class.

SAFETY

STORMY WEATHER AND/OR EMERGENCY PHONE BROADCAST

Parents and guardians of Eudora School students receive immediate broadcasts of urgent information on the phone thanks to a partnership with Parent Square. The system enables district and school personnel to simultaneously notify all households and parents by email, text, phone call within minutes of an emergency or unplanned event that might cause early dismissal, school cancellation or late start, Messages are in the voice of someone from the district and include all pertinent information about the emergency.

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

STUDENTS RELEASE IN TIMES OF CRISIS

If the district has activated its crisis plan and enacts the Student Safety and Release procedure, parents will receive a message through the automated calling BlackBoard Connect. Regardless of the circumstances, students will be released only to the parent/guardian or a previously identified emergency contact person; all adults will be required to provide a driver's license or other form of photo ID to enter the building during lock down and to pick students up.

TORNADO DRILLS

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

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

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

FIRE DRILLS

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

LOCKDOWNS

Response plans are one important tool that we use at Eudora Schools to protect the safety and security of our students and employees during an emergency. There are two types of lockdowns that we use, as well as a procedure known as Run-Hide-Fight, depending on the emergency:

- Low-level lockdowns are when all exterior doors are locked and outdoor activities are avoided as much as possible. Efforts are made to maintain a regular schedule and routine for students during a low-level lockdown. This may be used in a wide variety of circumstances, including a medical emergency with a student or employee.
- High-level lockdowns require all doors inside and outside the building to be locked and for students and staff to remain in their classrooms and offices. There is no movement in the halls or between rooms during a high-level lockdown. This is used if there is a serious threat near the school, but not directly on school grounds.
- Run-Hide-Fight is a national active-shooter response protocol designed to minimize the number of victims when someone is shooting a gun in a district school or office building. If Run-Hide-Fight is used, students and employees will run away from the threat, if it is safe, or hide from the threat if it is not safe to run. Students practice both of these in crisis drills. Fight, which is the third option -- and last resort -- is practiced by employees and occasionally discussed with students.

EVACUATION PLAN FOR THE DISABLED

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

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

1. When a disabled person enters through the front gate, the crowd control supervisor will be notified. The crowd control supervisor then make visual contact and notes where that person will be located during the activity. The crowd supervisor is responsible for aiding in evacuating that person from the building when required.
2. Non-students with disabilities who may be in the building for reasons other than activities will be assisted by the staff member with whom they are observing, working, or visiting.

EUDORA BOARD POLICY GAAF: EMERGENCY SAFETY INTERVENTIONS

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

DEFINITIONS

- "Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

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

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

- "Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

- "Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers: and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.
- "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

PROHIBITED TYPES OF RESTRAINTS

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;

Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, except:

- Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

USE OF EMERGENCY SAFETY INTERVENTIONS

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

ESI RESTRICTIONS

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such statement shall include an explanation of the student's diagnosis, a list of reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding, the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

USE OF SECLUSION

When a student is placed in seclusion, a school employee shall be able to hear and see the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

TRAINING

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

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

NOTIFICATION AND DOCUMENTATION

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

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

the events leading up to the incident;

student behaviors that necessitated the ESI;

steps taken to transition the student back to the educational setting;

the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;

space or an additional form for parents to provide feedback or comments to the school regarding the incident;

a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and

mail and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and subsequent incident during each school year:

1. a copy of this policy which indicates when ESI can be used;
2. a flyer on the parent's rights;
3. information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
4. Information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second subsequent incident, the parent shall be provided with a full and direct website address containing such information.

LAW ENFORCEMENT, SCHOOL RESOURCE, AND CAMPUS SECURITY OFFICERS

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

DOCUMENTATION OF ESI INCIDENTS

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,

Whether the student has a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

REPORTING DATA

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

PARENT RIGHT TO MEETING ON ESI USE

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

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident , and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

LOCAL DISPUTE RESOLUTION PROCESS

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state board of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

A parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

SUICIDE PREVENTION/INTERVENTION

POLICIES, PROCEDURES, and CRISIS RECOVERY PLAN

INTRODUCTION

One of the most important components of suicide prevention is awareness. All staff within the Eudora schools play an important role in suicide prevention by recognizing students when they are experiencing emotional difficulties. Understanding signs, symptoms and behaviors that indicate emotional turmoil is a critical first step. Consultation with and referrals to district mental health staff (school counselor, school social worker, and school psychologist) are initial interventions in accessing support when concerns for emotional and mental well-being arise. District mental health staff can assist with school intervention services and/or assist students and families with referrals to outside agencies.

AWARENESS AND PREVENTION

Scope of Youth Suicide:

In the state of Kansas, Suicide is the 2nd leading cause of death among persons aged 10-14 as well as persons aged 15-34. In 2014 in the state of Kansas, the following suicide rates were recorded:

- 454 reported suicides
- 15.7 suicides per 100,000 population
- 78.6% of all deaths by suicide are male
- 1 person dies by suicide every 20 hours in KS

In the United States during 2013 for students in grades 9-12:

- 17% of students seriously considered attempting suicide in the previous 12 months (22.4% of females and 11.6% of males)
- 13% of students made a plan about how they would attempt suicide in the previous 12 months (16.9% of females and 10.3% of males)
- **8% of students attempted suicide one or more times in the previous 12 months (10.6% of females and 5.4% of males)**
- 2.7% of students made a suicide attempt that results in an injury, poisoning, or an overdose that required medical attention (3.6% of females and 1.8% of males)
- For every completed suicide, 100-200 attempts are made.
- In 2013, over 180,000 youths aged 10-24 were hospitalized for self-inflicted injuries

Risk Factors for Teen Suicide:

- A key risk factor for all age groups is an undiagnosed, untreated, or ineffectively treated mental disorder.
- 9 out of 10 persons who die by suicide have a treatable mental health condition at the time of their death.

Identifying Risk Factors in Teens:

Identifying these warning signs in teens are a vital component to suicide awareness and prevention:

Warning Signs:

Talking About:

- Killing themselves
- Having no reason to live
- Being a burden to others
- Feeling trapped
- Unbearable pain

Behavior Changes:

- Increasing use of alcohol and/or drugs
- Looking for a way to end their lives, such as searching online for means or materials
- Acting recklessly
- Self-destructive behavior
- Withdrawing from activities
- Isolating themselves from family and friends
- Sleeping too much or too little
- Visiting or calling people to say goodbye
- Giving away prized possessions
- Increasing aggressive behaviors
- Extreme passivity
- Declining grades
- Promiscuity

Mood Changes:

- Depression
- Loss of interest
- Rage
- Irritability
- Humiliation
- Anxiety
- Rejection
- Pessimism
- Pressure to achieve

Diagnosable Disorders:

- 90% of suicidal ideations had a diagnosable disorder, and over 96% of those who made non-lethal suicide attempts had at least one diagnosable disorder.
- Depressive disorders are the most common

PERSONNEL RESPONSIBILITIES

All School Personnel:

- Participate in the awareness training in order to provide support and referral information to a student at risk of suicide
- Develop awareness of at-risk symptoms, and report them appropriately
- Know the suicide awareness and prevention policy and procedures

Teachers:

- One of the biggest roles that teaching staff can play in suicide awareness and prevention is being a trusted adult:
    - Foster the emotional well-being for all students. Create a classroom environment of connectedness in the school community. Make students aware that adults and peers care about their well being as well as their learning.
    - Promote healthy behaviors in class, such as how to cope with difficult situations, how to increase resiliency, how to best seek help when needed.
    - Be a person students can come to with problems. When they come to a teacher with suicidal thoughts, the teacher should report it to appropriate mental health personnel.
- When a student displays suicidal behaviors or warning signs, report immediately to appropriate school personnel.

- Know the suicide awareness and prevention policy and procedures
    - Make this information available to substitute teachers and other persons as needed - Refer students to appropriate building professional for assessment and action

The CARE Team (School Counselor, WRAP Specialist, Social Worker, or Psychologist):

- Maintain up-to-date knowledge of suicide prevention, intervention, assessment, and building procedures
- Provide suicide prevention information for building staff, students, and parents as needed
- Respond to referrals in an immediate and appropriate manner
- Contact parents
- Notify building administrator or designee
- Communicate with mental health support team as needed
- Contact appropriate resources

The Building Administrator:

- Provide supervision and administration as needed to ensure a successful school-wide Suicide Prevention Policy and Plan
- Designate Suicide Awareness Trainers
- With CARE team, develop building plan
- Ensure in-service is held yearly in the building
- Refer at-risk student to CARE team member as needed for assessment and action
- Ensure that parents have been contacted and documented
- Follow up that the student at-risk has received appropriate attention from professional school and community resources

APPROPRIATE ACTION

Remember, one of the biggest roles USD 491 employees plays in suicide prevention is to know the warning signs, and report to a member of the CARE team when you see warning signs:

- **F - Feelings** - Expressing hopelessness about the future
- **A - Actions** - Displaying severe/overwhelming pain or distress
- **C - Changes** - Showing worrisome behavioral cues or changes in behavior (withdrawal from friends, changes in social activities, anger, hostility, changes in sleep)
- **T - Threats** - Talking about/writing about/making plans for suicide
- **S - Situations** - Experiencing stressful situations involving loss, stress, humiliations, trouble

If a student displays they are an IMMEDIATE RISK for suicidal behavior:

    - Supervise the student constantly, or make sure the student is in a secure environment supervised by a caring adult, until he or she can be seen by mental health contact.
    - Escort the student to see the mental health contact.
    - Provide any additional information to the mental health contact who is evaluating the student, so that you can help in the assessment process. That person will notify the student's parents if necessary
- A student is an IMMEDIATE RISK if he/she is:
    - Talking about wanting to die or kill oneself
    - Looking for a way to kill oneself, such as searching online or obtaining a gun
    - Talking about feelings hopeless or having no reason to live

In the event that a student attempts, is reported to be at risk, or expresses a desire to complete a suicide, the staff should:

1. **Secure student's safety**

a. **DO NOT LEAVE STUDENT ALONE NOR ALLOW STUDENT TO LEAVE SCHOOL UNACCOMPANIED**.

b. Notify the building mental health team member - school counselor, social worker, or psychologist

1. **Staff Should**

a. Remain calm and avoid panic - Treat the concern as real, be patient and LISTEN - Be supportive, letting the student know she/he is doing the right thing in sharing the suicidal concern

b. Talk in a calm, non-accusatory manner.

c. Let the student know you care: focus on the concern for the student's well being, convey the student has value, and that you can empathize with their stress

d. Let the student know you **cannot** keep their concern confidential, and that you need to talk with appropriate school personnel. It's important you communicate this to them, as well as focusing on that you want to assist them in getting help because you care about them.

e. Refer to school counselor, social worker or psychologist

1. **Staff Should Not** - Dismiss the student's problems as trivial

a. Judge or be critical - Jump to overly quick or easy solutions

b. Look for "causes" of the student's problem

c. Be abrupt and hurried

1. **The Mental Health Team Member Will**

a. Notify parent (complete "Emergency Conference With Parents" form)

b. Contact building administrator/designee

c. Follow appropriate safety procedures

d. Contact school resource officer or police department if warranted in the situation

e. Document contacts with student/parent and all referral efforts

COMMUNITY RESOURCES FOR SUICIDE SCREENING AND SERVICES

Headquarters	Bert Nash Community Mental Health	Lawrence Memorial Hospital
24-Hr. Crisis Services	24-Hr. Emergency Services	24-Hr Services
785-841-2345	785-843-9192	785-749-6100
Children, Adolescents and Adults	Children, Adolescents, and Adults	Children, Adolescents, and Adults

STUDENT ACTIVITY INFORMATION

PHILOSOPHY OF THE ACTIVITIES DEPARTMENT

The Eudora Middle School Activity Department has the following objectives:

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

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

1. To set a scholastic standard which all athletes must meet in order to participate.
2. To cooperate with the faculty to uphold whatever standards they set.

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

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

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

RULES FOR ACTIVITIES

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

LEAGUE AFFILIATION

Eudora Middle School is a member of the Frontier League.

ELIGIBILITY

The KSHSAA requirements for **semester eligibility** are that students pass at least five new subjects the previous semester to be eligible for any activities during the current semester.

Weekly eligibility requirements at Eudora Middle School include that students have no more than one failing grade (F).

- Weekly eligibility will be checked every Monday morning. The Athletic Director or Coach will compile a report of all players or managers who are failing at least one class. Students failing more than one class will be placed on probation for that week. They will still be eligible to fully participate in all practices and games during this week. **Students are allowed one probation week per school year. If that student receives a probation week in a season, they will not get another probation week the rest of the school year. They would immediately become ineligible for the week that they have more than 1 F.**

- If students still have more than one failing grade after their probation week, they will become ineligible. Ineligibility starts the following Monday and ends on Sunday. Students can still practice while they are ineligible, but cannot participate in or travel with the team to any contests. When determining eligibility, other academic circumstances may be taken into consideration by the

Athletic Director, and Principal.

- If students are ineligible and their grades are showing a decline or no improvement, they could become ineligible to practice until their grades improve.

In order not to violate the KSHSAA rules students are warned not to participate in practices or competitions outside the school without first checking with the Athletic Director or Coach to determine the effect of such participation on eligibility.

PHYSICAL EXAMINATION

Students participating in athletics must have a current KSHSAA Physical Evaluation on file with the Athletic Director's Office. A student cannot practice until this form is completed.

WARNING STATEMENT

Students must have a current Sports Risk Assessment form on file in the Activities Director's office indicating they understand that serious injuries can and do occur in athletics.

A student cannot practice until this form is completed.

KSHSAA CONCUSSION RELEASE

Students participating in athletics must have a current KSHSAA Concussion & Head Injury Release form on file with the Athletic Director's office indicating they know the signs and symptoms of concussions. A student cannot practice until this form is completed.

MEDICAL RELEASE

Students participating in athletics must have a current Emergency Treatment Consent Form on file with the Athletic Director's office. This allows a coach to get emergency help if a student is injured while participating. A student cannot practice until this form is completed.

INSURANCE

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

EMERGENCY AND FIRST AID TREATMENT

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

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

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

ATTENDANCE

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

TRANSPORTATION

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

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

Special Instructions for Activity Trips

1. Students are expected to abide by the same rules as regular bus riding students.
2. The driver may allow food and drink on activity trips, however, sucker and popsicle sticks, and other items likely to cause injury are not permitted. Drinks must not be in glass containers.
3. Students are expected to ride both ways on activity trips unless written permission is granted by the parents or guardian. Students may only ride home with their own parents or guardians.
4. Per state law, a bus cannot discharge passengers at any locations other than the destination desired by the entire group.

TRAINING RULES

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

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

1. Diet
2. Hours of rest and sleep

DETENTIONS FOR ATHLETES

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

PRACTICES

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

OVERNIGHT STAY

Parents/Guardians of students staying overnight on school-sponsored trips will be notified a minimum of 48 hours ahead of time of the room assignments for the group. Although changes may be made under emergency circumstances, notifications will be made to parents/guardians before the stay takes place.

ATHLETE ALCOHOL-TOBACCO DRUG POLICY

Extra Curricular Student Drug Policy

When the violation occurs on school grounds or during a school-sponsored activity this policy becomes an addition to the consequences tied to school building policy.

In order to ensure the highest possible standards of learning, as well as the safety, health, and well being of our students, USD #491 endorses a substance abuse prevention policy and procedures, which will:

1. Aid all students in abstaining from the use of alcohol, tobacco, vaping, and drugs
2. Intervene early when student use is detected
3. Enact corrective disciplinary actions.
4. Provide aftercare support for identified students.

Prohibited Activities:

1. Using, possessing, promotion of any tobacco product, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco, electronic inhalants/vaping, or smoking paraphernalia is prohibited at all time in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property..
2. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, vaping, or other controlled substances.

This policy is in effect for all students who participate in any extra-curricular activity at Eudora High School, beginning the first day of practice/rehearsal and ending when the season or activity is over. Students who violate the policy will be subject to appropriate discipline as outlined in the remainder of this policy.

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

* #491 Certified staff member
* Administrator
* Law enforcement official
* Admission from parents/student in question

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

First Offense

1. If, after administrative investigation, it is determined that a violation did occur, the student will be immediately suspended from all games or performance activities of the team/squad to which he/she belongs for no less than 25% of all competition dates. Students are allowed to practice or rehearse. This may affect more than one sport/activity, and may carry over from one year to the next.
2. Before the student is allowed to return to games or activities they must complete an online course related to the dangers of drugs/tobacco/alcohol as assigned by the administration.

Second Offense

1. If, during an administrative investigation, it is determined that a violation did occur, the student will be immediately suspended from all games or performance activities of the team/squad to which he/she belongs for no less than 50% of all competition dates. Students are allowed to practice or rehearse. This may affect more than one sport/activity, and may carry over from one year to the next.
2. The student and parents must meet with an independent counselor to determine if counseling is needed prior to returning to participation

Third Offense

1. A student committing a third violation will be dismissed from ALL activities for a time period of 365 days.

Note: This policy will comply with students' right to due process.

As students enter high school, from Eudora Middle School, they will come in with a clean slate. Any violations of this policy that occur in middle school will not follow them to high school.

Individual teams coaches, directors, or sponsors have the right to enact additional consequences for students who violate this policy. These additional consequences are to be approved by the administration.

DUE PROCESS

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

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

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

APPENDIX

CONSTITUTIONS

Constitutions are on file in the office.

PARENTS/STUDENT RIGHTS IN IDENTIFICATION,

EVALUATION AND REPLACEMENT

(Section 504 of the Rehabilitation Act of 1973)

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

You have the right to:

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

    District #491 Superintendent

POLICY B-16

EMPLOYEE SEXUAL HARASSMENT

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

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

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

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

Approved June 10, 1993

EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

Eudora Unified School District No. 491 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (785)542-4910, 1002 Elm, Eudora, Kansas 66025, or to the Assistant Secretary for Civil Rights, U. S. Department of Education.

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

INITIAL INTERVENTION

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

REFERRAL

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

NOTIFICATION

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

WRITTEN CONSENT

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

EVALUATION

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

ELIGIBILITY

9. Section 504/ADA Team - a recommended strategy is to use the Student Problem Solving Team as the Section 504/ADA Team. The team meets and analyzes the evaluation data to determine if the individual has a mental or physical impairment that substantially impairs a major life activity and is in need of special accommodations services.

WRITTEN CONSENT

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

SERVICES

11. These factors were considered by a group of individuals knowledgeable about the student, disability, evaluation, and service options:

    a. evaluation results;

    b. Section 504/ADA eligibility;

    c. the student's unmet needs;

    d. services and/or accommodations based on eligibility; and

    e. discuss and plan possible staff in-service

IMPLEMENTATION

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

13. The accommodations and/or services are implements.

REVIEW

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

GRIEVANCE PROCEDURES

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

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

submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school office and shall be available to the grievant; the grievant's representative or the LEA's representative.

d. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, with ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the local Board of Education.

e. Upon receipt of the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall be final.

f. If the decision is deemed unsatisfactory by complainant(s), a complaint of alleged discrimination may be filed with the:

Kansas Commission on Civil Rights
Landon State Office Building, 8th Floor
900 Jackson, Suite 851 South
Topeka, Kansas 66612-1258

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

FERPA

Family Education Rights and Privacy Act - Annual Notification Procedures in Educational Record Management (Annual Notice)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by USD #491. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your student's or your own, if an eligible student, educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.

2. The right to prevent disclosure of personally identifiable information contained in your student's or your own, if an eligible student, educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:

a. we have your prior written consent for disclosure; b. the information is considered "directory information" and you have not objected to the release of such information; or c. disclosure without your prior consent is permitted by law.

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

The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #491 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.

5. The right to obtain a copy of USD #491 policies for complying with FERPA. A copy may be obtained from the building principal or the superintendent's office.

Directory Information: For purposes of FERPA, USD #491 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and

height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., full-time or part-time), photographs, and video recordings.

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

EAST CENTRAL KANSAS COOPERATIVE IN EDUCATION

Federal and state laws guarantee "a free appropriate public education" to all children with disabilities, regardless of the severity. These laws apply to all children who are on Individual Education Plans (IEP).

The East Central Kansas Cooperative in Education provides special education to students' ages 3-21 with special needs in the **Baldwin, Eudora, and Wellsville School District**.

If you have questions or concerns about your child's needs and live in the Baldwin, Eudora, or Wellsville school districts, contact the East Central Kansas Cooperative in Education at 785-594-2737 or your school principal.

NOTICE TO PARENTS OF STUDENTS WITH DISABILITIES

Student's files maintained by the East Central Kansas Cooperative in Education are considered to be confidential. Safeguards and procedures to govern access of pupil records to all parties have been established within the schools and the Cooperative Office. These procedures are consistent with the intent of the Family Education Rights and Privacy Act of 1974 (FERPA) as amended and the Individuals with Disabilities Education Act (IDEA). Special education files are maintained at the Cooperative Office by the director of the Cooperative and in each of the schools of participating districts by building principals. A list of the types and locations of educational records collected, used and maintained by the Cooperative as well as the officials responsible is available to parents or eligible students upon request.NOTE:

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

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Eudora Middle School

Acknowledgement of Review and Understanding

EMS Handbook Receipt

EMS Student and Parent Handbook 2026-2027

The 2026-2027 Student/Parent Handbook provides important information related to student learning, expectations for student behavior and other information related to student and parent rights.

Eudora Middle School requires that a parent/guardian for each student signs this form to acknowledge that they have read and understand the guidelines and expectations set forth in the handbook available online at: http://www.eudoraschools.org.

_____

Student Name - Print

_____ _____

Student Signature **Date**

_____ _____

Parent/Guardian Signature **Date**