

Eudora High School
Student Handbook
2026-2027

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

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Eudora Schools Promise

Every student in Eudora Schools is known by <u>name</u>, <u>strength</u> and <u>need</u> and graduates prepared for the future they choose.



We will embody a welcoming school community where each student is known by **name**, **strength,** and **need**, and is **empowered** to engage, lead, and thrive.



We will improve student performance through enhanced instructional coherence and high-impact instructional practices.



We will ensure our graduates are prepared for the future they choose.

Welcome to Eudora High School

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

ACADEMICS

Good Standing

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

- **Academics:** To maintain good academic standing students must be passing five classes. A student's academic status will be evaluated on an every two week basis. Any student having two or more consecutive negative status reports will be classified as Not in Good Standing.
- **Behavior:** Students who are in violation of student conduct policies established by USD 491 or Eudora High School will be considered 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 who has 14 or more hours to make-up due to excessive or unexcused absences will be classified as Not in Good Standing, or owes more time to be made up than the number of hours remaining within the school year.

A student Not in Good Standing cannot participate in extracurricular activities or events. (This includes dances, prom, senior trip, sporting events, etc.)

Classification

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

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

Grading System

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

A – student demonstrates advanced mastery of standards
B – student demonstrates proficient mastery of standards
C – student demonstrates a basic mastery of standards
D – student demonstrates a developing mastery of standards
F – student fails to demonstrate a minimum competency of standards
I – work has not yet been completed
Incomplete work will need to be made up within two weeks following the end of a grading period or the course grade becomes an F.

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

Grades, Grade Cards, and Honor Roll

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

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

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

The following values are used in figuring the honor roll:

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

Academic Recognition

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

- Top Math Student
- Top Science Student
- Top Language Arts Student
- Top Social Science Student
- Other content area awards

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

Field Trip Requirements

A student must be passing all classes to be eligible to participate in a school-day field trip. When students are scheduled to go on a field trip, their participation will be determined by their **grades two school days before the trip.** This means turning in late assignments or last minute extra credit work will not make you eligible to go if you were *not* eligible two days before the trip. If a field trip has an identified essential component related to the student's Individualized Plan of Study, an administrator may provide an alternative plan for eligibility.

Final Exam Exemption Policy - connected to SOAR REWARDS

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

1. The student has met the SOAR Reward criteria 60%+ of the time (21 of 35) and has an 'A' for spring semester courses;

or has met the criteria 75%+ of the time (26 of 35) and has a 'B' for spring semester courses;
or has met the criteria 85%+ of the time (30 of 35) and has a 'C' for spring semester courses.

2. The student has earned no more than 5 disciplinary points throughout the school year.
3. The student has completed all Individual Plan of Study components including presentation at a parent-teacher conference designated for this purpose.

Graduation Requirements

Eudora High School requires 24 credits for graduation. The following is a list of the classes required in each subject area and what classes can be taken to fulfill the requirements. Semester courses are worth 0.5 units of credit upon successful completion.

New Kansas State Department of Education graduation requirements for the Class of 2028 and beyond are indicated with an asterisk* (also see table on page 3).

College-bound students wishing to receive maximum benefit from Eudora's curricular offerings should consider completing 4 years of math and science coursework. This better prepares students for college entrance exams such as the ACT or SAT.

COURSES All courses are 1.0 units unless identified otherwise	**USD 491 GRADUATION REQUIREMENTS** (CLASSES OF 2027, *2028 & BEYOND)	**RECOMMENDED KANSAS SCHOLARS CURRICULUM**
ENGLISH LANGUAGE ARTS English I English II English III English IV JCCC dual-credit English Composition I & II may be substituted for an English credit.	4 units *3.5 units	4 units
COMMUNICATIONS* Credit will be selected from the following options: Debate / Forensics / Introduction to Public Speaking / Journalism	*0.5 units	*0.5 units
SOCIAL STUDIES World History U.S. History American Government - .5 unit Social Studies Elective .5 unit	3 units	3 units
MATHEMATICS Pre-algebra / Algebra I / Algebra II / Pre-Calculus / Calculus /College Algebra (JCCC dual-credit) / Statistics	3 units	4 approved units Algebra I, Geometry, Algebra II, and one unit of advanced mathematics

SCIENCE Physical Science Biology Earth/Space Science* Science Elective - 1.0 unit	3 units	3 approved units Biology, Chemistry, Physics A fourth year of science is recommended
PRACTICAL ARTS Credit will be selected from the following program areas: Business / Family & Consumer Science / Industrial Technology, or the ED-TEC Career & Technical Pathways	1.5 units	
FINANCIAL LITERACY Counts toward credit in practical arts	0.5 unit	
PHYSICAL EDUCATION & HEALTH Physical Education - .5 unit Health - .5 unit	1.0 unit	
FINE ARTS Art / Band / Choir / World Language / Visual Arts Pathway courses All courses are .5 units	1.0 unit	
WORLD LANGUAGE Spanish I, II, III, IV Courses count toward credit in Fine Arts		2 units
TOTAL REQUIRED UNITS	17.0	
ELECTIVE UNITS	7.0 units	3.5
GRADUATION REQUIREMENT TOTAL	**24 units**	

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

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

Graduation Honors

- Top Academic Honors-Academic Excellence
  - 4.0 weighted GPA or above
  - 28 or higher on ACT OR 1250 or higher on a SAT OR 1870 or higher on SAT with writing
  - Must take at least 10 Semesters of weighted classes.
  - Completion of 4 units of Math

- High Honors
  - 3.75 weighted GPA or above
  - 26 or higher on ACT OR 1170 or higher on a SAT OR 1760 or high on SAT with writing
  - Must take at least 5 Semesters weighted classes

- Honor
  - 3.5 weighted GPA or above

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

Graduation Regala

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

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

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

- **Course Completion**: Only students that have met the graduation requirements set forth by the Eudora Board of Education shall be eligible to participate in the graduation ceremony. Final determination of qualifying standards occurs no closer than 48 hours prior to the ceremony. Graduation shall include all students at the high school that have completed the regular course work as well as those students that have completed an alternate graduation plan that was previously approved by the Board of Education.
- **Dress Code**: All students shall be required to wear the approved cap and gown which have been traditionally purchased by the students. No additional adornment shall be allowed as part of the EHS regalia unless they qualify by State Statute 60-5321 “Traditional tribal regalia.” No student shall wear any attire which could distract from the reverence of the graduation ceremony. Nor shall

a graduate decorate their person or regalia in any manner. Students are asked to wear appropriately formal clothing beneath their gowns as fit for this occasion.

    - EHS School Organization or Military exception: An exception to the adornment rule could be made for those graduates that have (1) obtained membership into an approved school organization (i.e. National Honor Society) or (2) completed basic training with a branch of the U.S. armed forces. A student could petition the school administration to be allowed to wear approved items at the graduation ceremony that do not significantly change the look of the regalia (i.e. a military branch stole or organizational sash). In order to be considered, the request must be made in writing to the building principal at least two weeks prior to the date of the graduation ceremony.

- **Behavior**: This is a dignified event and students are expected to behave in a way that is respectful of the event. Each year the administration will provide guidelines of the expected protocol for the graduation ceremony. Students that cannot or do not wish to conform to those standards are free to abstain from participation in the ceremony. The administration reserves the right to ask any student who is not in compliance to not participate and leave the facility.
- **Foreign exchange students:** Are considered guests at Eudora High School for an academic term and will return to their home country to complete their secondary education. Determination of senior standing related to participation in graduation will be determined by administration.

APPLYING FOR EARLY GRADUATION

Guidelines for Early Graduation with a 24-Credit Diploma

A student who wishes to graduate early from **Eudora High School (EHS)**—in less time than the traditional four-year plan—may request permission to graduate early upon completion of all requirements for a **24-credit diploma**.

Request Process

The student and parent/guardian must meet with the **EHS Counselors** to develop an early graduation plan. Following this meeting, the student must formally request early graduation from the **EHS Principal**, either in writing or in person, outlining the reasons supporting the request.

Examples of circumstances that may be considered include, but are not limited to:

- Documented hardship situations
- Career or employment opportunities
- Enlistment in the military
- Enrollment in postsecondary education beginning during the second semester of the student's senior year

A **parent or legal guardian** must submit a letter of support for the early graduation request to the EHS College and Career Specialist along with all required early graduation forms.

Graduation Requirements and Approval

The student must successfully complete **all state and local graduation requirements** by the beginning of the fall semester of the senior year for the request to be considered. If graduation requirements are not met by this deadline, the early graduation request will be voided.

All early graduation requests are reviewed and approved at the discretion of the **EHS Principal** based on the individual circumstances of the student. Approval of one request does not establish precedent for future requests.

Additional Guidelines

1. The student must schedule and attend a meeting with the **EHS College and Career Specialist**.
2. All required paperwork must be submitted to the College and Career Specialist to assist the principal in the decision-making process.
3. Students pursuing early graduation will maintain a full schedule, consisting of a **7-period day plus advisory** during the fall semester.
4. Final approval of the early graduation plan must be granted by the **EHS Principal**.
5. Students planning to enroll in postsecondary education for the spring semester must provide documentation of acceptance and enrollment, if applicable.
6. All EHS-issued materials and obligations must be returned or resolved upon completion of required coursework.
7. Students are responsible for monitoring EHS email communications related to second-semester activities.
8. Students must review the potential impact of early graduation on eligibility for programs and opportunities such as **Governor's Scholar**, athletics and activities, pathway completion, honors, and access to **C3/NCCC courses**, in consultation with the College and Career Specialist.
9. Early graduates may participate in **Junior–Senior Prom** and the **graduation ceremony**, provided they comply with all applicable event guidelines.
10. Eudora High School encourages early graduates to participate fully in graduation activities and the commencement ceremony.

Administrative Substitution Policy

Students may request that an alternative class be accepted as a substitute for a required class at Eudora High School. Class substitutions may include college courses, summer courses, or courses that meet KSDE and USD 491 curricular standards.The acceptance of any request will be contingent upon the approval of the administration.

College Credit Program

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

The release opportunities and classes offered for credit will be for juniors and seniors. Students desiring to take these classes either here on campus or off campus will need to secure an application form well in advance of enrollment time. The decision to approve or disapprove an application will be determined by administration.

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

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

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

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

Summer Credit Recovery

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

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

Winter School

Winter School presents an opportunity for students to extend the fall semester as an opportunity to earn credit for a course that otherwise would be recorded as a failed (F) course.

- The session lasts for four weeks starting the Monday after MLK Day
- Sessions are on Monday & Tuesday (8 total) from 3:30 - 5:00 PM
- Students completing the fall semester with at least 50% in a course will be eligible to participate.
- Winter School is for core courses only and CANNOT be used for KSHSAA eligibility.
- Teachers will provide materials.
- Successful completion of materials by the student results in a D replacing an F. Honors classes receive credit for leveled class.
- Transportation will not be provided.

Gifted Test-Out

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

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

The student's assigned counselor will provide the requesting student with a procedural process documentation required activity necessary by the gifted student and the minimum credentialing score to

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

ADMISSION & WITHDRAWAL OF STUDENTS

Admission of Students

Resident Students

Any educable child of specified age or who meets specifications established by Kansas statutes and who is living with a natural parent, or parent by legal adoption, or guardian, who actually resides within the boundaries of the Eudora School District, shall be permitted to attend the public schools of Eudora, Kansas, without payment of tuition, unless otherwise prohibited by the policies, rules and regulations of the Board of Education of Eudora, Kansas. USD 491 will not pay tuition for students attending school in other districts except as may be mandated by the state of Kansas or the federal government.

Non-Resident Students

Please refer to USD 491 Board of Education Policy JBCC. Board of Education Policy is available on-line at https://go.boarddocs.com/ks/usd491/Board.nsf/goto?open&id=8EESVX733455

Withdrawal of Students

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

GENERAL INFORMATION

School Hours

The Eudora High School building is open 7:15 a.m. to 4:15 p.m. Zero hour starts at 7:18 a.m. Regular school hours are 8:08 a.m. to 3:19 p.m. All students will be dismissed at 3:19 p.m. Bus riders will be dismissed at 3:15 p.m. and should report directly to the bus loading zone. To start the school day, students are expected to enter the building through the commons entrance. Upon arrival, students will remain in the commons until 7:40 a.m.unless under the direct supervision of a staff member and may report to that 1st hour teacher's room or another teacher's room for homework support. All students must report to their 1st hour classroom prior to the 8:08 tardy bell. After school, all students should be out of the building by 3:45 unless under the direct supervision of a staff member.

Leaving School During School Hours

Students may be dismissed during school hours for reasons that are excused in the attendance policy. To safeguard students, requests for dismissal must be by phone or in writing and submitted to administration

or designee (attendance secretary). All students must check out through the main office before leaving the school grounds.

Cardinal Advisory

Cardinal Advisory is a designated period that takes place between 3rd and 4th period each school day. Cardinal Advisory provides an interactive time period during the school day to participate in specifically designated activities and to seek support from building staff. This is also the time when lessons and activity connected to Individual Plans of Study and social-emotional lessons required by the state will take place. Cardinal Advisory will be scheduled daily, and requires students to report to their Advisory teacher's assigned room location for the duration of Cardinal Advisory.

SOAR Rewards

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

1. Exemption from the spring semester final exams.
2. Exemption from Early Release Wednesday (6 opportunities) based upon meeting SOAR criteria

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

- The student has an A, B, or C in all classes;
- The student has zero unexcused absences to their classes;
- The student doesn't receive any major office referrals;

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

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

2. The student has met the SOAR Reward criteria 60%+ of the time (20 of 34) and has an 'A' for spring semester courses;
   or has met the criteria 75%+ of the time (26 of 34) and has a 'B' for spring semester courses;
   or has met the criteria 85%+ of the time (29 of 34) and has a 'C' for spring semester courses.
4. The student has earned no more than 5 disciplinary points throughout the school year.
5. The student has completed all Individual Plan of Study components including presentation at a parent-teacher conference designated for this purpose.

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

A student who has received all SOAR Rewards within the time frame before each Early Release, will be excused from school on the month's Early Release day.

SOAR REWARDS for 2026-2027 will be awarded on the following days:

First Semester			Second Semester	
8/22/26 (Final exemption only)	10/23/26 (ER - November 11)		1/15/27 (ER - February 10)	3/26/27 (ER - April 14)
8/29/26 (Final exemption only)	10/30/26 (ER - November 11)		1/22/27 (ER - February 10)	4/2/27 (ER - April 14)

9/5/26 (Final exemption only)	11/6/26 (ER - November 11)		1/29/27 (ER - February 10)	4/9/27 (ER - Arpil 14)
9/12/26 (ER - October 14)	11/13/26 (ER - December 9)		2/5/27 (ER - February 10)	4/15/27 (ER - May 12)
9/18/26 (ER - October 14	11/20/26 (ER - December 9)		2/11/27 (ER - March 10)	4/23/27 (ER - May 12)
9/25/26 (ER - October 14	12/4/26 (ER - December 9)		2/19/27 (ER - March 10)	4/30/27 (ER - May 12)
10/2/26 (ER - October 14)	12/11/26 (Final exemption only)		2/26/27 (ER - March 10)	5/7/27 (ER - May 12)
10/8/26 (ER - October 14)	12/17/26 (Final exemption only)		3/5/27 (ER- March 10)	5/14/27 (Final exemption only)
10/14/26 (ER - November 11)			3/11/27 (ER - April 14)	

Attendance Policy (clean up, make more readable, add in something that shows correlation to grades and attendance)

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

When a student is absent from school, please call the office before 9:00 am on the day of the absence. If a student is not in attendance and the school has not received notification **within 3 days**, the absence will remain recorded as being an unexcused absence. It is the student's responsibility to ensure a parent verifies the absence with the attendance secretary; the EHS office will not pursue parental verification. Parental approval of an absence does not necessarily make the absence an excused absence.

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

- Religious activities and/or religious holidays
- Sickness, injury, or other medical condition
- Family funeral
- Legal reason (documentation may be required)
- Extraordinary family circumstances (excused at the discretion of a principal)
- College Visits (allowed for junior and senior students; requires advance approval form)
- Pre-approved absences - absences from school that have been approved by a building principal prior to the occurrence
- Administrative discretion

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

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

- Chronic medical reasons. This requires doctor verification for each day missed from a scheduled school day.
- A student is absent consecutive days for a family emergency. Parent/s and administration will discuss the emergency, then the administration will have the final decision on the validity of the reason.
- All extensions and the length of those extensions are contingent upon the judgment of the administration.
- Students whose absences are excused are given an opportunity to make up missed work. Students will have two school days per excused absence to make up new work assigned during the absence. After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students are encouraged to contact teachers via email during their absence, or visit with their teachers first thing upon their return to school. When the student knows in advance that she or he will be absent, the student should request any required work prior to the absence. If a due date is established for an assignment, project, or test before a student's absence, the student is expected to meet the original deadline. Making up work that was missed during a prolonged absence due to illness may be handled on an individual basis between the teacher and student. A prolonged absence would be anything over a week's time.
- Students absent from school for more than half a day (for reasons other than school sponsored or school approved activities) will not participate in any extracurricular school activities occurring on that day without administrative approval. This includes late afternoon and evening events.
- If a student has irregular attendance, parents will be called for a conference. If satisfactory arrangements cannot be made, the student may be suspended or expelled.

Tardy Policy

Students who are tardy to school for the first hour must obtain an admit slip in the main office. Tardiness is considered unexcused and will accumulate. **A fourth tardy to a specific class during a semester, results in the student being issued a major by the teacher**. 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 Policy
(Kansas Compulsory/Attendance Law and Reportable to SRS)
In compliance with, and taken partly from KSA Supp 38-802 (1973, HB 1502) Juvenile Code and Supp 72-1113, and KSA 72-1113 (1973, SB 26) a child is required by law to attend school.

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

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

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

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

Social Media Communications
At Eudora Schools, we are proud to embrace the power of social media as a tool to communicate and engage with our parents, students and community. Negative behavior or attacks on any student or employee, by a student, employee, parent or any member of the public is disruptive to our district's positive learning environment and will not be tolerated. This policy includes bystanders who video disruptive events for the purposes of publishing and promoting the behavior and may be subject to school consequences.

Meals
Breakfast is provided free each morning from 7:40 to 8:05 a.m. Eudora High School has a CLOSED LUNCH environment for students. Lunch will be served to students during the 4th period at one of two designated lunch sessions. Students will go to lunch during the time that their 4th period teacher is assigned to take their lunch period. Students will use 25 minutes in the commons area to eat their lunch. All students are required to eat in the commons/lunch area, unless prior arrangements have been communicated to administration and students are under the direct supervision of a staff member. Eating in areas other than the assigned lunchroom would need to be part of an R2I process.

A sack lunch can be brought from home or a meal can be purchased in the cafeteria. The cafeteria offers a prepared hot lunch and ala carte items. Students can purchase one or both of these options. ***No food is to be ordered or purchased and delivered to the school.*** Students are expected to ensure all trash is deposited in the appropriate containers by the end of a lunch period.

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

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

Dress and Appearance

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

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

- Full head coverings are not to be worn in the building from 8:00 AM until school ends.
- Clothing with references to alcohol, drugs, or gangs is prohibited.
- Clothing with offensive language or symbols is prohibited.
- Clothing which promotes or conveys hate messages is prohibited.
- Clothing that may endanger the student or others, including visible chains and spikes, is prohibited.
- Clothing that is distracting so that it interferes with the teaching and learning process is 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. Parents can be called and bring the student appropriate wear as a substitute for using school provided substitute clothing. Each apparel offense after the first incident will result in a detention and points from the behavior code. Any clothing or jewelry that disrupts or impedes the educational environment will be addressed on an individual basis.

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

Hall Passes

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

Phone Usage

The office telephones are to be used for school-related business. Student calls from a school phone should be confined to important necessary calls. Students should always check with their teacher and have a pass when coming to the office to use a phone. Students should not come to make a call and then expect to receive a pass to class from the office.

Cell Phone Policy - Adopted Bell to Bell Cell Phone Policy (2025)

New State & BOE Guidance for 2026-2027 will be added once reviewed and approved

To preserve the integrity of the learning environment, Eudora High School enforces a bell-to-bell cell phone ban during the school day. This means that once the bell rings for the start of the class period in the until the bell rings at the end of the period, cell phones must be silenced and stored out of sight (in backpacks, lockers, or designated storage areas).

The purpose of this policy is to maintain a focused and respectful academic setting where all students can learn without unnecessary distractions. Cell phones interfere with instruction, limit student engagement, and reduce opportunities for meaningful classroom interaction.

By keeping phones away during instructional class time, we encourage students to be fully present, participate actively, and develop essential life skills such as focus, self-control, and face-to-face communication.

- **Bell-to-Bell Usage Restriction:**
  Students may not use cell phones during instructional time (bell-to-bell) unless explicitly allowed by a teacher for educational purposes. Cell phone use during "Free Time" is not an educational purpose. Restriction does not include the entire day as cell phones may only be used before and after school, during lunch and passing periods. Note that cell phone use at any time during instructional time is restricted.
- **Consistency Across Classrooms:**
  All staff are expected to enforce this policy uniformly to ensure a united front. Items needed to support the policy such as cell phone baskets, shoe hangers, or similar tools will be provided for classrooms to support consistent management.
- **Earbuds, Smartwatches, and Other Devices:**
  Devices such as earbuds and smartwatches that connect to phones are included in the policy. These should also remain out of use during instructional time.

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

- **Consequence:**
  If a student is found using a cell phone or related device during restricted times:
  - **First Offense:** The staff member will confiscate the phone and will be turned in to the office and returned to the student at the end of the day.
  - **Second Offenses:** Parents/guardians will be required to pick up the phone from the office. Additional consequences may apply.

    - Third Offense & Thereafter: Parents/guardians will be required to pick up the phone from the office and a progressive step of consequences will follow including detention, ISS and OSS.
- **Refusal to accept consequence:**
  If a student refuses to surrender their phone, staff will contact administration immediately for support. Consequences for noncompliance and failure to abide by school rules will be enforced.

Electronic Devices
Teachers may allow earphones and laptop devices in their classroom as a privilege or if the teacher believes such usage is of educational value to the student. Teachers have complete authority as to the use of electronic devices other than cell phones per policy of any kind within their classrooms and can dictate the time of use in a consistent manner.

- No sounds are to be played over speakers other than earphones. Although earphones may be allowed, at no time should sound be played at such a volume that other people can be disrupted by it.
- Causing a disruption with the use of an electronic device may result in a minor discipline referral and confiscation of the electronic device.
- Refusal to immediately surrender electronic devices to any staff member upon violation of policy is considered open defiance and will result in a major discipline referral.

Unless students have been given permission by a classroom teacher to bring electronic devices (see cell phone policy) to his or her class for educational purposes, all electronic/communication devices are to be secured so as to not interfere with the learning environment. The staff or administration is not responsible for searching for or finding lost or stolen electronic devices. Students may not record audio or video of other building occupants without prior approval being given to be recorded. Recordings, audio or visual, made in violation of board policy or school rules become the sole property of USD 491, and may be used only with permission of the Superintendent of the district. Students engaging in unauthorized use of these devices or in unauthorized audio or videotaping on school grounds or activities, or with school equipment on or off school grounds, are subject to school consequences up to and including suspension or expulsion.

Any recordings or photographs made at school, on school or related property, or in connection with a school sponsored event may become the property of Eudora USD 491. If students transmit, or post content in violation of any Board policies, administrative procedures, or school rules, it is understood that Eudora USD 491 has discretion over the use of such recordings and photographs.

Use of any electronic device to record audio, take pictures or record video in areas where there is an expectation of privacy is strictly prohibited and subject to disciplinary action. Use of any electronic device to record audio, take pictures or record video of student misconduct, or that promotes misconduct, is strictly prohibited. Posting audio/video recording to a social media site will result in discipline consequences including the possibility of suspension and or expulsion from school.

Students must only use his/her own username and password when accessing the district's network, sites or apps (including but not limited to the wireless network, Student Information System, Learning Management System, district drives, or other resources). Use of other student/staff usernames and passwords may result in the loss of technology privileges and/or disciplinary action.

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

Visitors
To ensure a safe and secure environment for all students and staff, Eudora High School has established the following guidelines regarding guests on campus:

Student Guests

- Student guests are not permitted during regular school hours without prior approval from administration.
- Approval is granted only for educational purposes (e.g., shadowing for enrollment consideration, part of a training, etc.) and is subject to administrative discretion.
- Approved student guests must sign in at the main office, present valid identification, and wear a visitor badge at all times while on campus.

Adult Visitors (Parents, Guardians, Volunteers, College Representatives, Guest Presenters, etc.)

- All adult visitors must check in at the front office, present valid photo ID, and wear a visitor badge while on campus.
- Classroom visits require at least 24-hour notice and must be approved by an administrator.
- Visitors may not disrupt instruction or interfere with the learning environment.

Unauthorized Visitors

- Any unauthorized individual on school grounds may be asked to leave immediately.
- Trespassing may be reported to law enforcement if necessary.

Our goal is to maintain a safe, respectful, and distraction-free environment for all students.

SCHOOL PROPERTY

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

<u>General Use of the Computer:</u>
Students will follow school acceptable use policy
A student who forgets their computer may be able to check one out from the office as inventory is available.

<u>General Care of the Chromebook</u>

- 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.

- 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 come to the front 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 High School:

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

Resources

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

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

Buildings and Equipment

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

School Grounds

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

Vandalism Against School Property

The Board of Education offers a reward of one hundred dollars ($100) for information leading to the arrest and conviction of anyone doing felonious vandalism to district buildings, facilities, or grounds. Names of individuals will remain confidential.

The Douglas County Sheriff provided the following rules and procedures for submitting information on vandalism against school property:

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

SERVICES

Guidance Services

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

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

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

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

Career Center

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

Library

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

There is an overdue fine of 5¢ per item per day for all overdue materials. Be considerate of your classmates - return all library materials on time!

Books

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

Magazines

Old magazines are kept for research purposes. Use the Reader's Guide to determine the magazine needed, fill out a magazine checkout slip (located by the Reader's Guide) and give the checkout slip to the librarian or library aide - they will get the magazine for you. Old magazines are checked out for one day. New magazines may not be checked out.

Encyclopedias and reference materials may be checked out for one hour or overnight: if checked out overnight, the materials must be checked out 7th hour or after school and returned before 1st hour starts the next school day.

Internet Use

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

Internet user expectations for the Internet are as follows:

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

Consequences for failure to meet user expectations are:

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

HEALTH

Any student who cannot participate in normal school activity such as PE classes must have a written excuse from their physician. Students with severe cough, sore throat, fever, unexplained rash, persistent diarrhea and/or vomiting will not be able to remain at school. If a student is sent home with a fever of 100.0º or above, he/she must stay at home 24 hours after the fever subsides without the use of fever reducing medications. Any student with an unexplained rash may be excluded from school until their physician makes a diagnosis & approves a return to school.

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

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

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

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

Immunizations

Kansas State Law requires all students to have up-to-date immunization records prior to starting school in the fall. Parents will be notified by mail, email, phone, &/or text if their student's immunizations need to be updated prior to the beginning of the next school year. **Students without up-to-date immunizations by September 30th of each year will be excluded until immunizations are up-to-date in the health office.**

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

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

Medications at School

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

If a student must take prescription medication at a specific time of day, he/she is eligible to take the medication at school. These procedures are to protect the student and to eliminate unnecessary medication administrations at school.

Students may carry and take their own medication with written permission from the parent unless the physician or parent specifically orders the medication to be administered through the health office.

Teachers, secretaries, principals, or other school personnel will not give any medication to students unless delegated to do so.

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

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

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

Over-the-Counter Medications

Parents are asked to provide all over the counter medication for their students. The health office will have a limited supply of Tylenol, Advil (or the generic equivalent) and cough drops available to the students for special circumstances if written parent consent is on file for that school year. Parent permission to give medications may be given over the phone and confirmed by an administrator or their designee.

High school students may routinely carry only common over-the-counter medication such as Tylenol, Midol, Advil, etc.and it should be carried in the **original container** that is clearly marked with the drug name. Students are **not** to share over the counter medications.

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

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.

ACTIVITIES

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

Class Dues

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

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

Eligibility

The Kansas State High School Activity Association sets eligibility standards for any activity involving two or more schools. This standard states that to be eligible a student must have passed at least five subjects the previous semester and must continue to be enrolled in at least five subjects. In addition, students are warned not to participate in competition outside the school without first checking with a coach or the principal to determine the effect of such participation on high school eligibility. Students participating in athletics or cheerleading must have an annual physical examination and insurance release signed by the parent(s).

Student Organizations

A full slate of student organizations is available to students at Eudora High School. Students are encouraged to choose organizations that best serve their needs and interests. See Activity Handbook for a complete list of student organizations. New organizations are eligible for approval providing they meet the following qualifications:

1. There needs to be a demonstrated need for the organization.
    1. There is a defined positive purpose for the group;
    2. The organization cannot circumvent another already established club or organization
    3. There is a minimum threshold level of participation. (approximately 2% of the student population)
2. There needs to be a building level sponsor that is willing to sponsor the organization.
    1. Must be an employee working at Eudora High School
    2. Must be a certified staff member at Eudora High School
    3. Sponsor cannot be the head sponsor of any other club or organization at EHS without prior approval from administration.
3. There needs to be a club constitution or organizational policy that governs the groups activities.
    1. There must be a written document that clearly establishes the governance of the club/organization.

2. This would include membership dues, privileges of membership, officers to guide activities, and similar type policy.

4. The group would then need to make a proposal to the administrative team to add the club, organization, or student group for EHS student membership to start and provide a service to the EHS students.

Holding of Student Offices

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

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

Students may hold one minor office also. These include:

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

Dances

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

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

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

Guests and students who break the conduct code will be asked to leave the dance. An administrator will call the parents of the person if he/she is of school age. All EHS students are expected to abide by the rules and to encourage their guests to do the same. Students and guests may be barred from future Student Council events if their behavior has been inappropriate.

Prom

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

Prom Qualification Requirements

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

A student must be in good standing in school. Student class dues must be paid in full before prom. Ninth and tenth grade EHS students and all alumni and outside-of-school dates are permitted to attend as dates of EHS juniors and seniors by invitation and pre-registration at a cost per guest. Non-EHS students must provide a letter from their home school district administration confirming the guest is in good standing.

Outside dates shall not be older than 20 years old at the time of the dance. An after-prom party traditionally is organized and supervised by the parents.

Senior Trip

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

Senior Trip Eligibility

To be eligible for the senior trip, a student:

- must be in his/her senior year of high school. A student will be limited to only one senior trip.
- must be in good standing in school;
- must have paid all fees - enrollment, projects, class dues, lost books, etc;
- cannot accumulate more than fifteen days of absences during the senior year (unless days have been extended by principal);
- cannot have accumulated more than 5 disciplinary points during the school year;
- cannot have a long-term suspension or expulsion during the year
- cannot have unserved detentions at departure day and time
- must earn his/her equal share of the cost of the trip or pay an amount to make up his/her share before reservations are confirmed for that senior. There is one fundraising project designated for the senior trip.

Overnight Trips / School Sponsored Events - Parent Notification

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.

Home and Family Night

As a general practice, we will work as a school community to avoid scheduling activities on Wednesday evenings. If the need should arise for a Wednesday evening activity, prior permission will be obtained from the building administration.. Events scheduled on Sunday will be rare. Sunday events also require prior permission from administration. Sunday events will not start before 1:00 pm and should be completed by 5:00 pm.

Initiations

Eudora High School does not sponsor or approve of initiation activities. Students who promote or participate in initiation activities may be subject to disciplinary action.

DISCIPLINE

Guide to Good Conduct

A school's reputation is built on the quality and character of everyone involved—students, faculty, administration, support staff, and the board of education. One way to measure this quality is by the shared goals these groups set for the school community. Similarly, an individual's character can be seen in the personal goals they set for their conduct and achievement, both of which contribute to a school record that will be important for future educational or career opportunities.

The record you are building includes:

Academic Performance:
Your grades and test scores form a permanent academic record that will be reviewed by colleges and future employers. Work hard to create the strongest record you can.

Attendance:
Showing up matters. One of the top things employers ask about is attendance. Being present and on time shows that you're reliable, and reliability opens doors.

Behavior:
How you treat others—and yourself—counts. Being respectful, showing self-control, and doing the right thing even when no one's watching are signs of maturity. The best kind of discipline is the kind that comes from within.

Behavior Code
To successfully navigate a high school setting, students are expected to follow three basic rules for success:

1. **Be where you are supposed to be**
2. **Give your best effort**
3. **Take responsibility for your own actions**

At Eudora High School, our mission goes beyond academics—we aim to teach valuable life lessons both in and out of the classroom. One of the most important lessons we focus on is **accountability**. Accountability is a tenant of our SOAR expectation matrix.

To support this, we've created a **point system** that's fair, consistent, and helps students understand that choices have consequences. This system provides both immediate feedback and long-term consequences, helping students recognize that repeated poor actions can add up and negatively affect their future.

Just as importantly, students will learn that they are responsible for their own behavior—and that they have the power to make things right. Through opportunities like community service and restitution, students are encouraged to take responsibility, make amends, and move forward in a positive way.

At Eudora, we believe that learning from mistakes is part of growing up, and taking ownership is the first step toward becoming a responsible and respectful member of the school community—and beyond.

S.O.A.R.

Cardinals are...	Classroom	Activities	Common Spaces
Safe	Follow classroom procedures Treat others with respect Follow digital safety guidelines Respect physical boundaries Speak up to a trusted adult if you witness unsafe or harmful behavior Maintain a calm and orderly classroom environment	Follow all directions from adult supervisors Report unsafe situations or behavior to trusted adults Avoid risky or disruptive behavior Use equipment and facilities appropriately	Be where you are supposed to be Follow school expectations and only use common spaces for their intended use. Report unsafe conditions to a trusted adult Leave common spaces better than you find them
Outstanding	Give your best effort Go above and beyond minimum expectations Stay focused and use instructional time wisely Help to create a positive learning environment for everyone Ask questions when instructions are unclear	Represent Eudora with pride. Win or lose with excellence Engage fully in the activity to the best of your ability Help others who need guidance or assistance Be prepared, on time and engaged	Help to keep all areas of the school clean and welcoming Be courteous to those around you Set good examples for peers and younger students in common spaces Include others in positive ways Use voice and tone appropriate for the setting
Accountable	Be where you are supposed to be Take responsibility for your own actions Meet deadlines and complete assignments with integrity Admit when you need help and follow through on commitments Respect classroom expectations, even without direct supervision Own your learning - keep track of grades, assignments and areas for growth	Commit to your responsibilities Follow all school expectations Take ownership of your own actions Understand your role as a representative of the Eudora community	Be where you are supposed to be Take responsibility for your own behavior and choices Follow through on your responsibilities and commitments
Respectful	Use polite language and tone with peers and adults Support classmates by listening and not interrupting or mocking Respect personal space and property Appreciate different perspectives Follow classroom directions and contribute to a positive classroom culture	Respect event rules and traditions Be kind to all participants (opponents, guests, volunteers and officials) Model appropriate language and behavior Applaud and support everyone's effort	Treat all staff, custodians and peers kindly and with courtesy Respect school and community property Honor the rules and expectations of each space Use kind words and actions even when no one's watching

Draft 06/01/25

Expectations for Student Behavior

1. Students are subject to disciplinary action for violations of the student code of conduct as defined in the PBIS Guidelines that follows this section.
2. Students are expected to comply with reasonable requests made by teachers, staff, and administrators.
3. All contents of a meal brought from home should remain in the container in the student's possession until lunch break; it should only be eaten in the commons area. Violation of this rule may result in these items being confiscated and not returned to the student.
4. Lingering in the restroom area or having more than a single student in a restroom stall will result in disciplinary action.
5. 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.
6. Gambling is not permitted.
7. Civil laws must be obeyed.
8. Gang-related graffiti, writing, or symbols are not to be used.
9. School rules apply at school activities occurring after regular school hours.

Positive Behavior Intervention System (PBIS) Guidelines
Eudora High School uses a **Positive Behavior Intervention System (PBIS)** to encourage and reinforce positive behavior across the school.

When students do not meet behavior expectations, there are two types of responses: **Minors** and **Majors**.

- A **Minor** is a report written by a teacher when a student displays inappropriate behavior. The teacher will talk with the student, explain what went wrong, and set clear expectations for improvement. This may involve a teacher assigned detention after school.
- A **Major** is more serious. If a student's behavior warrants a Major, they will meet with an administrator to discuss what happened. Depending on the situation, **behavior points** may be assigned.

As part of our **behavior point** system at Eudora High School, specific consequences are in place when students accumulate points due to repeated or serious behavior issues:

- **5 or more points** – The student may be assigned **In-School Suspension (ISS)** for up to **3 days**.
- **10 points** – The student may receive **Out-of-School Suspension (OSS)** for up to **5 days**.
- **15 or more points** – The student may receive a **5-day OSS** and could be **recommended for long-term suspension or expulsion**.

To encourage accountability and personal responsibility, students have a chance to **reduce behavior points through community service**:

- Community service must be **assigned by an administrator**.
- For every **2 hours** of approved service, **1 point** can be removed.
- A maximum of **5 points** can be reduced this way.
- All service must be verified for both **quality and completion**
- **Once a student reaches 15 points**, they are **no longer eligible** to reduce points through service.

PBIS Guidelines for Minors & Majors			
VIOLATION	***MINOR Example***	***MAJOR Example***	***POINTS***
Inappropriate Language	Student uses word in conversation with peers	Student uses word toward an adult or peer in an angry manner or if the word or language used is considered severe.	1 – 5
Physical Contact / Fighting	Horseplay causing a disruption	Aggressive contact, possibly causing injury to one or both parties	3 - 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 respond to a reasonable request made to all students: "I need all students to be in their seats and working on the assignment,"	Student skips a scheduled teacher detention	1
Disruption	Student disrupts the class again after given a verbal correction	Student disrupts class a third time	1
Property Misuse	Student engages in low intensity misuse of property	Student uses school property in a way it is not intended to be used or that damages the property	1 - 5
Technology / Electronic devices	Students have personal technology out and/or on during school hours. Confiscated by the teacher and taken to the office.	Repeated violations of bell to bell cell phone policy	1 - 3

Tardiness		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 contact, kissing, inappropriate touching or suggestive dancing after an initial warning.	1
Parking Lot	Parking in unassigned areas.	Repeat parking violations or excessive speed or reckless driving	1 – 4
Unexcused Absence (Skipping Class)		Student is wandering the hallways outside of the usual path or makes the choice not to attend class.	1
Harassment / Bullying		Student delivers disrespectful messages, verbal or non-verbal, to another person that causes that person to feel threatened or uncomfortable.	1 - 5
Lying / Cheating / Plagiarism		Student delivers a message that is not true and/or deliberately violates a rule. Copy or plagiarize another person's work or to allow another person to plagiarize your work.	1 - 5
Forgery / Theft		Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name on a document requiring a signature.	1 - 15
Alcohol / Drugs		OSS / Expulsion	5 - 15
Tobacco / Vaping		OSS / Expulsion	3 - 5
Extreme Misconduct		OSS / Expulsion	10-15
Assault on Staff / Weapons / Arson / Terroristic Threat		OSS / Expulsion	15

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

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.

Office Detentions

Office Detentions may be assigned by an administrator when a student violates Eudora High School rules or disrupts the learning environment during the school day (school events included) or when a student fails to appear for a **Teacher Detention**.

When and How Office Detentions Are Served:

- **Office** Detentions are served **from 3:25 PM to 4:15 PM** with the assigned teacher on detention duty.
- Students must be **seated by 3:25 PM** and remain seated for the entire period unless directed otherwise by the supervisor.
- Detentions will be served **on the day they are assigned or the following school day**.

What to Bring:

- Students are required to bring **schoolwork or a book to read**.
- Students must spend the entire time **studying or reading**.

Rules and Expectations:

- Failure to follow detention rules will result in **no credit** for the detention and the time will be **doubled**.
- Any voided detention must be **made up starting the next school day**.

Rescheduling Policy:

- Detentions **cannot be rescheduled at the last minute**.
- Any rescheduling must be requested **before 8:00 AM on the day the detention is to be served**, except in cases of **family emergencies**.

Following these guidelines helps ensure fairness and consistency while maintaining a respectful and productive school environment.

Teacher Detentions

Teachers at Eudora High School may assign 15-minute **teacher detentions** as a consequence for minor classroom or behavior issues. These detentions are intended to provide immediate accountability and an opportunity to correct behavior.

Scheduling:

- Detentions may be scheduled **before or after school**, based on the teacher's availability.
- Students will be given **at least 24 hours' notice** unless they agree to serve the detention the same day.
- It is the student's responsibility to **arrange transportation** if needed.

Expectations During Detention:

- Students must **arrive on time** and be prepared to remain for the full 15 minutes.
- Students are expected to engage in conversations and/or activities for the purpose of reestablishing classroom expectations.
- No phones, food, or distractions are allowed.

These brief detentions are an opportunity to correct behavior quickly and respectfully without escalating the situation. Students are expected to take them seriously and use them as a chance to move forward in a positive way.

Academic Dishonesty Policy

When a student is found to have engaged in academic dishonesty (such as cheating, plagiarism, or unauthorized collaboration), the teacher has the discretion to respond in one or more of the following ways:

1. **Notify the student's parents and** provide an opportunity for the student to **address the issue** by completing an alternative assignment of equivalent rigor, with the final grade determined at the teacher's discretion.

2. **If the situation warrants, assign a failing grade** for the assignment and s**ubmit a behavior referral** to school administration

   The specific response will depend on the situation and may involve a combination of the above actions. The goal is not only to hold students accountable but also to reinforce the importance of integrity and learning from mistakes.

Repeated offenses could result in suspension from school

Suspension and Expulsion

Out-of-School Suspension (OSS)

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

- Short-term suspensions from one to ten days may be assigned with an informal hearing being afforded the student.
- Long-term suspensions are defined as more than ten days and require a formal hearing.
- Expulsion may be for a term not surpassing 186 days.
- Parents shall be notified in writing of each suspension and/or expulsion.
- Students under suspension and/or expulsion are barred from all school property and are ineligible to attend / participate in school activities.

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

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

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

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

In School Suspension (ISS)

A student in In-School-Suspension is isolated from other students and is expected to work on assignments or other defined educational activities. In this situation the work is graded and counted. During an ISS, students will be assigned to a study booth where they will remain for the entire school day except for supervised breaks. The following rules will apply:

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

Suspension Reduction Option

In an effort to promote the quitting of self-harming activity connected to smoking, vaping, and other similar activity, the administration may 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.

Bullying

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

(1) Bullying means:

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

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

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

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

(iv) placing a student or staff member in reasonable fear of damage to their property

(B) cyberbullying; or

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

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 who:

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.

Illicit Drugs & Alcohol

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

Student Conduct

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

Prohibited Activities

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

Search of students

To maintain a drug free learning environment, school officials may conduct searches of students and their property when there is reasonable suspicion that a school rule or law has been violated.

Prohibited Items

The following are examples of items prohibited on school property and may be grounds for a search or disciplinary action:

Weapons or dangerous objects (real or imitation)

Controlled substances, illegal drugs, alcohol, or tobacco

Stolen property

Any item that may disrupt the educational environment

Parents/guardians will be notified as soon as possible if a search results in the discovery of prohibited items or leads to disciplinary consequences.

Expectations for School-Sponsored Activities

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

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

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

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

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

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

Jurisdiction of School Officials

School officials may discipline students for misconduct as defined in this Code of Conduct, which occurs in and around school property 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 an orderly learning environment, school administrators may search a student's person, belongings (including backpacks, purses, vehicles or other personal items), or school-assigned property, if there is reasonable suspicion that the search will yield evidence of a violation of school rules or the law. All searches will be conducted in a manner that is respectful, minimally intrusive, and appropriate to the student's age and gender. To prevent the introduction of weapons or other prohibited items on school grounds, the school reserves the right to use **handheld metal detectors**. A student who triggers a metal detector may be subject to a further search, in accordance with the procedures outlined above. Any refusal of a reasonable request to search a student may result in disciplinary action or result in contacting law enforcement.

Forms of School Discipline

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

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

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

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

TRANSPORTATION

Bus Riding Expectations

1. Observe the same conduct as in the classroom.
2. Be courteous; do not use obscene or unacceptable language, gestures, remarks, or signs.
3. Do not eat or drink on the bus.
4. Help keep the bus clean at all times.
5. Glass containers of any kind are not permitted on the bus.

6. The use or possession of cigarettes, chewing tobacco, vaping materials, controlled substances, illegal drugs, weapons, flame producing devices, lasers, stun guns, mace, pepper spray, laser pointers, or alcohol is strictly prohibited.
7. Remain seated at all times while the bus is in motion.
8. Do not extend head, hands, arms, or other objects out of the bus. Do not throw items of any kind inside the bus or out the windows.
9. Do not vandalize or be destructive to the bus. Vandalism will be charged to the offending student
10. Do not fight, scuffle, or engage in horseplay on the bus or at the bus stop. Keep hands to yourself at all times.
11. Do not delay in loading or unloading. The bus cannot wait for stragglers, as schedules must be kept.
12. When crossing the roadway at a bus stop, be sure to cross ten (10) feet in front of the bus and wait for the driver to signal you across.
13. Snakes, mice, insects, and other items likely to cause commotion are not permitted on the bus or at the bus stop.
14. Emergency exits are to be used only in the event of an emergency. Do not use the back door, side door, windows, or roof hatches unless necessary.
15. Occasional riders must have written permission from their parent(s) or guardian to be transported by bus to a friend's house. A regular rider must have written permission to get off the bus at a location other than the rider's house.
16. Cooperate with the driver at all times. The driver is authorized to assign seats when necessary.
17. Under no circumstances should a student attempt to retrieve items near or underneath a bus. Tell the driver if an item has gotten away; he/she will assist in a safe retrieval, if possible.
18. Portable electronic devices are not permitted unless equipped and used in conjunction with personal headphones.
19. In instances where small children are delivered to their home by bus only to find no responsible persons there to receive the child the bus driver is instructed to bring the child back to the transportation center or the appropriate school and await contact by parent(s) or guardian(s). An exception to this rule is possible if the parent(s) or guardian(s) submit a request to the transportation director in writing, stating that the child should be discharged at home whether an adult is present or not.
20. Non-regular route students ride the buses at the option of the school district's administration. An advance written request must be submitted to the transportation director before permission is granted.
21. After three consecutive 'no shows' without proper notification of the director or driver, the bus riding student will be dropped from the route until such time that the parent contacts the transportation department to request that bus services resume.

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

Misbehavior on the Bus

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

- The receipt of the first misconduct notice generally serves as a warning. Parents and students are urged to take corrective action to insure that misbehavior does not reoccur.
- The receipt of a second misconduct notice will result in the loss of bus service for one (1) day. Every effort will be made to meet with the student to discuss the misbehavior.

- The receipt of a third notice will result in the loss of bus service for a period of five (5) days. A meeting with the student will be conducted whenever possible.
- The receipt of a fourth misconduct notice will result in the suspension of bus service for the remainder of the semester, or thirty (30) days, whichever is longer. The parents may request a hearing on the matter, which may include the superintendent, the principal, the director of transportation, the driver, the student, and the parents.

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

Activity Trips

- Students on activity and field trips are expected to abide by the same rules as regular bus trips.
- The driver may allow food and drink on activity trips. However, sucker and popsicle sticks, and other items likely to cause injury are not permitted. Drinks must not be in glass containers.
- Students are expected to ride both ways on activity trips unless written permission is granted by the parents or guardian. A student may only ride home with their own parents or guardian, and not those of another student unless a written request is provided 24 hours in advance and approved by the admin.
- Per state law, a bus cannot discharge passengers at any locations other than the destination desired by the entire group. In other words, a bus returning from an activity cannot drop off a student at their house, even if the house is on the route home.

Student Vehicles

All student vehicles are to be parked properly in designated areas. Seniors will be allowed to park in the southeast parking lot, all other students are expected to park in the southwest parking lot. Parking in the northwest parking area (back parking lot) is for staff members only. Parking lot violations can result in loss of privilege to drive and park on school property.

SAFETY

School Closings Due To Weather

When the decision is made to close schools for weather, information will be announced by the automated notification system (ParentSquare) on the district website, by the Lawrence area media. To receive information alerts and other district news, please sign up for ParentSquare.

Tornado Drills/Warnings

Tornado Drills are conducted several times during the school year and are conducted as if they were an actual emergency. Upon receipt of information that a tornado threatens, public warnings will be sounded. Details of the warning will be broadcast on commercial radio and television. As information on the progress of the storm becomes available, it will be broadcast promptly.

- Upon receipt of a tornado warning in the area, the principal or person designated to act in his/her absence shall sound the alarm. When the alarm sounds, classes will proceed as a group to the designated shelter area. Routes are posted in each room
- If time does not permit going to the designated shelter area, students and teachers should get into the safest area of the room. This will normally be the inside wall of the room, farthest away from any opening, windows, or doors. Students should be directed to crawl under desks or other large pieces of furniture that will afford some protection. Upon reaching the shelter area or safest place in the room, as the storm approaches, draw up the knees and rest head on knees and clasp hands over neck or head.
- Everyone will remain in the shelter area until the “all clear” signal of two short rings of the class bell has been given.

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

Student Release In Time Of Crisis
If the district has activated its crisis plan and enacts the Student Safety and Release procedure, parents will receive a message through ParentSquare. This message will include information about where and when students may be picked up and other critical details. Regardless of the circumstances, students will be released only to parent/guardian or a previously identified emergency contact person; all adults will be required to provide a driver's license or other form of photo ID.

Emergency Safety Interventions (ESI)
(The following are excerpts from the USD #491 Board Policy. The complete document can be found on the eudoraschools website.)
The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definition

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

Use of Emergency Safety Interventions

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

Training

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

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

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of

contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

Internet Safety Policy of USD #491

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

Access to Inappropriate Material

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

Inappropriate Network Usage

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

Education, Supervision and Monitoring

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

Eudora USD 491 Internet Safety Policy Version 1.0

APPENDIX

Sexual Harassment Policy

Sexual harassment will not be tolerated in USD #491. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after

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

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

To complete a complaint form, please click here: KN Complaint Form.

Amended July 9, 2020

East Central Kansas Cooperative in Education

Federal and state laws guarantee "a free appropriate public education" to all children with disabilities, regardless of the severity. These laws apply to all children who have visual, auditory, health or physical impairments as well as to those who have speech and language, emotional and learning disabilities and to those who are mentally retarded. The law also requires that, "to the maximum extent appropriate, handicapped children . . . are educated with children who are not handicapped".

The East Central Kansas Cooperative in Education provides special education to students aged three (3) to 21 with special needs in the Baldwin, Eudora, and Wellsville School Districts. The ECK Cooperative employs school psychologists, speech therapists, occupational and physical therapists, school social workers as well as a number of special education teachers trained to work with various exceptionalities. The Cooperative also serves children with high intellectual ability by providing enrichment and accelerated activities to augment the school's curriculum.

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

Notice to Parents of Students With Disabilities

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

Records shall be released without prior consent only to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Cooperative discloses education records without consent to officials of another school district in which a student intends or seeks to enroll. Under regulations of IDEA, parents or eligible students have the right to: a) inspect and review the student's record; b) request an amendment of the student's education records; c) refuse to consent to disclosure of personally identifiable information, except to the extent that federal laws authorized the Kansas State Board of Education or the U.S. Department of Education

concerning alleged failures to comply with state and federal confidentiality requirements; and d) obtain a copy of the Cooperative's confidentiality policies and procedures. Policies are in English but may be translated if needed. Contact the Cooperative Office at 1-785-594-2737 for further information.

FERPA

Family Education Rights and Privacy Act - Annual Notification

Procedures in Educational Record Management (Annual Notice)

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

1. The right to review and inspect all of your student's or your own, if an eligible student, educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your student's or your own, if an eligible student, educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:

a. we have your prior written consent for disclosure;

b. the information is considered "directory information" and you have not objected to the release of such information; or

c. disclosure without your prior consent is permitted by law.

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

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #491 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of USD #491 policies for complying with FERPA. A copy may be obtained from the building principal or the superintendent's office.

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

school attended by the student, class designation or grade level, enrollment status (e.g., full-time or part-time), photographs, and video recordings.

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

Process for Determining 504 Services

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

INITIAL INTERVENTION

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

REFERRAL

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

NOTIFICATION

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

WRITTEN CONSENT

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

EVALUATION

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

ELIGIBILITY

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

WRITTEN CONSENT

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

SERVICES

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

IMPLEMENTATION

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

REVIEW

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

Grievance Procedures

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

The Local Education Agency recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy which might arise between the LEA and its employees.

The procedures for processing grievances shall be as follows:

1. Should a grievant or the representative feel, after oral discussion with the supervisor, that the grievant's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the proper supervisor, department head or a designated representative of the LEA. The decision of such official shall be made, in writing to the grievant within ten (10) working days.
2. Should the grievant decide that the reply of the supervisor, department head or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or the representative within ten (10) days.
3. Should the grievant decide that the reply of the chief school officer is unsatisfactory, the matter may be appealed, within (10) working days, to a Grievance Committee which shall be established as follows:
   a. The grievant or the representative may designate one (1) member.
   b. The chief school officer or the representative shall appoint one (1) member.
   c. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
   d. In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the local board shall designate a third member.
   e. The Grievance Committee, as provided in "c." shall meet within a period of ten (l0) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.
   f. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, the grievance representative or the LEA's representative. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the local Board of Education. Upon receipt of the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall be final.
4. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the local Board of Education.
5. Upon receipt of the decision of the Grievance Committee is unsatisfactory either the grievant of the chief school officer, either may, within ten (10) days after receipts of the decision of the Grievance committee to be filed with the local Board of Education who shall review such records. The decision of the local Board of Education, upon such review, shall be final.
6. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

Kansas Commission on Civil Rights
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

Department of Health, Education and Welfare Office for Civil Rights