STUDENT HANDBOOK

2018 – 2019

EUREKA JR/SR HIGH SCHOOL

The function of education is to teach one to think critically.
Intelligence plus character – that is the goal of true education.

- Martin Luther King, Jr. –

EUREKA JR/SR HIGH SCHOOL WELCOME

The teachers, staff, and administrators are committed to providing you with the best possible educational experience while you are a student at EJSHS. It is our goal to provide a safe and orderly learning environment for all. Student actions that disrupt the safe and orderly environment will be subject to disciplinary action. We encourage you and your parents to read this handbook. It should provide you with a good foundation for what your responsibilities are while you are a student at EJSHS. Excellence in learning has never been more important than it is today in our high-tech society. Your success in school, as well as in life, is directly proportional to the effort you put forth. We encourage you to be involved in the many facets of student life at EJSHS. We have a proud tradition of a strong academic program coupled with a wide variety of extracurricular activities. Working together we can reach our ultimate goal of each student developing to his/her fullest potential.

MISSION STATEMENT

Vision

We are a learning community that promotes academic excellence and social responsibility.

Mission

In order to achieve this goal the Eureka Jr/Sr High School stakeholders including students, parents, community, and staff will encourage and carry out the following:

* Excellence
* Job Readiness
* Scholarship
* Honesty
* Self-Discipline

STUDENT COUNCIL

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good of the student body, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the Council are elected from each grade and each approved club or organization and have direct access to our school's administration. Within the school there are many clubs, organizations, and class office positions. The student council has the by-laws that determines how many office positions can be held by one person.

ENROLLMENT

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

Nonresident students may be admitted only on a case-by-case basis after a review of their records.

ATTENDANCE POLICIES

AGE OF MAJORITY ATTENDANCE PROCEDURE

On March 23, 1972, the 18-year-old majority bill of the State of Kansas became effective. This law affords the same adult rights which persons 21 years of age or older had prior to that time.
It should be pointed out that this law does NOT affect the authority of school boards, administrators, or teachers to make reasonable rules and regulations. For example, students still must have a phone call from parents excusing them from school.
Those students not living at home should notify the principal and make arrangements for an alternative procedure.

ATTENDANCE

K.S.A. 72-1113. Enforcement of compulsory School Attendance requires the Board of Education to establish a policy identifying excused and unexcused absences. The law declares a student to be truant whenever the student has been inexcusably absent three (3) consecutive days or five (5) or more days in one semester and seven (7) or more days in a year. The following is USD #389 policy for Junior High / High School students.

If a student is absent from school, it will be necessary for a parent to call the office on the day the student is absent. When requested by administration or office personnel, parents are asked to specify the exact reason for the absence. In those situations, stating personal reasons or personal business is not acceptable. Parents are asked to call between 8:00 - 10:00 a.m. Written notes will not be accepted from parents who have a home residence telephone, unless prior arrangements have been made with the school.

Senior students who are the age of 18 years or older may take responsibility for their educational and medical decisions throughout the rest of their high school career. For this to be a smooth transition, we ask these 18 year-old students to have their parents and/or guardians come in and visit with the administration and/or write a letter. This meeting and/or letter should state that the parent will forgo their parental/guardian rights so the senior student may make their own educational and medical decisions for the remainder of their EJSHS career.

If a student is absent from school and a parent call is not received within three days of returning, and the school has to call the parent, a detention will be issued for the student to serve.

Attendance is kept on a semester basis. When a student misses school, for whatever reason, it will be recorded as an absence. When the student has missed five days of school, in a semester period, the administration will send an advisory letter to the parent. When the student has missed six days of school, in a semester period, the administration will send a notification letter to the parent. On the 7th absence a warning letter will be sent requesting a parental conference and an attendance contract will be written. The attendance contract will stipulate guidelines for the number of absences a student can have for the rest of the semester, traditionally a maximum of two (2) days. If the time missed by the student does not fall under one of the four areas below, the student may make up the time through detention time as specified by the administration.

Absences that the Administration may consider excused if the student has proper documentation are:

1. A prolonged or serious illness in which the student is under a doctor's care.
2. Doctor or dentist appointments – these appointments will be excused. The student must bring notification from the doctor or dentist indicating the time/date of the appointment.
3. Out-of-town trips that may have educational value may be approved if notice is given to the office at least 24 hours prior to the trip. All schoolwork is required. (Educational value to be judged at the discretion of the administration.)
4. An excused hardship situation. Notice must be given in advance.

Absences that the Administration may consider unexcused are:

1. Failure of the parents/guardians to notify the school.
2. Reason deemed inexcusable by the principal.
3. Leaving school without permission.
4. Truancy.
5. Out of School suspension.
6. Vacation and trips without the family.
7. Senior skip days or any skipping of school.

TARDIES

1. There are no excused tardies, except if a tardy was caused by U.S.D. #389. All tardies are to be reported by the teacher when they occur.
2. If a student arrives after 8:20 a.m., he/she is considered absent for at least the first hour, and it will be counted as an absence. First hour tardies before 8:20 a.m. maybe excused by a parent call. If a student is late more than 5 minutes during 2nd - 8th hour, he/she will be counted absent.
3. Each tardy above two in a class, per nine weeks will result in a detention through the office.

If a student fails to serve his/her detention, he/ she is subject to two detentions. If he/she fails to serve these detentions, he/she is subject to Time Out, Friday School, and/or ISS Suspension that will be determined by the administrator.

TRUANCY

Eureka Junior/Senior High School defines truancy as:

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

Known truancy will result in punishment as follows:

1st Occurrence of Truancy – Detention Time minute for minute of the time missed OR Friday School hour for hour missed, maximum of two Friday Schools. Failure to serve results in a reassigned Friday School plus 3 days of ISS. Failure to serve the reassigned Friday School results in 5 days of ISS.
2nd Occurrence of Truancy - 3 days ISS and 1 Friday School. Failure to serve Friday School results in a reassigned Friday School and 3 days OSS. Failure to serve reassigned Friday School will result in 5 days OSS.
3rd Occurrence of Truancy - 3 days OSS
4th Occurrence of Truancy - 5 days OSS
5th Occurrence of Truancy - Long Term Suspension
As required by Kansas State Statue, the county attorney may be notified of truancies.

LEAVING SCHOOL GROUNDS

Once students enter the school building for the school day they should not leave without checking out in the office with approval. If for some reason, such as illness, it becomes necessary to leave the school grounds, the student MUST report to the main office and be checked out. Students leaving the grounds without permission of the administration or secretaries will be considered truant. Students should not go out to the parking lot during the school day unless they have permission from the office. Students will not be released during the school day except when approved by administration and upon receipt of a verbal request from the student's lawful parent or person acting as a parent.

CURRICULUM

EDUCATION OF EXCEPTIONAL CHILDREN

The local education agency is committed to providing a free and appropriate educational program to all exceptional children regardless of the severity of his or her handicapped condition. We are committed to provide the most-appropriate and least-restrictive educational program for all exceptional children through screening, pre-assessment, comprehensive evaluation, individual educational planning and continuous follow-up. New parents may contact the Student Improvement Team (SIT) in their child's school to request assistance with their child. You may also contact the director of special education for Eureka at 620 583-5588 for further information.

GRADUATION REQUIREMENTS

The graduation requirements for Eureka High School are: 8 1/2 units of electives and 16 1/2 units of required courses for a total of 25 units. All credits will be semester credits--or one-half credit will be earned for each semester. One-half credit is given for each class that meets for one class period per day, five days a week, for 18 weeks of class work (one semester). If a student fails one semester of a required course, the student will have to repeat the failed semester class.

Eureka U.S.D. 389 offers an alternative program, which includes traditional classroom, online, special services alternative, and senior recovery online courses. All courses, which are given credit at the completion of the course, may count towards graduation requirements. Credits from other secondary schools will be accepted toward graduation requirements, if accredited by the Kansas State Board of Education and/or North Central Association of Secondary Schools and Colleges. Credits will also be approved for graduation, when arrangements are made in advance with the administration, from the Correspondence Study Bureau at the University of Missouri and the University of Nebraska.

The 25 units of credit required for graduation must include:

9th Grade

English I – (1)
Physical Education/Health – (1)
Algebra or Integrated Math I – (1)
Science – (1)
Business Computers – (1)

10th Grade

English II – (1)
Life Science or Biology (Lab) – (1)
World History/World Geography – (1)
Power Point - (½)
Math – (1)

11th Grade

English III - (1)
American History – (1)
American Government – (½)
Political Science – (½)
Math requirement – (1), 11th or 12th grade
Science Elective – (1), 11th or 12th grade

12th Grade

English IV or Communications – (1)
Fine Arts – (1)
Fine Arts classes meeting the state rubric:
Vocal music
Instrumental
Art
Drama

JUNIOR HIGH REQUIREMENTS

7th Grade

Requirements	Electives
1. Language Arts - 1 year	1. Technology - 1 semester
2. Mathematics - 1 year	2. Art 7- 1 semester
3. Physical Education/Health - 1 year	3. Band and/or Choir - 1 year
4. American History - 1 year	4. Industrial Tech. - 1 semester
5. Science - 1 year	5. Choir 7 - 1 semester
	6. Band 7 - 1 semester
	7. Leadership – 1 semester

8th Grade

Requirements	Electives
1. Language Arts - 1 year	1. FACS/Industrial Arts – 9wks.
2. Mathematics - 1 year	2. Band 8 - 1 semester
3. Physical Education/Health - 1 year	3. Choir 8 - 1 semester
4. Science - 1 year	4. Band and/or Choir - 1 semester
5. Social Studies/Kansas History - 1 year	5. Technology/Foreign Lang. – 9wks.

BOARD OF REGENTS QUALIFIED ADMISSION CURRICULUM

The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale. This law applies to students who graduate in 2001 or later.

Take NOTICE that the pre-college curriculum consists of:

1. Four units of English;
2. Four units of Mathematics OR 3 units w/ 22 ACT; (Algebra I, Algebra II, Geometry)
3. Three units of Social Studies;
4. Three units of Natural Sciences; (1 must be Earth Space Science, Biology, and either Advanced Biology, Chemistry or Physics)
5. One unit of Business Computers.

Also, take NOTICE that a total of 25 units of credit are required by this district for HS graduation. Consult with a school counselor to determine specific graduation requirements.

ACADEMICS

ACADEMIC STANDINGS

To be eligible for Valedictorian and Salutatorian honors, students must complete the Kansas Board of Regents Qualified Admissions Curriculum, which is detailed under the "Kansas Scholarship Curriculum for Valedictorian and Salutatorian"

GRADUATION REQUIREMENTS
VOCATIONAL AND COLLEGE AVENUE

Vocational Avenue **Flint Hills Tech. Coll.**	**College Avenue**	**KS. Scholarship Curriculum** **Valedictorian and Salutatorian**
4 Units English	4 Units English	4 Units English
English I, II, III, & IV	English I, II, III, & IV	English I, II, III, & IV
English Skills	College English (DC)	College English (DC)
3 Units Math	4 Units of Math OR	4 Units Math
Algebra I & II	3 Units w/ a 22 on ACT	Algebra I & II
Geometry	Algebra I & II	Geometry
Personal Finance	Geometry	College Algebra (DC)
	College Algebra (DC)	Trigonometry and Calculus
	Trigonometry and Calculus	
3 Units Science	3 Units Science	3 Units Science
General Science	Earth/Space Science	Earth /Space Science
Environmental Science I	Biology	Biology
Earth and Space Science	Physics &/OR Chemistry	Chemistry/College Chem. (DC)
Biology	Advanced/College Biology	Physics
Environmental Science II		Advanced/College Biology (DC)
3 Units Social Science	3 Units Social Science	3 Units Social Science
World History -OR-	World History -OR-	World History -OR-
World Geography	World Geography	World Geography
American History	American History	American History
Governmental/Political Sci.	Government/Political Sci.	Government/Political Sci.
1 PE/Health	1 PE/Health	1 PE/Health
1 Business Computer	1 Business Computer	1 Business Computer
1 Fine Arts	1 Fine Arts	1 Fine Arts
1/2 Power Point/Speech	1/2 Power Point/Speech	1/2 Power Point/Speech
		2 Foreign Language
On-Line classes are accepted		No E2020, Must be Instructor led

Vocational Areas
VO-AG
Business
Technology
Industrial Technology
FACS

GRADE CLASSIFICATION

To be classified as a sophomore, junior, or senior, a student must meet the following unit requirements:

Sophomore - 6

Junior - 13

Senior - 19

All students will be scheduled for a full seven periods per day. Students will not change grade classifications until the completion of a semester or summer school.

GRADE REPORTS

The report cards at Eureka Jr/Sr High School will be distributed at the close of each nine (9) weeks of school for students in grades 7-8 and each semester for grades 9-12. Progress reports will be distributed at the end of the 1st and 3rd nine (9) weeks for grades 9-12. In addition to the report cards, special reports may be sent to students who are having academic difficulties.

DROPPING A CLASS PROCEDURE

Class changes are to be made at the start of each semester. During the first five days of a semester, a student may drop a class and add a new class with the approval of the counselor and notification and approval of the parents.

During the remaining time, any change in classes must have the approval of the teacher, the parents, the counselor and the administration. Students dropping a full-year course with a passing grade, after only one semester, may receive one-half unit credit, pending approval of the administration. Any class dropped after the 5th day of a semester may be averaged into the student's overall GPA.

GRADING

Students receive report cards at the end of each quarter. The marking system used by Eureka Junior/Senior High is:

A 95 - 100	C+ 77 - 79	D- 60 - 63
A- 90 - 94	C 74 - 76	F 59
B+ 87 - 89	C- 70 - 73	
B 84 - 86	D+ 67 - 69	
B- 80 - 83	D 64 - 66	

Incomplete may be used as a final grade only with the permission of the principal and the student's counselor. Definite time limits are established within which work graded as incomplete must be made up or be converted to the appropriate letter grade.

WEIGHTING FOR CLASS RANKING AND HONOR ROLLS

In those classes where requirements have been significantly altered for students with an IEP, they may receive a reduced grade weight. Instead of the four-point scale, they could be reduced one point for the quantity and quality of work submitted.

Altered Classes Would Include:

1. No test for a particular student.
2. Different test for a particular student.
3. Students not responsible for the same amount of work.
4. Students not responsible for the same quality of work.

HONOR ROLL

The honor roll will be issued at the end of each semester. Students must be enrolled in a minimum of five classes and not receive an F to be included on the honor roll. Students receiving an Incomplete for a class will not be listed on the honor roll. Students receiving a 3.65 and above will be listed on the High Honor Roll. Students receiving a 3.0 - 3.64 will be listed on the Regular Honor Roll.

ACADEMIC LETTER

Students who are listed on the High Honor Roll for two consecutive semesters will receive an Academic Letter. Students must be enrolled in a minimum of five classes and not receive an F to be eligible for an academic letter. Students may qualify for this award four (4) times during their high school tenure, and they will receive additional bars for subsequent recognition.

PASS OR FAIL

Students who take classes for a PASS/FAIL credit will be eligible for the honor roll provided they pass, are enrolled in a minimum of five classes and did not receive an F in any of their graded courses.

PROMOTION AND RETENTION

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal, after reviewing information about the student.

GRADUATION EXERCISES

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal. Since graduation is a special occasion, the dress for graduates for the event will be dress clothes. Ladies will be expected to wear dress clothes and dress shoes (no athletic shoes and/or flip flops). Men will be expected to wear dress pants (dress jeans), shirt, socks, and dress shoes (no athletic shoes and/or flip flops). Should this requirement cause a financial hardship for any potential graduate, please contact school office and concern will be addressed.

STUDENT RECORDS

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

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

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

WITHDRAWAL OR TRANSFER OF STUDENT RECORDS

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

MAKE-UP WORK

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

It is the responsibility of the student to make up work missed. An excused absence or an absence for an authorized school activity simply allows the student the privilege of making up the work. Length of make-up time is the number of days missed plus one.

ACADEMIC DISHONESTY

Cheating is strictly prohibited. Academic dishonesty is any form of cheating or misrepresentation of one's work and includes but is not limited to the following:

- Sharing or receiving questions or answers on tests and/or homework assignments without expressed teacher approval.
- Using a source specifically not allowed for a school assignment, quiz, test, or examination.
- Using technology or electronic resources unethically.
- Copying written information, works of art, or music without citing/crediting the source (plagiarism).

In the first offense of a student caught cheating, the student's paper will be marked with a zero, and the teacher will notify the student's parents and the office. A second offense, and each thereafter, will result in an office referral and the appropriate discipline steps.

SEMESTER TEST POLICY

Students will take all semester tests, which will be counted as a part of their grade unless the student qualifies for exemption in each class. Semester test exemption information will be provided by each classroom teacher.

SPECIAL ASSIGNMENTS/PROJECTS

Long-term assignments/projects, including research papers, that are pre-approved by the administration, that extend beyond ten school days, and have a preset due date, will be required to be in on time (as designated by the teacher). Students absent on the due date are required to turn in the assignment/project prior to the due date or make arrangements to have it turned in on the due date. The only exception will be a written request for an appeal for an administration review.

SENIOR EXIT PROJECT (SEP)

The senior exit project consists of two elements: a portfolio and a student presentation/interview.

The Portfolio:

EJSHS students will compile significant projects and works of pride throughout their EJSHS career. These projects and works will be housed in our EJSHS library. During a student's senior year they will complete a senior portfolio that will house items that are listed but not limited to this list of items: Resume, Cover Letter, Reference Letters, Personal Creed, Work Reflection Pieces, and Document of Community Service Hours.

The community service and school hours that are required through the Senior Exit Project and approved through the individual seniors' mentor must be completed prior to graduation for the senior student to walk the stage at graduation.

The Presentation/Interview:

Each senior will create a theme to showcase their presentation that capitalizes on their growth and ability to be a life long productive citizen. Students may invite parents, community members, staff members and board members to this presentation. Students will present for approx. 5-10 minutes about who they have become, what have been challenges, what have been highlights, growth times, where their goals lie outside high school, and an opportunity to thank those who have made them the adult they are today. After their presentation students will answer about 5-10 questions from the SEP interview panel to conclude the presentation interview.

TEACHERS' AIDE

Teachers' aides will receive a quarter credit per semester in these areas. The aides will be required to meet the expectations of their teacher/supervisor to receive a pass/fail grade. Prospective aides and teachers aides must file an application with the high school counselor and receive the approval of the principal before assignments are made (grades 11-12 only).

GUIDANCE PROGRAM

1. The purpose of the Guidance Program is to help the student solve his/her vocational educational, social, personal, financial, family adjustment, and health problems; and to help the student know himself/herself by studying personality and physical characteristics. All students should feel free to go to the Guidance Counselor for help with any kind of problem.
2. Through the Guidance Department a college visitation day may be scheduled. Students are encouraged to use this day in a productive manner to gain information that will be helpful after graduation.
3. A complete testing program will be given to each student. An appointment should be made with the Guidance Counselor to discuss these results early in the year.

LIBRARY

The Library's purpose is to serve the students, teachers, and administrators. It is hoped that the Library will become the hub of the school and the resource center for curriculum enrichment. This is not possible without the cooperation of students and staff. The Library is a place for studying and seeking information.

ADVERTISING/PROMOTIONAL MATERIAL:

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

TEXTBOOK RENTALS

A textbook fee is collected for use of the textbook. A fine may be assessed at the close of the year when, in the judgment of the teacher, a book has been damaged beyond ordinary use. Lost books must be paid for by the student.

ACADEMIC SUPPORT PROGRAM

Academic Support is an after school program offered to students who do not meet academic eligibility requirements, are close to not meeting academic eligibility requirements, or are missing work in which teachers recommend them to the program. This extended school day study hall /tutoring hour will be required for those students needing additional instructional time to achieve minimum academic performance. The program will be designed to provide as much individualized, intensive instruction as needed to raise performance and success within classroom work and assessments. This extended day opportunity is every Tuesday, Wednesday, & Thursday after school from 3:25-4:25. It is the intent of the extended day program to provide students additional academic support within their daily studies and work.

RECOMMENDING A STUDENT TO ATTEND ACADEMIC SUPPORT

Administration will utilize the following criteria/data to determine if a student is performing below the minimum level of academic performance and will be entered into the Academic Support additional study hall hour:

1. Classroom teacher recommendation.
2. Student has homework that is not complete within their courses.
3. Student is on the "Ineligible list" or is close to not meeting eligibility requirements.

ATTENDANCE POLICY FOR ACADEMIC SUPPORT

Once students are recommended to the Academic Support Program, attendance is required. Attendance is taken and students will be held accountable for missing without an excused reason. It is necessary for students to be regular in attendance to achieve the desired results and optimal academic success. Administration will notify students and parents when their student has met the requirements of exiting the program and are no longer required to attend the Academic Support Study Hall. Students will be exited by from the Academic Support Program on Mondays when grades and progress is verified on eligibility and progress reports.

ABSENCES and MAKE UP TIME For ACADEMIC SUPPORT

Once a student is notified that they are enrolled in the additional study hall/tutoring hour of Academic Support they are required to attend; as it is an extra hour added to their regular school day. If a student is absent they must have a parent call within one day of the absence to be excused. Students that do not attend and have not been excused by a parent within one school day of the absence; will make up the hour of time they missed. These students will report to the detention room every morning when they arrive at school and stay until the 8:05am bell rings to start making up their missed/skipped time of Academic Support. All missed/skipped Academic Support Study Hall time that the student has missed for the week shall be made up by Friday at 6:30pm; unless circumstances have been approved by administration. If a student's time is not made up by the following Monday, students will be in Time Out until their time is made up. The unexcused missed time of Academic Support will be made up before or after school.

TRANSPORTATION FOR ACADEMIC SUPPORT

Bus transportation will be provided for students selected to participate in the Tuesday, Wednesday, & Thursday Academic Support. Students serving Friday School time will have to arrange their own transportation. Parents will notify the school if there are specific transportation arrangements needed for individual students.

FRIDAY ACADEMIC SCHOOL:

Students who have missing/late assignments will be recommended to attend Friday Academic School. This Friday Academic School time is available from 3:25 – 6:25. Students will serve the amount of time needed until the late/missing work is completed. Students serving Friday School time will have to arrange their own transportation.

PARTICIPATION IN ACTIVITIES

ACADEMIC SUPPORT

Students who are listed on the Academic Support list for the upcoming week shall not participate in practices for after school activities during the Academic Support hour. However, if they are in Academic Support and they are NOT on the ineligibility list they may attend/participate in games and performances.

INELIGIBLE LIST

Students who are listed on the ineligible list may participate in practices. Students who are listed on the ineligible list should not suit up to play/perform in contests; however they may attend the contest with the coaches/sponsors approval. An exception to them attending is if a group/team leave before the end of the school day (before 3:20) then students are not allowed to leave with the group/team.

SUSPENDED STUDENTS

Suspended Students, either in-school suspension (ISS) or out-of-school suspension (OSS), may not attend any school-sponsored activity while their suspension is in force. Students who are in-school suspension (ISS) are to be only on school grounds during school hours. Students who are serving out-of school suspension (OSS) are not to be on school grounds during the suspension.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

1. The student shall have passed in at least five subjects of unit weight in the previous semester or the last semester in attendance.
2. The student shall be enrolled in five subjects or courses of unit weight and in attendance during the present semester.
3. First semester high school student's eligibility is based on junior high school eligibility standards (five subjects of unit weight).

In addition to the above regulations, the following policy also applies to scholarship and extracurricular participation. Grade checks will be made on all students every Thursday afternoon during each nine-week period. Eligibility will take effect the following Monday morning.

A student is deemed ineligible if either of the following occurs:

1. An F in the same class for two consecutive grade checks.
2. Two Fs at any grade check.

Restrictions for an ineligible student includes:

3. An ineligible student will not be allowed to leave school early for an event. Students are required to ride school transportation to an event unless approved by the administration. An exception will be made for activities where school/class credit may be earned.
4. An ineligible student is required to attend Academic Support from 3:25 – 4:25 pm. The coach and administration will be responsible for enforcement.
5. The student will remain ineligible until their grades have improved to eligible status, at the next grade check.

7. This eligibility list covers the participation in all extracurricular competitions covered by KSHSAA and events administration determines good standing status to important for attendance.

DAILY ATTENDANCE FOR PARTICIPATION:

A student must be in attendance in 7 of the 8 hour classes on the day in which their practice and/or activity takes place. Exceptions are with permission of the principal. All rules and regulations of the KSHSAA will be in effect.

STUDENT TRIPS:

Students attending any type of summer camp, night trip, activity, or any other EJSHS activity will abide by the EJSHS student rules and regulations.

SCHOOL DANCES:

- School dances are intended for students who attend EJSHS. Decorating for dances should be done by the students and staff sponsors who are sponsoring the dance.
- Junior High Dances only permit EJSHS Junior High Students to attend.
- High school club/organization sponsored dances are for high school students. The sponsor of the club/organization may seek prior approval to invite outside guests. Administration will approve of the outside guest requests and the guests must be in good standing.
- The EHS Homecoming dance is open to students in grades 9-12 and their approved, invited guests who are either in high school, or have graduated the previous school year.
- The EHS Junior-Senior Prom is for juniors and seniors of EHS and their approved outside guests. The approved outside guests must be at least juniors or seniors in high school, and they may not be over the age of 20. This policy does not apply to EHS married students. The student inviting the out-of-school guest must sign an office form, in advance, stating that he/she is responsible for the guest and that the guest understands and will abide by all school rules. Disciplinary action will occur if rules are violated.

NON-TRADITIONAL STUDENTS:

Married or pregnant students, for health reasons, shall notify the school nurse immediately. They may, and should, continue their education. A conference will be held to outline a program to meet individual needs. In cases of pregnancy, the principal may require a doctor's statement concerning the health status of the student. Certain limitations on activities may be placed on the student, by the principal, to protect the health, safety, and welfare of the student.

EXPECTATIONS OF STUDENTS PARTICIPATING IN KSHSAA ACTIVITIES:

Students involved in extracurricular activities are considered to be representatives of EJSHS and their conduct, at all times, should reflect that fact. Inappropriate behavior by students, which would reflect negatively on EJSHS, will result in disciplinary action. For a student to participate in an extracurricular activity, be eligible to try out for a team or organization, or hold any class office, he/she must be scholastically eligible by having passed five credits of unit weight the previous semester. Students engaged in activities covered by the KSHSAA must have proof of a physical examination prior to practice or participation in an activity. No student may enter any contest as a school representative unless approved by the administration, and the activity is approved by the KSHSAA. Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

ENTERING & EXITING SCHOOL EVENTS:

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

ASSEMBLIES

1. Assembly Conduct - Through the student council, many fine assembly programs will be presented. The following suggestions will help us improve the quality and quantity of our assemblies.
    - **a.** Enter quickly and quietly.
    - **b.** Be seated quickly in your designated area.
    - **c.** Give your full attention to the program.
    - **d.** Avoid unnecessary applause and whistling.
    - **e.** Always report to your class before assembly programs.
    - **f.** Do not step on chairs.
    - **g.** Students who cannot attend, or remain for the full program, must be excused by the principal.
2. The office will call students by class and will allow two or three minutes between the calling of each class. Teachers will sit with the class they sponsor.
3. Teachers with planning periods at the time of the assembly should be in the auditorium to make certain students go to their assigned section and be seated.
4. Pep Assemblies - The pep assemblies are scheduled to show our teams that we are 100% behind them. The following items are a tradition in our pep assemblies:
    a. Full cooperation with the cheerleaders.
    b. 100% effort on all yells and cheers.

GENERAL CONDUCT

CONDUCT GUIDELINES

1. Use good common sense and keep in mind that we have over three hundred students on campus and must govern ourselves accordingly.
2. In this handbook, school grounds are defined as school property and property immediately adjacent to school grounds.
3. Consequences for not following conduct guidelines may result in warning, detention, office referral, ISS or OSS based on the severity and habitual nature.

CLASSROOM PROCEDURES

1. Stop talking when the teacher brings the room to attention.
2. Be in your seat when the bell rings.
3. If you have been absent, obtain the assignments, if possible, in advance of the next class period and be prepared for the day's work upon your return. Otherwise, one day's absence amounts to two days loss of time.
4. Always have necessary books, materials, and equipment ready to begin work. Teachers will not encourage the habit of forgetfulness by giving you permission to go to your locker during a class period.
5. Please help to maintain a neat and clean classroom at all times.
6. Classroom parties are allowed for special occasions with prior teacher and administration approval. Classroom parties should be kept to a minimal time frame and should be held only after an administration approved purpose.
7. Food, Drinks and gum brought into the classroom are up to each teacher's discretion. (No sunflower seeds are permitted.)

LOCKERS & BAGS

Students will be required to house their bags and extra belongings in the designated Physical Education lockers or hallway locker that is provided for them. Physical Education clothing and items should be secured in the PE lockers that are provided and the classroom/school supplies items should be stored in the hallway lockers. Large bags, backpacks, and all other large student belongings are required to stay in the student's locker during instructional time. Students may carry a necessity bag that measures 10" x 10" or smaller throughout the school day.

GENERAL CONDUCT

1. Respect Property: Do not mark or deface school property.
2. The school's designated student pass to leave the classroom or instructional environment is their signed school planner. Teachers are encouraged to limit student passes and have consequences for those who come to class unprepared. Students must have planners signed when outside the classroom without direct teacher supervision.
3. Students elected or appointed to an office must agree to fulfill the responsibilities of that office. Students must be in good standing to carry out the duties of any elected position.
4. No petition or document to be signed by individuals is to be circulated on school property, or in school, without the Principal's permission.
5. No signs, surveys, or documents of information may be placed on bulletin boards or within the building without prior permission of the building principal.
6. Each student is expected to show courtesy and respect, and to follow the directions of those in charge.
7. All teachers and staff members are to be addressed as Ms., Mrs., or Mr. and in no case by just their first or last name.
8. Threatening a teacher or employee of U.S.D. #389 by word or deed will result in suspension from school.
9. While at school, the only acceptable display of affection will be holding hands and side hugs. The first violation will result in a warning. The second will result in a conference with both parents.
10. Fighting or aggressive behavior of touching another student on the school grounds or on property next to the school, at any time, must be referred immediately to the building principal for discipline. The first offense referred to the office may result in a three-day suspension. The second offense may result in a five-day suspension. A third offense may result in long-term suspension. After reviewing the incident, the administration will determine the appropriate disciplinary action. In the case of a severe offense, long-term suspension may be imposed.
11. Students enrolled in and attending schools in U.S.D. #389 shall have all book bags, back packs, duffel bags, or any extra items stored in their lockers.
12. Cell phones are not allowed (meaning they must be secured and turned off) in the classroom or during class time without specific permission by a teacher or administrator.
13. The use, creation, or dissemination of gang or wannabe symbols, signs, names, or materials is prohibited. Said materials are prohibited on any clothing, body, or any other place, at school or at school-sponsored events. Gang membership or gang association will not be tolerated. Said activities may result in short-term suspension. Continued activities may result in a student being expelled.
14. Address Changes – If at any time during the school year a student moves to a different address, he/she must report this change to the school office. A change in a telephone number or the installation of a new telephone should also be reported.
15. The office telephone is in such demand that it is necessary to deliver messages instead of calling students to the telephone during school hours. In an emergency, a student may make a call or be called to the telephone. No calls are to be made between classes - only before or after school.

DRESS

The purpose of this code is to provide a positive environment in which students feel comfortable in relating to one's peers and is not disruptive to the educational process.

- The dress code will be enforced during the regular school hours. This also includes dress-up days. (7:35 am - till the end of the academic classroom setting, approximately 3:50 pm). Clothing shall not show bare skin in the chest, midsection, buttock or above 3 inch inseam.

- Tops should cover the shoulders with at least the width of 2 inches. Examples of inappropriate tops are spaghetti strap tops, tank tops with less than 2 inch straps, fishnet shirts, sheer see-through tops, halter tops, tube tops, and blouses that expose a bare midriff and/or show cleavage. Fishnet shirts and sheer see-through tops may be worn over the top of shirts that already meet the dress standards. Spaghetti strap tops can be worn with a see-through shirt over the top.
- Pants and shorts will be worn at the waistline, not rolled up and with no sagging. Skirts shall be and stay at fingertip length while in walking motion. Shorts should have a minimum of a 3-inch inseam and stay at 3-inch inseam while in walking motion. Shorts, Jeans, and Skirts shall not have holes that expose bare skin above the mid-thigh area.
- Tight fitting stretch pants that are suctioned to the skin at the bottom and thigh area may only be worn with a long shirt or a clothing item that covers the hips and groin area.
- Clothing must be worn in the manner for which it was designed. Clothing designed as undergarments are not to be worn as outer garments. Undergarments should not be seen at any time.
- Clothing and accessory items with obscene, suggestive, profane, illegal or distasteful language and/or artwork are not acceptable. This includes (but not limited to) clothing with alcohol, drugs, and/or tobacco products, or that are racially or sexually suggestive.
- Footwear must be worn at all times in school or at school sponsored activities. Sandals, tennis shoes and other types of shoes are acceptable for school-wear. Heelys or any other shoes with blades or rollers are prohibited. Tennis shoes are required for physical education classes.
- All hats/headgear shall be removed as soon as students enter the building. Students may store their hats/headgear in their lockers and shall not carry such head-coverings around school. No sunglasses are to be worn during regular school hours without a doctor's prescription on file in the office to do so. Students may store such eyewear in their lockers but may not carry such gear around school.
- Accessory items such as blankets should not be brought to school or carried around the building unless there is teacher/sponsor approval.

Any clothing determined by the principal or his/her designee to be inappropriate is not allowed.

Students who do not meet dress code guidelines will be required to change clothing to meet the school's dress code. Clothing maybe supplied by the school or a call to the parent maybe made to obtain a change of clothing for the student. Depending on the student's habitual offenses of the violation of the school dress code will determine the severity of the consequence. Consequences may include any of the following: detention(s), time out, ISS, or Friday School.

Personal Cell Phone/Texting/Social Media Devices Policy:

Cell Phones, ipods, ipads, and similar electronic technology devices are not allowed (meaning they must be secured and turned off) in the classroom or during class time without prior permission by an administrator.

1. Teachers will have a basket in their classrooms in which they will be able to house these cellphone/texting/social media technology devices.

2. Any student that has a cellphone/texting/social media technology device; will place this technology device in the basket before class begins or securely place it in their lockers. At no time should the technology device be found or be visible on a person during the class time frame. If the phone alarms during class time this is a disruption and a detention may be given. At no time should the technology device be visible on a person while in a restroom and walking to or from the restroom during class time.

3. When students are dismissed from class they may retrieve their technology device from the basket and use this cellphone/texting/social media technology device in the hallways during the passing period. Once the tardy bell has rung for class to begin, they shall have their cellphone/texting/social media technology device secured in the proper classroom basket or their provided locker.

4. If a student is caught using or a cellphone/texting/social media technology device is on their person within the class period time frame, the student's technology device will be confiscated and discipline will be determined by the severity or habitual occurrences. For 1st -3rd violations of this technology device policy they will receive detentions. For each following violation an office referral may be given. On the 5th violation of the cell phone policy the student will lose their privilege to carry the cell phone during school hours. This privilege loss will require the student to hand in their phone to the office staff once they enter the building and they will pick it up once the last school bell has rang for the day.

5. At no time during school and or detention hours 7:35am-3:50pm on school property should a student video, audio record, or take pictures of any individual unless the consent of the individual and the consent of the adult supervisor approves.

6. Teachers will document student violations of this cellphone/texting/social media technology device policy within student log entries as they arise.

Cellphone/texting/social media technology devices are a privilege to have in possession during school hours. A student learning when it is an appropriate time to use their cell phone/mobile device and when it is an inappropriate time is important in today's society.

LOST AND FOUND

Articles found in and around the school should be turned in to the Office. The owner may claim his or her property by identifying it.

LOCKERS

A student locker is provided to be used solely for storage of outer garments and school materials. The locker is NOT the student's private property and may be searched by school authorities at any time. Any unauthorized items found in the lockers may be removed. Students who lose or damage their locks or lockers will be held accountable. Do not give your combination to anyone. The school will not be responsible for things stolen or missing from your locker.

VANDALISM AND PROPERTY DAMAGE

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

SEARCHES

Lockers, vehicles, and student bags are subject to search. There is no reasonable expectation of privacy. A member of the U.S.D. 389 Administrative staff will be present with law enforcement when any search is conducted in U.S.D. #389 buildings.

CAFETERIA & FOOD

BREAKFAST AND LUNCH PROGRAM

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

Parents are encouraged to purchase at least 10 days or more of meals at a time. Students are allowed to charge up to 5 days, and then the parent is contacted by letter or phone. Parents will have an additional five days to bring account current.

If funds are not received within 5 additional days, the student must bring a sack lunch or cash to pay for his/her meals. Parents are responsible to insure that their child receives a meal daily by closely monitoring the dates of his/her tickets and responding to the reminders immediately.

CAFETERIA CONDUCT

All students eating school food, or those who bring food to school, will be required to eat in the designated area. The one exception to this rule is a student who is under a teacher's supervision at a lunch meeting. Students are expected to observe the usual school behavior during the breakfast and lunch period. We want the school cafeteria to be a place for training in good eating habits and courteous behavior. Students shall not trade or give their school provided food items with other students. Students who cannot abide by the lunchroom regulations may be asked to eat in a separate designated room or area.

During the lunch period when your group is excused for lunch, all students in that group will report to the lunch area and remain there until the dismissal bell rings. When entering the food line, go to the end of the line. Cutting in line will not be tolerated. No students will be allowed to leave the building during the food period without permission from the office. Students who need to purchase meal tickets should do so before or after school; Students are not to be dismissed from regular classes to purchase school lunches.

FOOD WITHIN THE BUILDING

Food from the cafeteria is to be consumed in the commons area only. The only exception to taking food out of the commons area is if there is prior teacher or administration approval. Restaurant purchased food in original packaging is not allowed to be brought in for a group of students and eaten at school without prior administration approval. Students shall only have beverage containers in the building that are made of non-glass material. Student beverage containers should be one liter or less. Sunflower seeds are not allowed in instructional classroom/gathering areas.

VENDING MACHINES:

Students should not mistreat the student vending machines. Vending machine products are only stocked with items that are approved by our wellness policy regulations for our building age levels. Due to the vast range of ages within the building it is asked that the Junior High Students follow the vending rules of purchasing merchandise that is labeled for their consumption. Junior High Students who purchase products that are clearly labeled for their non-consumption will lose their privilege of purchasing from the vending machines.

FOOD REGULATIONS – COMPETITIVE

The U.S. Department of Agriculture regulates foods sold in competition with the National School Lunch. These regulations restrict the sale of certain foods, determined to be of minimal nutritional value, to children in the food service areas during the lunch period.

TRANSPORTATION

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver when in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

AUTOMOBILE/PARKING REGULATIONS

1. Parking - All student cars must be parked in the parking lot designated by Administration.
2. Students are to get out of their cars immediately after parking on school property.
3. Students are not to sit in or on cars at noon, before, or after school.
4. Student drivers are to observe all traffic rules and laws and to demonstrate good driving habits and attitudes at all times.
5. Students are not to circle the building before or after school. The streets east of the building are for pick-up and drop-off for parents.
6. A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including, but not limited to the following, may be applied:
   - The student may be prohibited from parking or driving on school property.
   - A letter may be sent to the student's parents.
   - The student may be disciplined according to the disciplinary code and Kansas driving laws.

BUS RULES

1. Students are to obey the following rules:

a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.

b. No animals, snakes, spiders, bugs or any other type of animal will be allowed on the bus, except when pre-arranged with the school, and then transported in plastic containers. Transportation supervisor and bus driver must be notified if so authorized.

c. Keep books, packages, coats and all other objects out of the aisles. Aisles must remain clear of all obstacles at all times.

d. Paper or other rubbish is not to be thrown on the bus floor. Trash is to be placed in the trashcans.

e. No one will damage or deface the bus in any way. Any damage to the bus is to be reported to the driver at once.

f. Students will avoid any unnecessary conversation with the driver of the bus. Do not talk loud or distract the driver's attention. Remember that your safety is in the driver's hands.

g. Outside of normal conversation, classroom conduct is to be observed.

h. Do not throw anything out of the bus windows.

i. Safety requires that students do not lean their heads out of windows or extend their hands out of the windows.

j. When the bus is in motion, students must not change seats or try to get on or off the bus.

k. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.

l. Students should get on and off the bus promptly, without stopping to visit.

m. Courtesy and respect must be shown to fellow passengers, persons along the route and the bus driver. Profanity on the bus will not be tolerated.

n. No drugs, alcohol or cereal malt beverage will be permitted on the bus.

o. Use of tobacco in any form is not permitted on the bus or at any loading or unloading area.

p. Riders will remain quiet when approaching a railroad stop.

q. In case of a road emergency, riders are to remain on the bus unless in a dangerous situation.
r. No weapons of any type, except side arms carried by a law enforcement officer shall be transported on a bus.
s. No radios/CD/MP3 Players. Cameras and other electronic devices can be disruptive to the driver. Temporary confiscation will result if the driver is disturbed by their use.
t. No glass containers of any kind will be permitted on the bus.
u. Pupils shall obey all bus sponsors appointed by school officials.

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

Follow these rules to prevent losing your riding privilege:

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

DISCIPLINE CONSEQUENCES

DETENTION

The following rules will be observed:

1. Detention times will be established by the Administration.
    a. General detentions are a length of 25 minutes and can be scheduled to serve before or after school.
2. Students failing to serve detention time when assigned will be assigned an additional day of detention. Failure to serve assigned detentions may result in further disciplinary actions including Friday School and suspension from school.
3. Students must bring work to do while serving a detention.
4. Students failing to bring work will not be credited with serving detention time.

SUSPENSION

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal, other certified personnel designated by the principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and a notice of the reasons for suspension. Suspended students, either in-school suspension (ISS) or out-of-school suspension (OSS), may not attend any school-sponsored activity while their suspension is in force. Students who are serving OSS are not to be on school grounds during their suspension. Students serving ISS are to only be on school grounds during school hours. Students may practice for a KSHSAA-sponsored activity that is supervised by EJSHS faculty, but not perform/play in a competition.

OUT-OF-SCHOOL SUSPENSION

Acts of violent nature and violations of tobacco, alcohol, and other drugs will be reported to appropriate law enforcement. An expulsion hearing for weapons possession shall be conducted by the superintendent or another person appointed by the board. Suspension from school has four terms:

1. Short-term suspension - being suspended from school from one to ten days. Your parents will be notified should such action become necessary.
2. Short-term suspension - being suspended from school for ten days if a pupil:
    a. Carries a weapon to school, on school property, or a school activity,
        i. weapons definition: expanded to include bludgeon, metal knuckles, throwing star

or knife that opens automatically;
   b. knowingly possesses or uses illegal drugs or sells or solicits a controlled substance at school, on school property or at a school activity;
   c. has engaged in behavior that results in, or is substantially likely to result in, injury to the pupil or others.
3. Long-term suspension - being dropped from class rolls for up to 90 days.
4. Expelled - being dropped from class rolls for up to 186 days.

K.S.A. 21-4204(A)(5)(6) prohibits persons from possessing a firearm on school property or grounds. A student who has a firearm in his or her car on school property for the purpose of hunting before or after school is in violation of the law.
Whenever a student 13 years of age or older has been expelled from school or suspended for an extended term for:

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

IN-SCHOOL SUSPENSION

As an alternative for out-of school suspension (OSS), students may receive in-school suspension (ISS). In-school suspension will be used when the administration feels that it is an appropriate alternative to out-of-school suspension. Students will be in the in-school suspension room.

Students are expected to follow the ISS Room rules. Failure to comply will result in additional time and/or out-of-school suspension. Students serving ISS are to go directly to their suspension room upon arrival at school.
Generally speaking, the following reasons for suspension or dismissal from school are:

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

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

COMPUTER TECHNOLOGY - DISTRICT TECHNOLOGY UTILIZATION POLICY

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

Personal Safety

- You will not post contact information (e.g. address, phone number) about yourself or any other person.
- You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not use the Eureka school district's computer resources to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

- You are responsible for your individual access and should take all reasonable precautions to prevent others from being able to use it. Under no condition should you give your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by not attempting to download any software on this system.
- You will not attempt to change the parameters on any system in an effort to circumvent the filtering of Internet content or the desktop security measures employed to protect the system's resources from alteration.

4. Inappropriate Language

- On any and all uses of the Internet, and district's computer resources, whether inapplication to public or private messages or material posted on the web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post or retrieve information that could cause danger or disruption or engage in personal attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. Respect for Privacy

- You will not report a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about yourself or another person.

6. Respecting Resource Limits

- You will use the computer system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than 10 minutes per session.
- You will not download extremely large e-mail files. No downloads of software or related files should be attempted.
- You will not post chain letters or engage in spamming (that is, sending an annoying or unnecessary

message to a large number of people.)

- You will check your e-mail (if provided) frequently, and delete unwanted messages promptly.
- You will subscribe to high-quality discussion group mail lists that are relevant to your education or career development only with permission of the school district.

7. Plagiarism and Copyright Infringement

- You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

8. Inappropriate Access to Material

- You will not use the Eureka school district's computer resources to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher approval and parental knowledge in advance.
- If you mistakenly access inappropriate information, you should immediately tell your teacher or the district employee or other person designated by the school. This will protect you against a claim of intentional violation of this policy.
- Your parents should instruct you if there is additional material they think would be inappropriate for you to access. This district fully expects that you will follow your parent's instruction in this matter.

9. Your Rights

- Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication in the Internet. The Internet is considered a limited forum; therefore, the district may restrict your right to free speech for valid educational reasons.
- Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right, at any time, to see the contents of your e-mail files. Any material in the possession of a student will be viewed in the same context as to its appropriateness for the school setting regardless of the nature of its origin. Additional consequences for the possession of inappropriate material in the school setting may be forth coming, as well as disciplinary measures described by this policy regarding the method of its retrieval. Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- Enforcement. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted with the use of the Eureka school district's computer resources. In the event of a claim that you have violated this policy, the school's disciplinary code, or the law in your usage, the code and/or state and federal law will be followed. Additional restrictions may be placed on your use of the district's computer resources.

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

The district will not be responsible for financial obligations arising from unauthorized use of the system.

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

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

Known violations to the technology policy will result in punishment as follows:

1st Occurrence:	appropriate consequences typically not to exceed 3 days suspension
2nd Occurrence:	a minimum of 3-5 days suspension and prohibited from use of technology for 30 days.

BULLYING/HARASSMENT

1. Harassment & Bullying shall not be tolerated in the school district. Bullying, Harassment, and sexual harassment of employees or students of the district by anyone is strictly prohibited. Any student who believes that he or she has been subjected to harassment, bullying, sexual harassment should discuss the alleged issues with the principal, guidance counselor, or another certified staff member.
2. Verbal or written threats towards staff or students of U.S.D. #389 are subject to disciplinary action.
3. The school board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.
4. Bullying behavior will not be tolerated. Bullying is defined as repeated attempts to control or intimidate another person by verbal or physical acts. Bullying behaviors include, but are not limited to: 1) physically hurting or threatening to hurt someone; 2) excluding someone socially; 3) destruction or defacing of personal property; 4) insulting others by name-calling; and 5) starting rumors and/or gossiping. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administration.

WEAPONS

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. An expulsion hearing shall be conducted by the superintendent or another person appointed by the board.

Students violating this policy shall be referred to the appropriate law enforcement agency(s), and, if a juvenile, to DCF.

As used in this policy, the term firearm means any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame, or the receiver of any such weapon, any firearm muffler or silencer; or any destructive device.

As used in the policy the term destructive device means any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other device similar to any of these devices. As used in this policy the term any item used as a weapon shall include a knife.

The possession of any of the above will result in administrative action and could result in long-term suspension or expulsion.

DRUGS, ALCOHOL, AND OTHER CONTROLLED SUBSTANCES

ALCOHOL, DRUGS & TOBACCO

Absolutely no possession or use of tobacco (including vapor pens, e-cigs, etc.), alcohol, or drugs is allowed on the school grounds, at any school-sponsored activity, in any school-sponsored vehicle, or within a stated radius of the school. The above policy applies whenever the student is under the jurisdiction of the school. A violation will result in a suspension or administrative hearing and the violation will be referred to law enforcement if the student is also in violation of a state statute.

Alcohol use by a student is illegal and poses a serious threat not only to the student's own safety and well-being, but also to the safety and well-being of the entire school community. Therefore, alcohol use by students will not be tolerated during school hours, on school property, or at any school-sponsored event or activity during or after school hours. When determining whether or not alcohol has been used or consumed by a student at a school-related function, or whether they are intoxicated, the safety of the student involved and the safety of other students, school staff and members of the general public, are the school district's primary concerns.

If a supervising administrator believes that a student has used alcohol based on the observation of behavior, lack of coordination, or smelling alcohol on the student's breath, he or she may take action to confirm the suspicion. An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol in a person's system. The intended purpose of having breath alcohol testing available is to prevent alcohol use by students. Law enforcement officers from the County Sheriff's Office will administer the alcohol breathalyzer tests. Any student who is determined to be under the influence of alcohol will be dealt with by the sheriff's office according to the law.

A student's participation in any extracurricular activity, including, but not limited to, sports and dances, is a privilege, not a right; therefore, students and their guests who wish to take part in extracurricular activities, and their parents, guardians or other responsible persons, will be required to sign the student handbook verification form acknowledging that they have read and understand this alcohol screening policy.

Every student attending school or school-related events or activities (whether within or outside the school district), is expected to follow the Student Handbook and the policies that reside within.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions.

Breathalyzer tests may be administered to the student during the school day or any school activity when the student is suspected of alcohol or drug use. Any registered amount will be subject to the following sanctions:

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

SEVERITY CLAUSE: In situations deemed severe enough by the administration, penalties can be recommended for immediate long-term suspension or expulsion.
Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, 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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs, along with the names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy and available counseling and rehabilitation programs will be provided to all students and to the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

ACTIVITIES PROGRAM - MOOD ALTERING CHEMICAL AND TOBACCO POLICY

In an effort to develop uniformity within our activities program, the following substance abuse policy will be enforced. We feel it is a privilege to participate in the Eureka High School activities program. Students are expected to show self-discipline and control at all times. This policy will define substance abuse as the use of alcohol, drugs, non-regulated Tobacco products that are tobacco substitutes, or tobacco by any student, during the school year.

RULE: During the school year, regardless of quantity, a student shall not: (1) use or possess a beverage containing alcohol or (2) use or consume, have in possession, buy, sell, or give away any marijuana or controlled substance or (3) use or consume, have in possession, buy, sell, or give away any type of tobacco (including e-cigs, vapor pens, etc.) Since training rules are always subject to a lot of public opinion, it is extremely necessary to determine how violations will be addressed. If any student violates this rule and the violation is substantiated by a faculty member, school administrator, the student's own admission, or other evidence presented, the following will occur:

First Violation: The student will lose eligibility for the next one (1) interscholastic competition day. It will also be recommended that the student receive any necessary counseling as determined by the principal, parents, athletic director, counselor and head coaches/sponsors.

Second Violation: The student will lose eligibility for the next three (3) interscholastic competition days. The student must receive counseling in substance abuse. The principal, parents, athletic director, counselor, and head coaches/sponsors will determine the counseling.

Third Violation: The student will lose eligibility in all activities for the remainder of the school year. In order to become eligible for activities for the next school year, the student must go through some sort of chemical dependency program at the expense of the individual or family.
This completion will be determined by any professional substance abuse counselor and/or the principal, athletic director and school counselor. Violations of the substance abuse policy shall be cumulative throughout the school year.

If a source other than those previously listed signs a written statement about a student's violation of this policy, validity of the allegation will be screened, and if the information is substantiated, the appropriate action will be taken.
If a student enrolled in USD #389 is found to be in violation of Kansas statutes, district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation and provide such factual information as may be available, consistent with Kansas law and the constitutions of Kansas and the United States.

DRUG DOGS – GUIDELINES

The Greenwood County Sheriff has school board permission to conduct periodic, unannounced searches of school facilities and the parking lot for illegal drugs using trained drug dogs with prior administrative permission and when accompanied by a school administrator. Students in possession of illegal drugs, which includes student lockers and cars parked in the parking lot or parked adjacent to the school, will be turned over to law enforcement authorities.

The request for a drug dog(s) to be brought to the school may come from the sheriff to the building administrator, or from the building administrator to the sheriff. A time shall be established as agreed upon between the sheriff and the building administrator. Notification of the possible inspection of facilities, including the parking lot, cars parked adjacent to the school, and lockers, by drug dogs will be placed in student handbooks.

Students will be notified in an assembly of the possible inspection of the facilities, including cars in the parking lot or cars parked adjacent to the school, but not when it will occur.

GRIEVANCE PROCEDURES

Grievance procedures as dictated by district policy.

HEALTH

ACCIDENTS

There is a possibility that a student may hurt himself/herself during the school day in a class, or at an extracurricular activity. If a student is hurt, he/she must do the following:

1. Report the accident to the instructor who is in charge.
2. Report any injuries to the school nurse.

If medical attention is needed, parents will be notified immediately.

COMMUNICABLE DISEASE

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or by a health assessment team.

The school reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. If a student is absent from regular classes for more than three consecutive days, or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release should be obtained from the student's physician before the student reenters school.

HEALTH SERVICES

Our school provides the services of a School Nurse who serves as a liaison between the school and the home. School health services are coordinated by a Registered Nurse, certified as a School Nurse, in cooperation with the principals and teachers. Basic hearing and vision screening by state guidelines are done on all students. Identification and prevention of communicable diseases include checking immunization compliance on all students. State law requires a minimum of 4 DPT, 3 Polio, 2 MMR, 3 HBV, and 1 Varicella immunization(s). Medicine or treatments prescribed by a physician as necessary for a student to remain in school must be under the supervision of an R.N. Parents must contact the school nurse to make the necessary arrangements. U.S.D. #389 will comply with state statutes.

Home Visits - Homes will be visited by the nurse at a principal's or a parent's request to discuss health problems.

Vision - Each pupil may receive a vision test every two years. The screening is done at school. Students who show any defect in vision or who have symptoms of eye trouble will be notified by the School Nurse.

Hearing and Vision Tests - Hearing and vision tests are given to all pupils who are new to the Eureka schools and to those who have had indications of hearing problems in the past. Hearing tests will also be done at a teacher or a parent's request. Hearing tests are conducted by the School Nurse every three years.

Insurance - All students involved in interscholastic sports must be covered by accident insurance and present a waiver signed by their parents or guardian. The waiver indicates to the school that a student has accident insurance or that he or she will bear any cost related to an injury that occurs during interscholastic sports. Student insurance is also available to all students in the fall, if their parents/guardians do not have coverage. Medical expenses for both extra curricular activities and school accidents not covered by parents insurance or students insurance purchased by the parents, are the responsibility of the parents.

SUPERVISION OF MEDICATION

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

In certain explained circumstances, when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator or school nurse who may supervise the administration of the medication or treatment, and

the parents must submit a written request to the building administrator requesting the schools cooperation in such supervision and releasing the school district and personnel from liability.

Self-administration of asthma medication for students in grades 7 through 12 is authorized with the required written doctors order and a written parental request.
The school nurse will be responsible for the overall administration of all medication in schools or delegate the responsibility to a staff member after receipt of the medication and initial assessment.

INOCULATIONS

All students enrolling in any district school shall provide the building principal with proof of immunization against certain diseases or furnish documents to satisfy statutory requirements upon enrollment. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law will be excluded from school until statutory requirements are satisfied. A thirty-day notice of exclusion shall be given to parents/guardians. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

NOTIFICATION OF INOCULATION REQUIREMENTS

Hepatitis B and Varicelle (chickenpox) vaccines are required for Kindergarten school entry.
The State of Kansas school immunization law requires that all students' immunizations be current when they enter school. If your child does not have all of the required immunizations when they enroll, they then have 90 days to comply with this requirement or they may be excluded from the school setting. This law is especially applicable to new students, beginning kindergarten students and students who have not had a diphtheria/tetanus booster for ten years. Required immunizations, depending on the age of the student include

- 4 or 5 DPT (diphtheria, pertussis, and tetanus)
- For students 7th grade or older they must get a new Tdap if it has been more than 2 years since their last tetanus shot.
- 1 DT (diptheria/tetanus)
- 3 or 4 Polio
- 2 MMR's (measles, mumps, and rubella)
- 3 Hepatitis B
- 2 Varicella

SAFETY DRILLS

FIRE DRILLS

Fire drills are required by law and are held periodically so that orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room. Acquaint yourself with these instructions. After the alarm, walk quickly out of the building without wraps or books. No talking or visiting is allowed. Students should remain together in class groups so the teacher can account for all students and can repeat any announcements.

TORNADO DRILLS

A tornado procedure has been set up for the school. Students should make certain that they understand what they should do in case of a tornado, because any delay could mean the difference between injury and safety.

When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. Students should move quietly and quickly to their assigned areas of safety so that they can hear instructions that are given by the Principal or teachers. Your safety and health are dependent upon your following the rules of tornado safety.

1. Students in the Gym areas, Auditorium, and Home Economics classes use west hall and report to Band Room. Vocational Building classes report to the Band Room.
3. Students whose rooms empty into the south corridor use west hall and report to Vocal Music Room.
4. All middle hall rooms use north hall and report to the Photography Room.
5. Students whose rooms empty into the north and east corridor west of the middle hall use north hall and report to the Vocal Music Room.
6. Students whose rooms empty into the north corridor east of the middle hall use the north hall and report to the Photography Room next to the Darkroom

OPENING AND CLOSING THE BUILDING

The school day is from 8:05 a.m. to 3:20 p.m., including the closed lunch period. Buildings will open at 7:35 a.m. Students are not permitted in any U.S.D. #389 facilities without a sponsor or without a scheduled activity being in progress. Students arriving prior to 7:35 a.m. are to remain in the Commons Area.

INCLEMENT WEATHER

The Superintendent of Schools will make the decision if a normal school day is to be changed due to bad weather. In case of severe weather, the official announcement for school closings may be heard via School Reach phone call or over these radio stations: Wichita; and KOTE - Eureka. Closings will also be listed on the following television stations: Channel 12 - Wichita; and Channel 10-Wichita, Channel 3 - Wichita.

VISITORS TO THE SCHOOL

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal. Visitors to the building are to report to the school office. Classroom visitations must be scheduled, in advance, with the school administration.
The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance.
Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

NON-SCHOOL SPONSORED STUDENT CLUBS

1. Non-school sponsored clubs must make a written request for use of school facilities, and the request must stipulate the purpose of the club. This must be done at the start of each school year.
2. When approved by the administration, the non-school club will be allowed to meet in school facilities in the same format and time frames as school-sponsored clubs or organizations.
3. Non-school sponsored clubs will not be eligible for representation on the Student Council, recognized as a school organization in any school publication, nor be eligible for fund raising activities associated with the school.
4. A faculty member or other adult designated by administration shall attend the meetings as a supervisor on behalf of the school district, but shall not participate in the group's activities.
5. Members of non-school sponsored clubs who create behavior problems during the meetings, or as part of the actions of the club, will result in the non-school sponsored club being denied further use of school facilities for meetings.

6. District funds, support staff, or materials will not be available for non-school sponsored clubs or organizations.
7. Non-school sponsored clubs or organizations will no longer be allowed the use of the school facilities when there is not sufficient student interest to continue the club during school time. This determination will be made by administration.

PARENTS AND STUDENTS RIGHTS

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any education institution receiving Federal funds are given certain rights concerning the school records of their children.
The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. The parent's right of access shall include:
    a. The right to be provided a list of the types of education records that are maintained by the institution and are directly related to their children;
    b. the right to inspect and review the content of those records;
    c. the right to obtain copies of those records, which may be at the expense of the parent of the eligible student, but not to exceed the actual cost to the school district of reproducing such copies;
    d. the right to a response from the district to reasonable requests for explanations and interpretations of those records; and
    e. if any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
3. Right to a hearing to challenge the content of your student's educational record:
    a. to insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student, and
    b. to insert into the record a written explanation respecting the content of the record
4. The school district will follow the following procedures where a parent desires to challenge the content of a student's educational record:
    a. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing
    b. the hearing shall be conducted and the decision rendered, by an institutional official or other party who does not have a direct interest in the outcome of the hearing;
    c. the parents of the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised; and
    d. the decision shall be rendered in writing within a reasonable period of time after conclusion of the hearing.
5. Before any school records will be released to third parties who have requested copies of your child's school records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before he will release them. The written consent must include the following:
    a. The specific records to be released;
    b. the reason for such release;
    c. the name of the party or agency to whom the records will be released; and
    d. notification to you that you may receive a copy of the student's records to be released, if

you desire a copy, at a cost of 50¢ per page.

6. Right to obtain copies of your child's student records, with the cost of reproduction charged to you at the rate of 50¢ per page.
7. Right to notification of transfer of your child's student records and the right to challenge the content of the records to be transferred.
8. Right to notification of subpoena of your child's educational records prior to institutions compliance with the subpoena.
9. Right to notification of receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's education records to the court prior to compliance.
10. The indicated records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district.
11. The Superintendent has been designated by the school district as custodian of student records.
12. The following persons have right of access to your child's education records without your consent:
    a. Other school officials, including teachers with the educational institution or local educational agency who has been determined by such agency or institution to have legitimate educational interests;
    b. officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the records if desired, and have an opportunity for a hearing to challenge the content of the records;
    c. authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary of the Office of Education, (3) an administrative head of an education agency;
    d. in connection with a student's application, or receipt of, financial aid;
    e. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
    f. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
    g. accrediting organizations in order to carry out their accrediting functions;
    h. in connection with an emergency, appropriate persons if the knowledge of such information is necessary, to protect the health or safety of the student or other persons;
    i. state educational authorities in connection with the audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements that relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by Federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child and you by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of Federal legal requirements.
13. The school district will follow the KSDE guidelines in case of reviewing and expunging student records.
14. The school district has designated the following information as directory information:
    a. the student's name, address, telephone number, and date of birth;

b. the student's major field of study;
c. the student's participation in officially recognized activities and sports;
d. the weight and height of members of athletic teams;
e. dates of attendance;
f. degrees and awards received; and
g. the most recent previous school district attended by the student. This information is considered public information, which may be released by the school district without prior consent. You have ten (10) days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

15. The custodian of such records will maintain a record of those persons, agencies or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency, or organization has in seeking the students records.
16. When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records.
17. Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

NOTIFICATIONS

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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, which are kept and maintained by USD 389. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other 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
    c. release of such information; or
    d. disclosure without your prior consent is permitted by law. Including:

3.The district may disclose, without your consent, personally identifiable information to school

officials with a legitimate educational interest.

4. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll. (See note below on these points.)
5. 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.
6. 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 389 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, Room 4074, Washington D.C. 20202-4605.
7. The right to obtain a copy of USD 389 policies for complying with FERPA. A copy may be obtained from:

Stacy Coulter, Marshall Elementary, 1015 N. Jefferson, Eureka, KS 67045
Eureka Jr/Sr High School, 815 N. Jefferson, Eureka, KS 67045
Scott Hoyt, Eureka District Office, 216 N. Main, Eureka, KS 67045

DIRECTORY INFORMATION

For the purposes of FERPA, USD 389 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of the above information as directory information. If you refuse, you must file written notification to this effect with USD 389 at Eureka USD 389, 216 N Main, Eureka, KS 67045 on or before August 18, 2016. If a refusal is not filed, USD 389 assumes you have no objection to release of the directory information designated.

NOTICE OF DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Eureka Unified School District #389 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Eureka Unified School District #389 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Scott Hoyt, Superintendent, 216 N. Main, Eureka, Kansas 67045 (620) 583-5588. Scott Hoyt has been designated by Eureka Unified School District #389 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 and the ADA. Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights:

U.S. Department of Education,
Region VII
Office for Civil Rights,
10220 North Executive Boulevard,
Kansas City, Missouri, 64153

OCR VOC/ED GUIDELINES

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

It is the intent of Eureka Unified School District #389 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by Eureka Unified School District #389.
Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

U.S.D. #389 Superintendent
216 N. Main
Eureka, Kansas 67045
Phone: (620)-583-5588

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

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

All students attending Eureka Unified School District #389 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

Inclusion Statement

The absence of a guideline or item from the handbook does not imply or give approval for it. In other words, it may not be in the handbook, but that does not mean it is permitted.