

OBERLIN ELEMENTARY PRINCIPAL/SUPERINTENDENT'S  
MESSAGE

Dear Parents and Students,

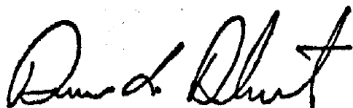
Welcome to our elementary school. The faculty and staff of Oberlin Elementary School are excited to have you as part of our school. We are looking forward to working with you to make this year an exciting and successful one. We feel that an effective school is one that works with the parents and students to develop each child to their full potential. We hope you take the opportunity to become involved in your child's education, it will be an investment that will reap great rewards for you and your child.

The elementary faculty and staff are dedicated people who put children first! Our goal is to help each child develop to be an independent lifelong learner with a strong mastery of the basic skills necessary to continue their education past the elementary level. We hope to involve all students in a variety of activities and studies that will both enrich and enhance their individual strengths.

We believe that communication between the school and home is a vital link to your child's success. We will make every effort to keep an open communication line with you through parent/teacher conferences, parent visitations, and regular reports on student achievement and behavior.

Please feel free to contact me, or your child's teacher anytime you have questions, comments, or suggestions about your child's education.

Sincerely,

A handwritten signature in black ink, appearing to read "Duane L. Dorshorst". The signature is written in a cursive style with a large, stylized initial "D".

Duane L. Dorshorst  
Principal/Superintendent

# OBERLIN ELEMENTARY SCHOOL

## Mission Statement

### ***Provide***

a safe, caring, and effective environment that promotes lifelong learning.

### ***Encourage***

pride and respect for ourselves and others.

### ***Expect***

excellence from all!

## Student Exit Outcomes

All students will demonstrate the acquisition and application of academic and technical skills.

All students will understand and accept the responsibility of citizenship in a democratic society.

All students will exhibit independent and cooperative thinking and problem-solving skills in academic and life situations.

All students will demonstrate their effectiveness in sending and receiving oral and written communication with a wide variety of purposes and audiences.

All students will realize the value of continued learning to meet career and personal goals in a changing society.

All students will develop an appreciation of creative and recreational opportunities for the enhancement of life.

All students will acquire the knowledge and skills necessary to maintain mental, emotional and physical well-being.

OFFICE OF CIVIL RIGHTS/VOCATIONAL EDUCATION GUIDELINES

Civil Rights Comprehensive Notification for Oberlin Unified School District No. 294.

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; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Oberlin Unified School District No. 294 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 our intent to comply with both the letter and spirit of the law in making certain that 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 the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Title IX Coordinator  
Duane Dorshorst  
Principal/Superintendent  
131 E. Commercial  
Oberlin, KS 67749  
(785) 475-3805

Section 504 Coordinators  
Brenda Breth  
Guidance Counselor  
605 E. Commercial  
Oberlin, KS 67749  
(785) 475-2231

Sheila Jansonius  
Guidance Counselor  
201 W. Ash  
Oberlin, KS 67749  
(785) 475-2122

Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Department of Education, Region VII  
Office for Civil Rights  
10220 N. Executive Hills Blvd.  
Kansas City, MO 64153

## NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 #294. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those whose are specifically exempted.
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 prior written consent for disclosure.
  - (B) The information is considered "directory information" and you have not objected to the release of such information; or
  - (C) Disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #294 has failed to comply with FERPA's requirements. The address of this office is: 400 Maryland Avenue SW, MES, Room 4074, Washington, D.C. 20202.

You have the right to obtain a copy of USD #294's policies for complying with FERPA. A copy may be obtained from: Duane Dorshorst, 131 East Commercial, Oberlin, KS 67749.

For purposes of FERPA, USD #294 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 previously attended school, class designation, major field of study, and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect to: USD #294, 131 East Commercial, Oberlin, KS 67749. If a refusal is not filed, USD #294 assumes that there is no objection to the release of the directory information designated.

## TITLE I PROGRAM

Oberlin Elementary School is a Targeted Assistance School that received Federal funds to assist students in the areas of reading and math. Students qualify on the basis of their performance on State and standardized tests, by teacher referral, or by parent requests. Students cannot be placed in the program without parent permission. Any student who received Title I services has the right to receive instruction from a "Highly Qualified Teacher." Parents of Title I students not receiving instruction from a "Highly Qualified Teacher" for more than four weeks will be notified in writing by the school.

## PARENT INVOLVEMENT POLICY

It is the policy of Oberlin Elementary School to make every effort in order to secure and maintain strong partnerships with all parents and guardians of children served by our school. Parent involvement is a strategy recommended by the Kansas State School Improvement and Accreditation Team; mandated by federal law in coordination with Title I funding, and supported by research findings as an integral part of student academic improvement.

At minimum, the following activities or services will be provided, through the support of Title I or other funding sources:

The school will disseminate a Parent/School Compact that outlines responsibilities of the school, the parent or guardian, and the student to promote student learning and interpersonal skills for lifelong success.

The school will hold two individual parent-teacher conferences each year in order to provide parents and guardians with information regarding their child's progress, as well as a Title I Parent Meeting for questions, recommendations on home-based learning strategies, issues regarding behavior, and health.

The school will provide at minimum, quarterly reports to parents about the types of skills their students have been working on and their progress in those skills.

Above and beyond these activities, each Title I school has discretionary power to develop and implement additional activities that promote and encourage parent participation in home-based learning, school activities, volunteerism and school engagement.

### NO CHILD LEFT BEHIND ACT

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualification of their child's classroom teachers. Upon request, USD #294 will give parents the following information about their child's classroom teacher.

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, USD #294 will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS

Contact any office in USD #294 to obtain an application for the school lunch/breakfast program.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-94110 or call (202) 720-5964 (voice and TEDD). USDA is an equal opportunity provider and employer.

## SPECIAL DIETARY NEEDS

Federal regulations require the school to receive written instructions from an appropriate medical authority before the school can modify your student's meals. Each school year, a recognized medical authority must complete a medical statement form to document your student's current special dietary needs.

For assistance or to obtain a form, call the school office.

## WELLNESS POLICY

Unified School District 294-Oberlin is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Unified School District 294-Oberlin that:

- \* Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- \* Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- \* All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- \* Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

- \* Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- \* Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- \* To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- \* Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

### SCHOOL ANNOUNCEMENTS

USD #294 will be using Power Announcements to notify parents of School closings or changes in the normal school day. Parents may sign up for e-mail, text, or voice messages. Log in to Power School to set up your Power Announcement information or contact the OES Office.

### EARLY DISMISSAL POLICY

In the case of inclement weather during the school day, District 294 may dismiss students from school early. Notification will be sent out to parents at least two hours ahead of dismissal in these situations. Any parents unable to pick up their child are responsible for notifying the office. A staff member will be available for supervision in the case of emergencies until regular release time.

### EMERGENCY PROCEDURES FOR USD #294

The schools in USD 294 have developed a Crisis Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to care for the health and welfare of your children in the event of a crisis.

In most emergencies your children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as broken gas or water main, a fire or toxic chemical spill) students will be transported via school transportation to a safe location.



**We ask that you follow this procedure if you hear of any school emergency:**

- 1. Turn on your radio or television. We will keep the media informed of any emergency.**
- 2. Please do not telephone the school. We have limited phone lines. These *MUST* be used to respond to the emergency.**
- 3. Please do not come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.**

In also keeping with a crisis plan, the doors to the OES buildings will be locked at 8:30 a.m. each morning. The only door that will remain unlocked after 8:30 a.m. will be the middle door on the west side of the building.

We ask that everyone please check in at the OES Office when entering the building for any reason.

## **BULLYING POLICY**

### **STAFF**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

### **STUDENTS**

#### **Prohibition of Harassment, Intimidation, and Bullying**

Unified School District 294 is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including cyber bullying while on or off campus, when the intentional written, verbal, or physical act:

Physically harms a student or damages the student's property; or  
Has the effect of substantially interfering with a student's education; or  
Is severe, persistent, or pervasive that it creates an intimidating or  
threatening educational environment; or Has the effect of substantially  
disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, excluding, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation guidelines as adopted.

## OES Faculty and Staff

Duane Dorshorst ..... Principal  
Janene Larson ..... Pre School/K-2 Resource Room  
Jeni Henningson ..... Kindergarten  
Lesia Radcliff ..... Kindergarten  
Cindy Sattler ..... First Grade  
Kady Howard ..... First Grade  
April Farr ..... Second Grade  
Kimberly Witt ..... Second Grade  
Kerrie Wahlmeier ..... Third Grade  
Debbie Withington ..... Fourth Grade  
Judy Elwood ..... Fourth Grade  
Sandy Ketterl ..... Fifth/Sixth Grade  
Carol Dixson ..... Fifth/Sixth Grade  
Linda Glaze ..... Librarian  
Sheila Jansonius ..... Counselor/Title I  
Carol Wasson ..... Title I  
Jennifer Tally ..... Vocal Music  
Terri Woolsey ..... Art  
Brandon Gehring ..... Physical Education  
Mardi Lohofener ..... 3-8 Resource Room/Assistant Principal  
James Austin ..... Band/Vocal Music  
Johanna Mason ..... Nurse  
Jennifer Juenemann ..... Speech

### Cook

Renee Harman

### Aides

Jackie Anderson

Lisa Fortin

Kelly Shields

### Paraprofessionals

Donna Fortin

Loretta Sullivan

Barb Berry

Holly Gallentine

Glenda Middleswart

Olivia Sampson

Shanan Larsen

Dawn Louderback

### Custodian

Joni Marshall

### Secretary

Carla Depperschmidt

## GENERAL INFORMATION

### ORGANIZATION

Oberlin Elementary School is composed of Grades Pre School-6. Grades K-6 school hours are from 8:20 a.m. to 3:35 p.m. Breakfast is served between 8:00 and 8:20 a.m. Grades K-3 eat lunch at 11:25 a.m. and return to class at 12:10 p.m. Grades 4-6 eat lunch at 12:00 and return to class at 12:40 p.m. Pre School hours are from 12:20 p.m. to 3:30 p.m. OES Office hours are 7:30 a.m. to 4:30 p.m.

#### SCHOOL FEES (per year)

Pre School Book Fee	\$10.00
Book Rental for Grades K-6	\$25.00
Pre School Milk Fee	\$22.00
Instrumental Music Rental	\$20.00

#### MEAL FEES (per meal)

Extra Milk	\$0.35
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#### Breakfast

Grades K-6	\$1.40
Adults	\$2.05

#### Lunch

Grades K-6	\$2.45
Adults	\$3.55

### ADMISSION REQUIREMENTS-Regular Ed.

Students will be tentatively enrolled.

Before starting class attendance a completed immunization record must be provided. A minimum of 1 day before entering is required in order to confirm the enrollment status and obtain additional records from the previous school and provide teachers with advanced notice of a new student.

#### Additional records:

Transcript or Withdrawal sheet with previous grades.

Physical for athletic and activity participation.

Health History-Includes medication, or health problems.

Background information relating to special needs

(behavior/discipline, "in good standing", attendance records, etc.)

Special Education status if current I.E.P. is in place.

## GUIDELINES FOR OUT OF DISTRICT STUDENTS PLACED BY SOCIAL AND REHABILITATIVE SERVICES

1. The student placed by SRS should be accompanied on the day of enrollment by his/her caseworker, foster parent, and records related to past school performance, and medical and psychological status.
2. If records indicate that the student has been enrolled in special services at the previous school of attendance, or has been recommended for such placement, a meeting should be scheduled as soon as possible to discuss the student's most beneficial educational placement.
3. This meeting must include the student, his/her case worker, the legal guardian, foster parents, the school psychologist, building principal, and all involved teachers. The purpose of the meeting will be to develop an appropriate educational plan for the student. It is important that the legal guardian attend this meeting since in most temporary foster placements, ultimate legal custody of the student is with this adult.

### AGE OF ENTRANCE TO SCHOOL

Any child who will attain the age of six years on or before September 1 of any school year shall be eligible to attend elementary grades in the school district in which the child resides. Any child who will attain the age of five years on or before August 31 of any school year shall be eligible to enter Kindergarten. U.S.D. 294 will abide with all of the provisions of 72-1107 (1982 SB 522 1).

### SCHOOL ENTRANCE REQUIREMENTS

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

(<http://www.kdheks.gov/immunize/schoolinfo.htm>)

**\*Diphtheria, Tetanus, Pertussis (DTaP):**

5 doses required. Four doses acceptable if 4<sup>th</sup> dose is given on or after the 4<sup>th</sup> birthday and for children less than 5 years old. A single dose of **Tdap** is required at grades 7-12<sup>th</sup> if no previous history of Tdap vaccination regardless of interval since the last Td vaccine.

**\*Poliomyelitis (IPV/OPV):**

4 doses required. Three doses acceptable if one is given on or after the 4<sup>th</sup> birthday with 6 months between 2<sup>nd</sup> and 3<sup>rd</sup> dose and for children less than 5 years old.

**\*Measles, Mumps, Rubella (MMR):**

2 doses required. One dose acceptable for children less than 5 years old.

**\*Hepatitis B:**

3 doses required Pre School through grade 12.

**\*Varicella (chickenpox):**

2 doses required for grades K-12th, 1 dose required for children less than 5 years old. No doses required if history of varicella disease is documented by a licensed physician or county health nurse.

**Additional Requirements for Early Childhood:**

**\*Haemophilus Influenzae Type B (Hib):**

4 doses required for children less than 5 years of age in early childhood programs. Total doses needed for series completion is dependent on the age of the child when doses given.

**\*Pneumococcal Conjugate (PVC):**

4 doses required for children less than 5 years of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.

**\*Hepatitis A:**

2 doses required for children less than 5 yrs of age. The first dose is given at 12 to 18 months of age, with a 6 month interval between the first and second dose.

The Decatur County Health Department at 902 W. Columbia can give these by appointment if you call 785-475-8118.

In accordance with Senate Bill 575 (KSA 72-5211), immunization law also requires that:

1. Medical exemptions are signed annually.
2. On or before May 15, the school shall notify the parents or guardians of the following school year's immunization requirements. Therefore, the 90 day notification period will be effective over the summer break and children will present current immunization histories before entering in the fall.
3. If a student transfers, records must transfer to the school to which the child transfers.
4. Schools shall utilize the reporting form adopted by the secretary for documenting immunization (Kansas Certificate of Immunization).

It is also required by Kansas that you present your child's birth certificate at the time of school entrance. If you do not have a copy of your child's birth certificate, you may obtain them by picking up a form in the OES Office or writing to the following address:

Kansas State Dept. of Health and Education  
Bureau of Vital Statistics  
Forbes Field Building 321  
Topeka, KS 66620

For out of state residents, your State Department will have the same information.

Senate Bill 520, Child Health Assessment at School Entry states that:

On and after July 1, 1994, every pupil up to age 9 years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment. This assessment shall have been conducted within twelve months of school entry by a KDHE certified nurse or by a physician.

Vision and hearing Screenings will be provided by the school for Pre School, K, 1, 2, 3, 5, 7, 9, 11, and 12, as well as other students as needed, during the month of September. Dental screenings for all Pre School-12 grades will be provided at the same time. Any parent not wanting their child to participate must give written notice to the school before screenings. Notification of results will be on the report card unless otherwise indicated.

#### USD #294 LICE PROCEDURE

1. When a student is identified as having living head lice the parents are required to come to the school to pick them up. That way the school nurse can visit with the parents about treatment and control of head lice.
2. The parents are given the handout "Dealing With Head Lice: A Practical Approach for Schools, Parents, and Communities" from the Kansas Department of Health and Environment.
3. The student may not return to school until they have been treated with an approved agent to kill living lice.
4. The student is screened upon returning to school and then re-checked approximately one week later.
5. All students in a classroom are screened for head lice once a case is discovered in that classroom.
6. All siblings of the infected child are screened for head lice.

7. Any student whose family refuses to follow the prescribed treatment will not be allowed back into school until the school nurse has screened the children for live lice. If the problem persists the school will report the incident to Social and Rehabilitation Services.
8. Students are allowed back into school with nits (Kansas reversed the "No Nit Policy" on June 20<sup>th</sup> 2007) as long as they have received the prescribed treatment. It is highly recommended that all nits be removed as quickly as possible as a part of healthy hygiene.

## STUDENT BECOMES ILL

At school, care is taken to see that your child does not remain in school when he/she becomes ill, shows signs of rash, sore throat, or has a temperature above 99.6. A member of the school staff will phone you when your child becomes ill. Students should not return to school until they have been fever free for 24 hours without medication.

If an Oberlin Elementary student is unable to attend school because of illness, that elementary school student should not attempt to participate in any elementary school activity on that day. A student should be in attendance of his/her classes at the Oberlin Elementary school at least half (1/2) day of school prior to the activity that he/she intends to be a participant.

A teacher is on duty on the playground during school hours when children are on the playground. Every effort is made to avoid accidents at school. All minor injuries received at school will be treated from our first aid cabinet. However, should any serious accident occur or should the pupil become ill, we will notify the parents as soon as possible.

## MEDICATION AT SCHOOL

### Supervision of medications

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by the district administrators.

Diagnosis and treatment of illness and the prescribing of drugs, medicines and nostrums are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized hereinunder. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq., as amended, makes it illegal for school nurses to administer



medications and treatment that have not been prescribed by a medical person authorize to prescribe medication. The law under this statute also prohibits any acts of diagnosis.

It is the opinion of the State Board of Health, the State Department of Education, the Kansas School Health Advisory Council and the board, that the public school should never provide students with aspirin or other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing or administration of aspirin or other unprescribed medications shall not be practiced by any school personnel including school nurses.

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 who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

Under the following rules, the supervision of medications by school personnel, including school nurses, is authorized:

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person.

The building administrator may choose to discontinue the administration of medication provided that he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.

The administration of any such authorized medication shall be logged and filed in the student's medical chart for future reference.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

## Student Self-Administration of Medications

As used in this policy, medication means a medicine for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to

practice medicine and surgery; a certified advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

The self-administration of medication is allowed for students in grades K-6. To be eligible, a student shall meet all requirements of this policy. Parents/guardians shall submit a written statement from the student's health care provider which includes:

The name and purpose of the medication.

The prescribed dosage.

The conditions under which the medication is to be self-administered.

Any additional special circumstances under which the medication is to be administered.

The length of time for which the medication is prescribed.

A statement showing the student has been instructed on self-administration of the medication and is authorized to do so in school.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Forms for self-administration of medication are available at the OES office and a complete version of the district policy on medication is also available upon request.

## ATTENDANCE

### Tardies and Absences

#### Absences

When a student is absent from school, a phone call or written excuse is required from the parent(s)/guardian(s) informing the school office personnel of the reason

for the absence. If no written or verbal excuse is received, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. All make-up work and tests for a Level I Absence will be made up at a time agreed upon between the student and teacher. All make-up work and tests for a Level II Absence must be completed and turned in to the appropriate teacher(s) prior to the first day that the student is absent from school.

We will recognize the following three levels of absences.

#### Level I-Excused Absence

Absences caused by illness of the student, serious illness or death in the family, or some equally serious and unavoidable cause. In this case, work missed may be made up with full credit. All absences regardless of the cause will be recorded on the student's attendance record unless the student has been excused for some specific school activity. A parent/guardian should notify the school office by phone call or written note on the morning of the first day of the absence. All make-up work will be made up at a time agreed upon between the student and the teacher.

#### Level II-Excused Absence

All absences, except those described in Level I and Level III, which have been approved by the parent/guardian and the principal are Level II absences. Level II absences require the student to have all of the class assignments and tests completed and turned in to the appropriate teacher(s) prior to the first day that the student is to be absent. No credit will be given for work or tests that have not been completed and turned in to the appropriate teacher(s) prior to the first day of a Level II absence.

#### Level III-Unexcused Absence

All absences or cuts in which the excuse is unsatisfactory and without knowledge, consent, or approval of the parent(s)/guardian(s) and school officials are Level III absences. No credit will be given for daily work or examinations missed while absent.

If you need to be excused from the building during the school day, get permission from the principal.

### Significant Part Of A Day

If a student is absent one hour during the day, the student will be considered absent for 1/2 day. A student who is absent more than four hours of school time during a school day, is considered absent for the full day.

## COUNSELOR

The Oberlin Elementary School Counselor will have a "welcome" visit with all new students and also goes into the classrooms for regular scheduled lessons.

The Counselor is available to visit with students and/or parents. If you would like to make an appointment, please feel free to contact the office to set up an appointment.

## KINDERGARTEN GRADING SYSTEM

S+	Does Exceptionally Well
S	Satisfactory Good listeners, dependable, able to listen and follow directions. Able to do K skills on skill checklist with ease, spontaneous, and without hesitation. Student does his/her work carefully and neatly without disturbing others.
S-	Almost Satisfactory
N	Improvement Needed Poor listening skills, unable to follow directions, cannot see likenesses and differences in sound. The student needs help in his social and emotional development.
Blank	Not Yet Evaluated

## FIRST GRADE GRADING SYSTEM

S	Satisfactory (80-100%)
S-	(73-79%) Can successfully perform skill taught.
N	Needs Improvement (65-72%) Has not achieved skill taught. Further drill and time is needed to comprehend skill taught. Class activities and paper work needs improvement.

U	Unsatisfactory (64% or below) Unsatisfactory work. Doesn't know the skill taught or comprehend. Doesn't work up to ability.
Blank	Satisfactory
*	Shows Exceptional Effort
X	Area of concern

### SECOND GRADE GRADING SYSTEM

80-100%	S
73-79%	S-
65-72%	N Needs Improvement
64% & Below	U Unsatisfactory
	Blank Satisfactory
	* Shows Exceptional Effort
	X Area of Concern

### THIRD-SIXTH GRADES GRADING SYSTEM

100-95%	A	69%	D+
94%	A-	68-63%	D
93%	B+	62%	D-
92-85%	B	61% and below	F
84%	B-		
83%	C+		
82-71%	C		
70%	C-		

### GENERAL INSTRUCTION

Children should be discouraged from coming to school before 8:20 a.m. in the mornings, unless participating in the Breakfast Program. Then, students should be discouraged from coming to school before 8:00 a.m. If the students arrive before 8:20 a.m., they are to go to the gym.

Playing in the halls and loitering in the restrooms is prohibited.

Children are to be in the gym only under the supervision of a teacher and must wear tennis shoes or socks on the gym floor.

Candy and gum should not be brought to school unless the items are to be used as refreshments for an approved party.

Children should not use the phone during school hours except in cases of dire need.

### STAYING IN AFTER SCHOOL

If a student is to be "detained" after the regular dismissal time, the teacher/student is expected to notify the student's parent(s) or guardian(s). **NO STUDENT** will be detained longer than thirty minutes beyond the regular dismissal. Parent(s) or guardian(s) of bus students will be notified at least twenty-four hours prior to their child being detained after school.

### STUDENT DRESS

Each student is expected to be well groomed and neat at all times. Girls should not wear halter tops, blouses with open mid-sections, or open weave mesh shirts, strapless or formal dresses to school or programs. Boys should not wear shirts with open mid-sections or open weave mesh shirts to school.

Shorts may be worn between April 1st and October 1st while school is in session. Shorts should be at least mid-thigh in length and neat.

Imprinted T-Shirts and Hats are to contain NO profane or obscene language, language with sexual overtones, or words or symbols promoting alcohol, drugs or tobacco. No hats, scarves, bandannas, or similar headgear are to be worn in the building.

Occasionally, classes will have dress-up, dress-down, and theme days (frontier dress for Kansas Day, etc.). Students are encouraged to participate.

Have your child dress appropriately for weather conditions.

Parents are encouraged to label clothing. Coats, gloves, etc. are often misplaced and are almost impossible to return if they are not labeled.

### VISITING

We welcome adult visitors at any time. We encourage parents to visit frequently and take an active part in the education of their child. You may arrange to visit during class time by contacting either the teacher or the office. For reasons of safety and to help keep track of school visitors, please come to the office before

going to your child's class. **NOTE: The west door is the only door unlocked after 8:30 a.m.**

We encourage parents to leave small children at home since young children often distract both students and visitor. We also ask parents to avoid lengthy conferences with the teacher during such visits so that the teacher can conduct class as usual.

Students from other schools are not permitted to visit class with your child unless arrangements have been made with the building principal. Visits should be limited to one hour.

### PARENT-TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences will be held at the end of the first and midterm of the third nine weeks. Additional conferences can be held at any time with the teacher and/or the principal by appointment.

### COMPUTER PRIVACY/POLICY

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. All students and their parent/guardian must sign the Acceptable Use Policy Form yearly.

Any e-mail, computer applications, information in district computers, or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate the rules relating to computer use, are subject to loss of access and disciplinary action up to and including suspension from school.

### CELLULAR PHONES

Staff: Use of personal cellular phones by staff members should be limited to emergency situations.

Students: Students are not allowed to use personal cellular phones inside the school building or on the school grounds between 8:00 a.m. and 3:35 p.m. Cell phone

usage in emergency situations is allowed with permission of the classroom teacher or other adult staff member.

Cell phones are strictly prohibited in restrooms and locker rooms both in USD #294 and any school at which we are visitors.

Students who intentionally create messages (picture, video, text, or voicemail) that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass) will be subject to immediate disciplinary action and may be referred to the proper authorities for criminal violations.

USD #294 will not be responsible for lost or stolen cellular phones or accessories.

### AWAY TRIP TECHNOLOGY POLICY

Students are allowed to have cell phones and other technology when attending an away trip or overnight trip. The district is not responsible for any technology brought by students. The students may use cell phones to contact parents. Cell phones or other devices may not be used to message or photograph anything or anyone without permission from staff. Staff may collect cell phones at any time from students to prohibit use or distractions. Staff members are then responsible for the technology until it is returned to the student. Any evidence of abuse in regards to this policy could result in administrative action, possible dismissal from activity or team, and/or loss of technology privileges at school.

### MESSAGES

Teachers/staff will not be called out of their classrooms during school hours or receive calls during class time (except in cases of extreme emergencies). A message will be transferred to their voicemail or a message will be placed in the teacher's mailbox to return the call at a time when he or she is free.

We urge parents to make arrangements for after-school activities before the child comes to school. If it does become necessary to get in touch with your child, the building secretary will announce emergency messages on the intercom approximately five minutes before school is dismissed for the day. Parents are requested to call any emergency type messages in to the Elementary School Office at least one hour before school is dismissed.

Students will be permitted to use the telephone only in special cases to make calls or to receive them. Students should obtain a note from their teacher giving them permission to use the phone.



All long distance calls must be approved by the building principal or the building secretary.

## WITHDRAWALS AND TRANSFERS

In the event a family plans to move during the school year, the teachers and principal should be notified in advance. This will allow time to get papers ready that the child needs to take. Also, all books (including library books) must be turned into the classroom teacher and the school librarian.

## CODE OF CONDUCT FOR OES

1. Rude, disruptive, unruly, and/or rowdy behavior is not permissible.
2. Fighting or scuffling is not permissible.
3. Profane language is not permissible
4. Bullying and name-calling are not permissible.
5. Radios, walkie-talkies, and all electronic devices are not allowed.
7. Tobacco and alcohol are not allowed.
8. Dogs, cats, and pets are not allowed.
9. Students are not allowed to buy or sell items to other students.
10. Hats and caps are not to be worn in the building.
11. Bicycles are to be parked in the designated area during the school day.
12. Do not run in the building or to and from the playground.
13. Lying and cheating are not permissible.

Self-discipline is a sign of maturing and growing up. It is achieved only through constant practice. To help strengthen the child's character and to develop self-discipline, students are requested and expected to observe the rules and regulations of the school and of common courtesy.

In order to guarantee your child and all the students in the building the excellent learning climate they deserve, the staff at the Oberlin Elementary School is using the following Discipline Plan.

## DISCIPLINE

**Good discipline begins in the home where a child learns from his/her parents at an early age to develop self-control. This will carry over into his/her school behavior very directly.**

Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

The teacher has the authority to insist upon good discipline in the classroom, school building, on the school grounds, and school activities.

Any staff member has the responsibility and authority to correct students in any situation where misbehavior is observed.

Any questions concerning discipline may be clarified by contacting the building principal.

## WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS.

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

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

Board of Education Policy (JCDBB)  
U.S.D. 294

## SUSPENSION EXPULSION POLICY

Section 1--When the principal, or assistant principal of a building determines that the suspension of a student is necessary and appropriate, said employee may impose a short term suspension not to exceed five (5) school days.

The established procedures are set forth in the Board Policy of U.S.D. 294.

### LUNCHROOM PROCEDURES

1. Students are offered at least five food items from the four components. Of this, they must take at least three of the five food items. This is the minimum under the Federal program regulations. However, students may take as many items as they would like but are expected to eat what they have chosen.
2. Students must take a full serving for food items to count toward a reimbursable meal.
3. Students may decline any food item, including the entree or milk at lunch. Breakfast students are required to take milk and the food that is offered at the window.
4. Upon completion of serving lunch if there is remaining entree, it may be offered to 4-6 grade students. Students are expected to have a clean tray before asking to return for seconds.
5. Students should wait to be dismissed.
6. Good table manners are to be practiced at all times by persons eating in the lunchroom.
7. Pleasant conversation is expected among students.
8. Scuffling and rowdiness is not permitted.
9. A reasonable tone and volume of voice is to be used at all times.
10. **Students bringing lunches to school are NOT to bring pop or candy.**
11. A microwave is available to heat lunches brought from home.
12. Do not pass food or exchange food in the lunchroom.
13. Students are to keep food and paper "picked up" in the lunchroom at all times.
14. Students are not permitted to blow the outside paper cover off the straw.
15. Students are not permitted to wear hats in the lunchroom.
16. If a student spills his or her food or drink, that student is expected to assist in the "clean up" of the spilled substance.

## RULES FOR THE PLAYGROUND/EQUIPMENT

1. Follow teacher instructions when given.
2. Use ALL equipment properly.
  - a. Do not stand on top of, bail out of, jump off of, push others off of or twist anything.
  - b. Do not hang on the volleyball or basketball nets or the tether ball.
  - c. Grades 3-6 will not play on or under primary equipment.
3. Keep hands, feet, and objects to yourself.
4. Do not throw sand, rocks, sticks, or snowballs.
5. Baseballs (hardballs) are not allowed.
6. Do not play on the steps or porches.
7. No playing on snow or ice without permission.
8. Use RAMP to the playground. Use STEPS when returning to the building.
9. No fighting, abusive language or rude gestures.
10. Never leave the playground without permission.
11. Return equipment to shed, keep doors closed during the day, and lock at the end of the day.

## GENERAL GYM RULES

1. No running, except on gym floor.
2. Students are not to sit on the ledge at any time. This is the area where the pipe rail is located.
3. No students are to sit on the stage or play on the stage unless directed by a teacher.
4. Steps leading to the balcony are to be used.
5. Students are not to "swing down" from the protective railing.
6. Tennis shoes should be worn on the gym floor.

## GENERAL HALL RULES

1. No running or pushing.
2. No loud noise or rowdy behavior.
3. Keep hands, feet, and objects to yourself.
4. Follow directions.
5. No hats or caps are to be worn in the building.

## GENERAL CAFETERIA RULES

1. Walk and move in single file in the lunchroom without distracting others.
2. Follow directions of the supervisor.
3. Loud talking, noise or rowdy behavior is not acceptable.
4. Use appropriate table manners.
5. Remain at and/or return to assigned seat.
6. Students should wait to be dismissed.

## GENERAL CLASSROOM RULES

1. Follow teacher given directions.
2. No disruptive behavior
3. No abusive language, rude gestures or put downs.
4. Teachers may have other classroom rules.

If a student chooses to break a rule: The child will have to follow his/her teacher's consequences set forth for that classroom. If the child chooses to continue to break the rules, he/she will be referred to the principal. It is in your child's best interest that we work together in relationship to his/her schooling. The teachers will be in close contact with you regarding your child's progress in the classroom.

A specific set of classroom rules will be sent home at the beginning of the year by your child's teacher. When a student is referred to the principal's office, the building principal will determine what course of action will be taken. A student will be penalized for his/her inappropriate behavior in proportion to the gravity of the offense.

## SAFETY

The safety of your child is one of our major concerns. The cooperation of the home is needed to build good safety habits. Urge your child to: **WALK ON THE SIDEWALK** or close to the edge of the street (where there are no sidewalks), facing oncoming traffic. Cross only when traffic is clear of the intersection, and only at intersections and marked crossings. **NEVER** enter a strange automobile or vehicle! Go directly to and from school along regularly traveled pedestrian walkways. Advise your child to **NEVER** take candy or treats from a stranger.

## RETENTION

Occasionally, the question of retaining a child is brought to the attention of the school administration. In any case it should be realized that the teacher has made a thorough study of the case before any such recommendation is made. The school attempts to act toward helping a child so that he/she may progress through school with satisfactory achievement.

"Generally" no student will be retained in a grade unless the principal, teacher, and parent(s) have had a conference to discuss the child's lack of progress and to exchange suggestions for improvement and have reached an agreement as to what is best for the child.

In a few cases, because of poor attendance and/or very low grades, it is necessary for a child to be retained.

## DISTRIBUTING MATERIALS

The school officials request that individuals and organizations, please refrain from expecting the school to disseminate any materials or literature.

## REFUNDS

Refunds will be made for enrollment fees and lunches on a pro-rated basis if the student has turned all books and materials in to the appropriate teacher.

## ENROLLMENT AND CLASS ASSIGNMENT

Upon enrollment, students will be divided impartially among the teachers of the grade level in which they are enrolled. No preference will be given as to teachers except in cases of retention. If a child is repeating a grade, he/she will not be assigned the same teacher that he/she had in the previous year (unless the child's parents have submitted such a request in writing to place that student in the same teacher's classroom).

## RELEASE OF CHILDREN DURING THE SCHOOL DAY

If it is necessary for your child to leave during school hours for health or urgent personal reasons, please inform your child's teacher and/or the office in advance if possible.

We ask that you come to the Office and we will call the child to the office to be picked up by you. Your child must sign "out" in the "Blue Book" that is kept on the counter in the Office. Dismissal from the classroom must be cleared through the office.

## LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds during the school day without permission.

## CARE OF SCHOOL PROPERTY

We encourage all students to be proud of our school and feel it is the duty of each student to respect the school's property. Students who deface or lose school property will be required to pay for the damage or loss.

## PARTY AND HOLIDAY CUSTOMS

Over the past years certain holiday customs and traditions have been observed at OES. Classes will usually have parties at Halloween, Christmas, and Valentines Day. Pre School-3rd grade will also celebrate Easter.

In additions to these, some grades may want to have birthday parties for individual students. We want your child's birthday to be a meaningful one. Birthday parties are to be worked out with the parents of the student and the child's teacher.

The Halloween Party is ordinarily a costume affair for grades K-4. The boys and girls usually bring their costumes to school and dress after lunch and parade through the halls and gym so that all students and teachers may observe and enjoy them.

The Christmas Party is to be worked out in the individual classroom. A small gift exchange may be held, but it is most desirable to keep the expense low. Children may bring a gift to the teacher, but this is not to be encouraged.

Valentine parties are the usual exchange of valentines and games are played. These are also worked out by the individual homeroom teacher.

## LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Lost articles are to be turned in to the OES Office or placed in the Lost and Found Box. Items not claimed after a two week period will be disposed of. All items remaining after school is out will be turned over to a charitable organization.

## BICYCLES

1. All Oberlin Elementary School students, who ride bicycles to school, are expected to adhere to the rules and regulations of the Oberlin City Ordinances, the Laws for bicycle riders in the State of Kansas, and the policies established by the Board of Education of U.S.D. 294, Oberlin, Kansas.
2. Students, who ride bicycles to school, should park the bicycles in the bicycle racks provided on the school premises.
3. Students should leave the bicycles parked in the bicycle racks at dismissal time until the school buses have departed from the loading zone.
4. Students, who plan to go SOUTH on Rodehaver Street should walk their bicycles across Ash Street before riding.
5. Students, who plan to go EAST or NORTH should walk their bicycles across Rodehaver before riding.
6. Kindergarten students should not ride bicycles to school.
7. The building principal may develop additional rules for bicycles.

## TRIP CODE OF CONDUCT

Our conduct should reflect pride in our school, community, and ourselves. The following guidelines should serve students of OES in the area of proper conduct on school sponsored trips. It is not meant to cover every situation, but rather the basics associated with all school sponsored trips.

### School Bus Conduct

1. All Oberlin Elementary School Students, who ride the bus, are expected to adhere to the rules and regulations of the passenger code of conduct (36-13-35) as posted on all buses.



2. There will be no changing of seats or standing while the bus is in motion, except by direction of the sponsor or bus driver.
3. There will be no vandalizing of the bus.
4. No obscenities will be allowed--this includes vocal, written and hand signals.
5. Excessive noise is unnecessary. Normal conversations and school yells are permissible.
6. Each group will police the bus and leave it in a neat and orderly fashion with trash in the proper receptacles.
7. Throwing of any items on the bus is strictly prohibited.
8. Balloons are not allowed on school buses.

OES SCHEDULE OF ACTIVITIES  
2015-2016

OES Enrollment .....	August 2 & 3, 2016
Staff Development and Workdays .....	August 12-16, 2016
First Day of School for Students .....	August 17, 2016
Parent Orientation Night 6:15 p.m. ....	August 18, 2016
NO SCHOOL-Labor Day .....	September 5, 2016
Early Childhood Screening .....	September 12, 2016
OES Picture Day .....	September 29, 2016
NO SCHOOL-Teacher In-Service .....	October 10, 2016
End of 1 <sup>st</sup> Nine Weeks .....	October 21, 2016
OES Book Fair .....	October 24-27, 2016
Halloween Cleanup 6:00 p.m. ....	October 24, 2016
Parent-Teacher Conferences 4:00-8:00 p.m. ....	October 25, 2016
Parent-Teacher Conferences 4:30-7:30 p.m. ....	October 26, 2016
NO SCHOOL .....	October 28, 2016
Picture Retake Day .....	November 11, 2016
NO SCHOOL-Thanksgiving Break .....	November 23-25, 2016
Grades 4-6 Winter Program- 7:00 p.m. ....	December 8, 2016
Donuts With Dad .....	December 14, 2016
Grades K-3 Winter Program-7:00 p.m. ....	December 15, 2016
End of 2 <sup>nd</sup> Nine Weeks .....	December 22, 2016
NO SCHOOL-Winter Break .....	December 23, 2016-January 3, 2017
NO SCHOOL-Teacher Workday .....	January 4, 2017
OES Spelling Bee .....	January 23, 2017
County Spelling Bee .....	January 30, 2017
2016-17 Kindergarten Enrollment .....	February 6-10, 2017
OES Sixth Grade Musical 7:00 p.m. ....	February 21, 2017
Parent-Teacher Conferences 4:00-8:00 p.m. ....	February 22, 2017
Parent-Teacher Conferences 4:30-7:30 p.m. ....	February 23, 2017
NO SCHOOL .....	February 24, 2017
Muffins With Mom .....	March 1, 2017
End of 3 <sup>rd</sup> Nine Weeks .....	March 10, 2017
NO SCHOOL-Spring Break. ....	March 20-24, 2017
Grades 5-8 Band Concert-7:00 p.m. ....	April 4, 2017
2016-17 Kindergarten Screening .....	April 10-11, 2017

NO SCHOOL .....	April 14-17, 2017
2016-17 Kindergarten Round-Up .....	April 24, 2017
OES Grades 1-6 Concert at 7:00 p.m. ....	April 24 2017
Sixth Grade Orientation to DCJHS .....	April 26, 2017
Kindergarten Program 2:00 p.m. ....	May 9, 2017
OES Fun Day .....	May 12, 2017
End of 4 <sup>th</sup> Nine Weeks .....	May 23, 2017
Awards Assembly 8:30 a.m. ....	May 23, 2017
Teacher Workday .....	May 24, 2017

Thank you for taking the time to familiarize yourself with our guidelines and policies! We look forward to working with you to make your child's education an enjoyable and productive experience.

OES Faculty and Staff

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