

# OBERLIN ELEMENTARY SCHOOL

## PARENT/STUDENT HANDBOOK

FOR THE ACADEMIC YEAR  
2021-2022

### OBERLIN RED DEVIL LEARNERS ARE:

#### RESPECTFUL:

- \*HONEST
- \*KIND
- \*COOPERATIVE

#### SAFE:

- \*SELF
- \*FRIENDS
- \*THINGS

#### RESPONSIBLE:

- \*OWN YOUR ACTIONS
- \*ASK FOR HELP
- \*MAKE GOOD DECISIONS



### OES 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.

## A Message from Principal Brandon Gehring

Welcome Oberlin Elementary Students, Parents, and Community!

I want to extend my most sincere welcome back to Oberlin Elementary for the 2021-2022 school year. I am so grateful to be a part of this school and community, and I cannot wait to hopefully get off to a NORMAL start to our school year! There are some really new and exciting changes that my staff and I have made, and I am more than excited to get a chance to let our students experience these. I believe these changes will both challenge and empower our students with 21<sup>st</sup> century skills necessary for future success.

With such a great staff, community, and students, I have no doubt that Oberlin Elementary will have an exceptional year. It is our goal to help all children become the best versions of themselves by growing academically, emotionally and socially while working in a fun and safe environment. We welcome everyone to be a part of this process, so please do not hesitate to reach out if you have any questions, concerns, or just want to chat! Again, I am very excited to start the year!

Sincerely,



Brandon Gehring  
Oberlin Elementary School



## 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

Dr. Joel Applegate  
Superintendent  
131 E. Commercial  
Oberlin, KS 67749  
(785) 475-3805

Section 504 Coordinators

Lacey Tally  
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 who 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: Dr. Joel Applegate, 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 in the process of becoming a School Wide Title Program that will receive 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 at enrollment a Parent/School Compact that outlines the 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.

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.

## 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.

### SCHOOL LUNCH PLAN

The purpose of this plan is:

- \* All children will be allowed to eat both breakfast and lunch for free for this upcoming school year.
- \* We will highly recommend all families fill out the Household Economic Survey which generates additional funding for our local educational programs during enrollment.

### 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 keeping with our 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 and get a visitor's pass 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, volunteers 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 so 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

Brandon Gehring	Principal
Kristy Ostmeyer	Pre School
Lindsay Fortin	Kindergarten
Lesia Larson	Kindergarten
Cindy Sattler	First Grade
Kady Howard	First Grade
Kristi Geschwentner	Second Grade
Kimberly Witt	Second Grade
Kerrie Wahlmeier	Third Grade
Debbie Withington	Third Grade
Judy Elwood	Fourth Grade
Janene Larson	Fourth Grade
Samantha Gerbitz	Fifth Grade
Krickit Ketterl	Fifth Grade
Sandy Ketterl	Sixth Grade
Carol Dixson	Sixth Grade
Sheila Jansonius	Counselor/Title I
Carol Wasson	Title I
Jennifer Tally	Vocal Music
Jillian Springer	Art
Tanner Jackson	Physical Education
Patti Hendrickson	Special Education
Kim Davis	Special Education
Brad Persinger	Band/Vocal Music
	Nurse

#### Cooks

Vicki Versailles  
Tina Hull  
Pam Bremenkamp

#### Aides

Leia Gallentine  
Mickey Jantz  
Kathy Dodder

#### Paraprofessionals

Ashley Elliott  
Mickey Kreigh  
Glenda Middleswart  
Connie Miller  
Susan May  
Karla Wilson  
Shawn Baker  
Anna Larson  
Sarah Mathes

#### Custodians

Tammy Hawkins  
Robin Eskew

#### Secretary

Carla Depperschmidt

## GENERAL INFORMATION

### ORGANIZATION

Oberlin Elementary School is composed of Grades Pre School-6. Grades K-6 school hours are from 8:10 a.m. to 3:40 p.m. Breakfast is served between 7:50 and 8:10 a.m. Grades K-1 eat lunch at 11:25 a.m. and return to class at 11:45 a.m. Grades 2-4 eat lunch at 11:50 and return to class at 12:10 p.m. Grades 5-6 eat lunch at 12:15 and return to class at 12:35. Morning Pre School hours are 8:10 to 11:40 a.m. Afternoon Pre School hours are 12:10 p.m. to 3:40 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
Instrumental Music Rental	\$50.00

#### MEAL FEES (per meal)

Extra Milk	\$0.35
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#### Breakfast

Grades K-6	Free
Adults	\$2.40

#### Lunch

Grades K-6	Free
Adults	\$3.90

### 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.

## FOSTER CARE STUDENTS

Refer to Policy JBCB foster care students in the USD 294 Policy Handbook.

### 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 at age 4 years or older. A single dose of **Tdap** is required at entry to 7th grade.

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

4 doses required. Three doses acceptable if 3rd dose was given after 4 years of age **and** at least 6 months elapsed since dose 2.

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

2 doses required. One dose acceptable for children 4 years and under.

**\*Meningococcal (Serogroup A,C,W,Y):**

2 doses required. Doses should be given at entry to 7th grade and 11th grade.

**\*Hepatitis A:**

2 doses required for children in 3rd grade and younger.

**\*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 are given.

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

4 doses required for children ages 4 years and younger in early childhood programs. Total doses needed dependent on the age of the child when doses are given.

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, students on IEPs, and those with known hearing losses. Dental screenings will be done on all students. Screenings will be done in the month of September with follow-up screenings as needed throughout the year. Scoliosis

screenings will be done on 5<sup>th</sup>-6<sup>th</sup> grade in the spring. Parents will be notified with the students' grade card, unless otherwise indicated. If parents do not want their children tested they must send a signed written note.

### 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 student is prohibited from participating in any district activity on that day. A student should be in attendance at Oberlin Elementary school at least one half (1/2) of the school day prior to the activity that he/she intends to be a participant. This includes any absence other than a school sponsored activity.**

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 hereunder. 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 authorized 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 a 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 arrange with their teacher(s) as to how and when make-up work will be expected and received **PRIOR** to the absence. The classroom teacher holds the discretion as to the terms of this agreement.

#### 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.

#### 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.

### TRUANCY

Truancy is defined by state law. Every child who has reached the age of seven years and is under the age of sixteen years is required to attend continuously every school year. Students 13 and under shall be reported to the local office of

Kansas Department for Children and Families (DCF), and students over 13 shall be reported to the county attorney if it is determined he/she is truant. Truancy is reported for 3 unexcused absences in a row, 5 unexcused absences in a semester, and/or 7 unexcused absences in a year. Parents will be notified by telephone (if possible) and mail.

## 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 SCALE

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 SCALE

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 paperwork 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 SCALE

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 SCALE

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59-Below	F

## MIGHTY MORNING STARTS

School doors open at 7:30 a.m. Students who are dropped off prior to this time will not be supervised until then. Mighty Mornings will allow the students to choose an activity they want to participate in when they arrive at school in the morning. The choices will be reading, coloring, walk and talk, board games, movie time, and makerspace. Reading and coloring will be in the library, walk and talk will be around the gym, board games will be on the stage, the movie will play in the music room, and makerspace is currently being created upstairs. If a student wishes to eat breakfast, he or she will be dismissed from their mighty morning room at 7:50 a.m. to the cafeteria. Students will be dismissed to classrooms at 8:00 to begin their school day, where school will begin at 8:10.

## AFTER SCHOOL DISMISSAL PLAN

OES will dismiss daily at 3:40 p.m., at which time students will be escorted from the building to the bus area or released to walk home or be picked up. Parents are expected to wait outside of the building, as teachers will escort their classes out of the building at designated doorways. If you have more than one student attending OES, please talk with them about a plan for meeting up if they are to walk home. Please be sure to let your child's teacher know your plan for how your student will go home.

## 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, 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 of a length that extends to at least three inches above the knee.

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 except for theme/dress-up days.

Students observed in violation of these expectations will be referred to the principal in order to determine the next steps. The principal will make final determinations as to what is considered a violation and how it is to be resolved.

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 and 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 the principal who will assist in scheduling the visit with the classroom teacher(s). Once the visit has been arranged, please come to the office to be checked in prior to traveling to the classroom.

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 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

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 3:40 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 violate 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.

## SEARCHES ON SCHOOL PROPERTY

Student lockers may be searched at any time. According to federal law, school lockers are the property of the school district. Student searches and vehicle searches are permitted under federal law if the school has reasonable suspicion to do a search. Any material found can be turned over to the police to be used as evidence. The school will conduct searches through the administration.

## 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 would result in administrative action, possible dismissal from the activity or team, and/or loss of technology privileges at school.

## SCHOOL-SPONSORED ACTIVITIES

Sixth grade students will be allowed to participate in the following Jr. High sports for the upcoming school year: Volleyball, Cross Country, Basketball, and Track. They will be required to sign the DCJ/SHS activities handbook and follow all DCJ/SHS requirements in order to participate and remain eligible. Transportation will be provided to students after school to DCHS, but parents will be responsible for transportation home from practices and games.

Students who miss school due to school activities and events (sporting events, field trips, band/vocal, etc.) are not considered absent. However, the student must get the assigned makeup work before leaving for the activity or event and have the work completed by the due date determined by the teacher. Failure to have the work completed by the determined date could result in loss of credit for the assignment.

## RELEASE OF STUDENTS FROM EVENTS

A student will only be released to their parents from any away trip activity. This is advised by KSHSAA and is strictly enforced. Students may be released to an authorized guardian with prior principal approval by the end of the school day. Students must travel with the bus to an event unless an emergency situation arises. Parents can then get permission to drive their child only to an event for drop off. Permission must be granted from the principal.

## 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 into 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.

## 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

**OBERLIN RED DEVIL LEARNERS ARE:**

<b><u>RESPECTFUL:</u></b>	<b><u>SAFE:</u></b>	<b><u>RESPONSIBLE:</u></b>
*HONEST	*SELF	*OWN YOUR ACTIONS
*KIND	*FRIENDS	*ASK FOR HELP
*COOPERATIVE	*THINGS	*MAKE GOOD DECISIONS



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, and if a juvenile, to Social & Rehabilitative Services.

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

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 all lunch shifts, students in the final shift (fifth and sixth grade) may be offered the remaining items on the choice bar. 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 may not bring pop (soda) or candy for consumption at lunch.**
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.

## 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.

The bus alley (north side between the kindergarten and main building) is reserved for USD 294 transportation vehicles only. Please do not park there or use it as a thoroughfare. Only bus riders will be allowed to wait on this side of the building during dismissal. Please remind your student **NEVER** to attempt to walk between buses. Students will be expected to wait until all buses leave before they may travel across the bus lane.

## 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 into 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 addition 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  
2021-2022

OES Enrollment .....	August 3 & 4, 2021
Staff Development and Workdays .....	August 13-18, 2021
First Day of School for Students .....	August 19, 2021
Parent Orientation Night 6:00 p.m. ....	August 23, 2021
NO SCHOOL-Labor Day .....	September 6, 2021
OES Picture Day .....	September 28, 2021
NO SCHOOL-Teacher In-Service .....	October 11, 2021
End of 1 <sup>st</sup> Nine Weeks .....	October 22, 2021
Parent-Teacher Conferences .....	October 25, 2021
Parent-Teacher Conferences .....	October 26, 2021
Halloween Cleanup .....	TBA
NO SCHOOL .....	November 1, 2021
Picture Retake Day .....	November 12, 2021
NO SCHOOL-Thanksgiving Break .....	November 24-26, 2021
Grades 4-6 Winter Program- 7:00 p.m. ....	December 2, 2021
Grades K-3 Winter Program-7:00 p.m. ....	December 9, 2021
Donuts With Dad .....	December 15, 2021
End of 2 <sup>nd</sup> Nine Weeks .....	December 22, 2021
NO SCHOOL-Winter Break .....	December 23, 2021-January 3, 2022
NO SCHOOL-Teacher Workday .....	January 4, 2022
Teacher In-Service .....	January 24, 2022
OES Spelling Bee .....	TBA
County Spelling Bee .....	TBA
2022-23 Kindergarten Enrollment .....	February 1-4, 2022
Parent-Teacher Conferences .....	February 21, 2022
Parent-Teacher Conferences .....	February 24, 2022
NO SCHOOL .....	February 25, 2022
OES Sixth Grade Musical 7:00 p.m. ....	March 1, 2022
Muffins With Mom .....	March 2, 2022
End of 3 <sup>rd</sup> Nine Weeks .....	March 11, 2022
NO SCHOOL-Spring Break. ....	March 14-18, 2022
NO SCHOOL .....	April 15 & 18, 2022
2022-23 Kindergarten Screening .....	TBA
2022-23 Kindergarten Round-Up .....	April 25, 2022
OES Grades 1-3 Concert at 6:30 p.m./4-6 at 7:15 p.m. ....	April 25, 2022
Fourth Grade Conservation Roundup .....	April 26, 2022
Sixth Grade Orientation to DCJHS .....	TBA
Early Childhood Screening .....	TBA
Kindergarten Program 3:00 p.m. ....	May 10, 2022
OES Fun Day .....	TBA
Grades 5-8 Band Concert .....	May 16, 2022
End of 4 <sup>th</sup> Nine Weeks .....	May 19, 2022
Awards Assembly 8:45 a.m. ....	May 19, 2022
Teacher Workday (in the p.m.) .....	May 19, 2022

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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Permission For Self-Administration of Medication

Name of Student \_\_\_\_\_

School \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Conditions under which the medication is to be given: \_\_\_\_\_

\_\_\_\_\_

Any additional circumstances under which the medication is to be given: \_\_\_\_\_

Length of time medication is to be administered: \_\_\_\_\_

\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the medication and is authorized to do so in school.**

\_\_\_\_\_  
**Signature of Parent or Guardian** **Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Health Care Provider** **Date** \_\_\_\_\_

Request For Medication To Be Administered  
During School Attendance

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Route \_\_\_\_\_

Date Medication Started \_\_\_\_\_ Reason of RX \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

Anticipated number of days to be administered at school \_\_\_\_\_

\_\_\_\_\_  
Date Signature of Physician

I hereby give my permission for \_\_\_\_\_  
to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the prescribing provider shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug. I give authorization for the school nurse to communicate with the prescribing provider to ensure continuity of care.

\_\_\_\_\_  
Date Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage, and the number of days to be administered at school.