

EISENHOWER SCHOOL INFORMATION LETTER

SCHOOL HOURS

Grades K through 5

8:00-3:25

ABSENCES

When a student is absent, a parent must call the office or send a note when the student returns in order for the student to be excused. The school is required by law to report students who are inexcusably absent on either 3 consecutive days or 5 days in any semester or 7 days in any school year. (H.S.A.72-1113)

LUNCHES

School lunches will be \$2.65 a day. Breakfast will be \$1.50 a day. Milk is .50 cents.

FOOD SERVICE POLICY: THERE WILL BE NO LUNCHES CHARGED. THE STUDENT MUST HAVE MONEY IN THEIR ACCOUNT OR PAY BY THE DAY BEFORE THEY CAN EAT.

SACK LUNCHES

Parents can help their students who bring lunches by sending a "user friendly" items. With over 200 children in the cafeteria at one time, it is not always easy to be available to assist with opening. If a parent questions whether their child can open an item, a practice session at home would be helpful. If your child still cannot open the item, another should be chosen. Soft drinks are not allowed. This is a Kansas Law.

MEDICATIONS

IN ACCORDANCE WITH SCHOOL BOARD POLICY, A WRITTEN ORDER FROM A PHYSICIAN DETAILING THE NAME OF THE DRUG, DOSAGE, AND TIME INTERVAL MUST BE TAKEN TO THE OFFICE AND BE KEPT ON FILE THERE. WRITTEN PERMISSION FROM THE PARENT/GUARDIAN MUST ACCOMPANY THE PHYSICIAN'S ORDER. A WRITTEN PERMISSION SLIP FROM THE CHILD'S PHYSICIAN MUST ALSO BE SENT WITH OVER-THE-COUNTER MEDICATIONS SUCH AS TYLENOL, COUGH DROPS, ETC. IF THE MEDICATION IS TO BE GIVEN BY SCHOOL PERSONNEL. THE MEDICATION MUST BE BROUGHT TO THE SCHOOL IN A CONTAINER APPROPRIATELY LABELED.

TARDY POLICY

USD 353 believes every student should be in school at the opening bell. A student is tardy after the opening bell rings. Seven(7) tardies are the equivalent of an unexcused absence. After the initial seven(7) tardies, each four (4) additional tardies will equate to another unexcused absence.

BICYCLES

Students riding bicycles are not allowed to ride their bicycle either on the school ground or in the crosswalk when entering or exiting the school ground.

LEAVING DURING SCHOOL

In the event that a student needs to leave during the school day, please notify the office and teachers by a note or phone call indicating the time the student is leaving and the individual taking the student. There is a sign-out/sign-in sheet in the office that will need to be completed by the individual picking up the student before the student is dismissed. If the student returns, the sheet will also need to be completed noting the time the student was returned to school.

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PICKING UP STUDENTS

Parents picking up students should not double park behind parked cars in front of the school. Double parking is prohibited by law and violators could possibly be cited for failure to comply. It is recommended that parents assist your children if it is necessary that they cross the street in order to get to their car. Picking up and dropping off children is not an easy task. It takes all of us working together to keep our children safe.

STUDENT ARRIVAL/DEPARTURE

Class begins at **8:00** and ends at **3:25**. In order for students to be provided proper supervision, those time should be closely observed when arriving and departing school. Students eating breakfast are an exception. Breakfast is served from 7:40 until 8:00.

DISCIPLINE

Eisenhower has established and maintained a consistent standard for treating negative behavior. Each teacher has in place a classroom management plan that reinforces positive behavior and corrects negative behavior. Non-negotiable rules established by the district are as follows:

- 1. Weapons: No student may possess a dangerous weapon or replica, or use any object to harm a person.**
 - 2. Drugs: No student may possess, sell or use any illegal drug, alcohol, or tobacco product.**
 - 3. Violence: No student will engage in any violent act or threaten any person's safety or life.**
- Appropriate authorities will be contacted if any of the above violations occur.**

The staff at Eisenhower strives to provide each child the best education possible. We encourage parents to take advantage of opportunities to truly be partners in their child's education and to work closely with the classroom teacher. We look forward to a pleasant and productive year and invite you to call the office **326-4340** anytime there are concerns or comments!