Eupora Elementary School

"BE THE BEST"

2026-2027 Student Handbook

Eupora Elementary School

1 Naron Avenue

Phone (662) 258-6735 Fax (662) 258-3129

Lauren Smith, Principal **Tabatha Pearson, Counselor** **Karen Collins, Secretary**

Jan Bowen, SAMSpectra/MSIS **Lisa Pittman, Records Clerk & Bookkeeper**

Dear Parents and Students,

It is with great excitement and enthusiasm that we welcome you to the 2026-2027 school year. The faculty and staff have been working tirelessly to prepare for the upcoming school year. It is the goal of Eupora Elementary to provide a learning environment that encourages all students not only to succeed, but also grow as life-long learners. We are eager to meet our students and look forward to a productive, successful year.

Parents, we encourage you to be actively involved in the educational process here at Eupora Elementary. Your participation in your child's education is one of the most important factors that lead to academic success. Please start by reading the student handbook carefully and discussing it with your child/children. There are a few changes to our handbook this year. Many questions you have about procedures and policies will be answered as you read through the handbook.

The student handbook is not intended to be all-inclusive. It serves as a means to provide basic rules and regulations on the most commonly asked questions. The references made from the Webster County School Board Policy can be found in their entirety in the manuals located in the Superintendent's office and in the Principal's office of each school. Please feel free to contact any office for assistance.

We want to assure you that we are here for your child/children. What is best for all children will be the motivating factor for all decision making at Eupora Elementary. We will also try to do what is best for each individual child when we are able. The faculty and staff realize that the education of a child is a team process. We will work diligently as a team to educate your child/children. We invite you to be part of that team. Together we can succeed.

If at any time we can be of service to you, please let us know.

Sincerely,

Lauren Smith, Principal

ADDRESS/TELEPHONE NUMBER

It is very important that our school maintains up-to-date records. Please notify the office and your child's homeroom teacher in writing if your address or telephone number changes during the course of the school year. If your child is sick or injured and we cannot reach you, we will call the emergency names listed on your child's registration card. In extreme cases if you are not able to be reached, the police will assist in locating you.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. Assemblies provide opportunities to learn formal audience behavior. Regardless of the type program, courtesy demands that the audience be respectful and appreciative.

ATTENDANCE PROCEDURES (JBD)

Attendance in school and participation in class are an integral part of academic achievement and the teaching/learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of Mississippi requires that every child in the State abide by the Compulsory School Attendance law. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. The classroom teacher, principal, and MSIS data operator will maintain records. Attendance records will be used to enforce the Compulsory Attendance Law of Mississippi.

66% RULE

To comply with the state attendance law, SOCSD will calculate an attendance percentage by dividing each student's actual minutes attended by his potential instructional minutes per day. If the percentage attended is at least 66% of the **potential school day**, the student will be counted present for the day.

New MDE Attendance Guidelines

School Attendance Law Breakdown

New Version	**Previous Version**
Must attend 66% of student's instructional day	Must attend 63% of school day
Certificate of Enrollment deadline of **August 15**	Certificate of Enrollment deadline of September 15
Any day after the 3rd day must have medical excuse	Not addressed
Only **5 excused absences** per semester unless extenuating circumstances or approved by the superintendent or designee	No cap
Court petition may be filed at **8 unexcused absences**	Court petition may be filed at 12 absences
Cannot file petitions in court unless school has implemented interventions for attendance	No interventions required

Absence Reporting Requirement is within close of next business day of unlawful absence	Report within 2 days or 5 days, whichever is shorter

Chronic Absenteeism Accountability/Interventions

New Version	Previous Version
Accountability Reports and Improvement Plans	None
Required Intervention at 3 days – Tiered Intervention begins	
Strategies for family engagement, partnering with community organization, training of staff on culturally responsive family engagement practices	

District Policies at 10% Chronic Absenteeism

New Version	Previous Version
Exceeds 10% of any subgroup or grade level, must adopt written reduction plan, and published	None
MDE shall provide technical assistance to district in the development and implementation of reduction strategies	

Districts shall have board action to adopt and implement policies to standards for excuses, establish family engagement protocols for at risk students. Policies must be posted on district websites and reviewed at least every three years and reported annually to the school board using disaggregated attendance data. Schools may be sanctioned if found to be in noncompliance on the monitoring process.

EXCUSED ABSENCES

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory- school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district, or his designee. An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district, or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.

1. An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
2. An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
3. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
4. An absence is excused when it results from a medical or dental appointment of a compulsory- school-age child.
5. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
6. An absence may be excused if the religion to which the compulsory-school-age child or the child's parents adheres, requires or suggests the observance of religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
7. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his designee, before the absence, but the approval shall not be unreasonably withheld.
8. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the conditions are sufficient to warrant the compulsory- school-age child's nonattendance. However, no absences shall be excused by the school district superintendent, or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

NOTE: After a student has exceeded two (2) excused absences based on a parent's note in a 9-week grading period, he/she must present a doctor's excuse or court document for each additional day missed no later than two school days from the day missed.

ABSENCES IN GRADES PreK-12

When a student misses school, a parent/guardian must provide a written document to designated school officials within 48 hours (2 school days) for an excused absence to be granted. The school will code absences in accordance with state guidelines. All other absences will be considered **unexcused**.

SCHOOL-RELATED ACTIVITIES

All planned classroom activities are important. It is the intention of the Webster County School District that class absences are kept to an absolute minimum through close monitoring by the principal. School-related activities must be approved in advance by the principal. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school
2. School-initiated and scheduled activities

LATE CHECK-IN AND EARLY CHECK-OUTS

It is in the best interest of the student and school's instructional program that all students are in class and ready to begin when the instructional day/period starts. Late check-ins should be avoided. Likewise, a student is expected to remain at school throughout the school day except in case of an emergency. To protect the integrity of the instructional program, appointments should be scheduled after the end of the school day, whenever possible. Building level administrators on each campus will develop and implement standard procedures in managing excessive tardiness and early checkouts. **For late check- ins, the parent must sign the student in at the office**.

A parent's note excusing an absence should include the items listed below.

Parent note:
Students name
Date(s) the student was absent
Reason for student absence
Parent/legal guardian's signature
Phone number where the parent/legal guardian may be reached during the school day

A student with an excused absence will be allowed to make up missed work with full credit. If a student receives an unexcused absence, he/she will not be allowed to make up any work that was missed and will receive a (0) for work that was missed, and may face further disciplinary action as deemed appropriate by the building level principal. Students who receive Out of School Suspension will receive zeros during the duration of their suspension.

PERFECT ATTENDANCE

Perfect attendance is no absences (excused or unexcused), no days tardy, and no early dismissals from school. Exceptions shall be tardiness due to bus delays, school-sponsored field trips, or other school-sponsored activities.

BALLGAME/EXTRACURRICULAR EVENT CONDUCT

Students who attend any high school athletic activity or any school-related extracurricular activity are expected to display appropriate behavior and follow all school rules. A student who demonstrates inappropriate behavior at any school-sponsored event will be subject to disciplinary action by the presiding administrator, or he/she may be referred to his/her school administrator.

CELEBRATIONS/PARTIES

Celebration/ Birthday Parties will not be held that involve parents; however, a parent may arrange to bring **store-bought** treats to a class upon approval of the teacher. Celebrations will be held during recess time. Invitations to parties are not to be given out at school unless **all** members of the homeroom class receive one. The school will not provide you a list of the students' names in a child's class. The school district will not provide transportation to parties.

BOOKBAGS

Backpacks are permitted on campus. No rolling bags are allowed on campus unless the student has a documented medical reason for why he or she cannot carry a regular shoulder-carried book bag.

BREAKS/ CONCESSIONS

During break time, students will have the opportunity to purchase snack items from the concession stand. Prices range from $0.50 to $1.50.

BULLYING (School Board Policy - JDDA)

The Webster County School District is committed to protecting its students from bullying, harassment, or discrimination for any reason, and of any type. No bullying or harassment based on the sex, race, color, national origin, or disability of a student will be tolerated. The Webster County School Board and the Webster County School District Administration believe that all students are entitled to a positive, safe, and harassment free school experience. The district expects all students to work with the school to build a culture of health, wellness, safety, respect, and excellence. Bullying, harassment, or discrimination directed toward any student will not be tolerated and shall be just cause for disciplinary action.

DEFINITIONS

Bullying is defined as a means of systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as: unwanted purposeful written, verbal, nonverbal, cyber, or physical behavior, included but not limited to any threatening, insulting, or humiliating gesture by a student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power. This includes behaviors carried out at school, at a school-sponsored function, or on the school bus.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion
- Spreading of rumor or falsehoods
- Retaliation against a student for asserting or alleging an act of bullying, harassment, or discrimination

Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies including but not limited to, text messages, emails, blogs, social websites (e.g., Facebook, Instagram) chat rooms, and instant messaging.

Harassment means threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against another student that :

- Places a student in reasonable fear or harm to his or her person or damage to his or her property
- Has the effect of substantially interfering with a student's educational performance or opportunities

- Has the effect of substantially negatively impacting a student's emotional or mental well-being
- Has the effect of substantially disrupting the orderly operation of a school

Cyberstalking is defined as a means to engage in a course of conduct to communicate, or cause to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.

SIGNS AND SYMPTOMS OF BULLYING

A student may indicate by signs or behavior that he or she is being bullied. Parents and school personnel should be aware or the warning signs of a person being bullied, and report them to the proper school official. These signs may include:

- Being frightened of walking to or from school
- Doesn't want to ride the bus to or from school
- Changes their usual routine
- Is unwilling to go to school
- Becomes withdrawn, anxious, or lacking in confidence
- Attempts or threatens suicide, or runs away
- Cries themselves to sleep or has nightmares
- Feels ill in the morning
- Beings to do poorly in school work
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or "missing"
- Asks for money or starts stealing money (to pay the bully or replace what the bully took)
- Lunch money or other money are continuously "lost"
- Has unexplained cuts or bruises
- Comes home starving (lunch money was taken)
- Becomes aggressive, disruptive, or unreasonable
- Is bullying other children
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or cell phone
- Is nervous or jumpy when a cyber message is received

BULLYING PROCEDURES/REGULATIONS

1. A student who is being bullied should confront the bully and clearly inform him/her that the actions/words have been harmful and should be stopped.
2. If the unwanted behavior continues, the victim should report the bullying to the administration within 24 hours or the next school day. If the situation poses an immediate threat, the behavior may be reported to the first accessible teacher or staff member. It is also the responsibility of all faculty and staff members to report any occurrence of bullying behavior to the administration. Parents and students who have knowledge of such behavior are also encouraged to report this information. Any student who withholds information regarding bullying behavior, or provides inaccurate or false information, may be subject to disciplinary action. (It should also be noted that anonymous complaints that are not verified by another source shall not result in disciplinary action for the alleged perpetrator.)
3. The principal or his designee will investigate the complaint through interviews with the complainant, the accused, and any witnesses who may have knowledge of the situation. An attempt will be made to resolve the situation through an interaction between the students involved, mediated by the principal.
4. During the investigative period, the principal, his designee, or other school administrators, may take whatever action deemed necessary and appropriate to protect the complainant, witnesses, or any other students who feel threatened by reprisal. (It should also be noted that Mississippi Senate Bill 2015 states that every student has the fundamental right to take "reasonable action" as may be necessary to defend himself/herself from an attack (physical) by another student. The Webster County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

5. Upon completion of the investigation, the principal/designee will make a determination as to whether or not a violation of the school's discipline code has occurred. If it is determined that a violation has occurred, the principal/designee will make the determination of where to place the offending student(s) on the school discipline ladder, depending on the severity of the offense. If the offending behavior is determined to be bullying, the offending student(s) will also be required to meet regularly with the school counselor until the counselor determines that the behavioral issue which led to the bullying is resolved. This may also include a referral for support therapy, or a Tier 1, Tier 2, or Tier 3 intervention, to be determined by the principal and counselor.

THE WEBSTER COUNTY SCHOOL DISTRICT DOES NOT CONDONE AND WILL NOT TOLERATE BULLYING OR HARASSING BEHAVIOR. Bullying or harassing behavior is any pattern of gestures, written, electronic, or verbal communications. It can also be any physical act or threatening act that is reasonably perceived as being detrimental to any student/staff member.

BUS/CARPOOL CHANGES

If a student is to go to a place other than his/her home in the afternoon(s), he/she must have a signed note from the parent/guardian for **each** day the change is to occur. **If a written note is not received in the office from the parent/guardian by 12:00pm, the student will be** placed **on his/her usual bus and sent home or in the carpool line for pick up**. **Bus changes and carpool changes are not to be phoned, faxed, or emailed to the office or sent to the teacher via school status. (THIS WILL BE STRICTLY ENFORCED.)** It is the responsibility of the parent/guardian to have someone at home to receive the child.

*****Parents please limit the amount of times you change how your child gets home. Parents who are constantly changing how their child gets home will be notified and limited to the amount of changes they make.

In order for a student to go home with another student, there must be a written note from **BOTH** students' parents**.** We must be sure that the receiving parent knows that another student is coming home with his/her child. We absolutely will not take the word of students. **Your child will be sent home as usual unless we receive a note from you and the other parent involved.**

BUS CONDUCT (School Board Policy – JCDAD and Section 37-41-1 of MS Code)

Students have the responsibility to obey all rules of conduct while waiting for, riding, and leaving the bus. **Students who do not conduct themselves properly will not be allowed to ride the bus.** The school bus driver is authorized and responsible for maintaining order and ensuring safety at all times. The principal is responsible for disciplining students reported to him by the driver. Students who violate the rules of conduct may be subjected to disciplinary action including, but not limited to, suspension/expulsion from school and/or from the bus.

Students should follow directions of the driver the first time given.

1. **Students should arrive at the bus stop before the bus arrives.**
2. **Students shall wait in a safe place, clear of traffic, and away from where the bus stops.**
3. **Students shall walk in an orderly line and avoid horseplay.**
4. **Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon the direction of the driver.**
5. **Students shall go directly to an available or assigned seat when entering the bus.**
6. **Students shall remain seated and keep aisles and exits clear.**
7. **Students shall follow all school rules and regulations at all times while on the bus.**
8. **Students shall refrain from throwing or passing objects on, from, or into buses.**
9. **Students are permitted to carry only objects that can be held on their laps.**
10. **Students shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the bus.**
11. **Students shall refrain from eating or drinking on the bus. Gum, candy, food, and drinks are not to be consumed on school buses.**
12. **Students shall not carry hazardous materials, nuisance items, or animals onto the bus.**
13. **Students shall respect the rights and safety of others.**

14. **Students shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.**
15. **Students shall refrain from extending head, arms, or objects out of the bus windows.**
16. **Students shall refrain from hitching rides via the bumper or other parts of the bus.**
17. **All rules in the Discipline Rules and Procedures section of this handbook apply to bus situations also.**

Bus Discipline Steps (Consequences will be enforced in a manner to match the offence.)

1. Warning (unless category 2 or 3, in such case steps can be skipped).
2. 3 days bus suspension or paddling.
3. 5 days bus suspension or paddling.
4. 8 days bus suspension, and parent meeting to get student back on the bus.
5. 10 days bus suspension, and parent meeting to get student back on the bus.
6. Loss of bus riding privileges for the remainder of the year.

It will be the duty of passengers transported in school buses owned or operated by public school districts to conduct their behavior in an acceptable manner. The passengers shall abide by rules and regulations of the Mississippi Board of Education, rules and regulations adopted by the boards of the respective school districts. No unauthorized adults are allowed on the buses at any time.

BUS SUSPENSION

Being suspended from riding the bus does not mean the student is suspended from school. The student should come to school, but the parent/guardian must provide the morning and afternoon transportation. During a suspension from the bus, a student is not allowed to ride any bus for any reason (including field trips).

Any student on bus suspension will be picked up and dropped off in the car pool line. The student must be picked up by 2:50pm.

CAFETERIA REGULATIONS -Mrs. Amy Rollins, District Supervisor 662-258-5551, Ext 18.

Mindy Hollenback, EES Manager 662-258-7858

Breakfast will be served in the mornings for enrolled students in PK – 5. Pre-kindergarten teachers will accompany their class to breakfast. Students in grades Kindergarten– 5 will go to breakfast as soon as they arrive at school after 7:15 a.m. (the first week of school, Kindergarten teachers will accompany their class). Students are not to go to classrooms before they go to breakfast.

Cost for breakfast:
Students: Free Adults: $2.25

Forms are available for those who wish to apply to receive reduced or free lunches. You must fill out the necessary paperwork and qualify for this program.

A hot lunch is provided each day. Students may bring their lunch from home if desired. **No canned or bottled drinks are permitted in the cafeteria. All beverages brought from home must be in a thermos. No bottles, cans, glass, or Styrofoam cups are allowed. Lunches from home should be in a lunch box or unmarked paper bag. All visitors must follow the same guidelines when eating in the cafeteria.**

Any known food allergies that your child has must be reported to the school in writing.

Lunch prices are:
$3.00 – full pay regular lunch Adult - $4.25
$0.40 – reduced pay lunch-Free to those who qualify

Students are encouraged to pay for lunch weekly if possible. Students are not to charge meals, and any outstanding debt must be paid as soon as possible. (School Board Policy - JGH-R-1) Students who bring their lunch may purchase milk, ice cream, and bottle water. A State Board of Education policy prohibits schools from selling individual items such as, but not limited to, chicken strips, chips, fruit, vegetables, rolls, etc. during the time lunch is served to students who do not eat a school cafeteria lunch. Salads are available as a lunch choice for students in grades 2 – 5, when available.

CAFETERIA CHARGES – PAYING FOR FOOD/BEVERAGES

1. Send lunch money to school in an envelope weekly or daily (weekly is preferred). Please make sure that the envelope has the student's complete name, the homeroom teacher's name, and student identification number on the outside of the envelope.
2. All lunch money (weekly or daily) must be sent to school in an envelope to the homeroom teacher. Teachers will collect the envelopes and turn them in to the cafeteria. The teachers do not handle money – only the envelopes. There is also a box in the hallway by the office for lunch money in their envelopes to be dropped off.
3. If your child does not have his/her lunch money, you will be contacted **by the school principal** to bring the money to the school. **No credit or charging is allowed in the cafeteria**. Parents are encouraged to fill out the free lunch forms, whether they think they qualify or not. Please fill out these forms and return.
4. **We do offer on-line payment.** You may register to pay for your child's lunch through our district homepage, www.webstercountyschools.org. Click on Departments, Food Services, then My School Bucks icon, and follow the on-screen directions to set up an account to pay for your child's lunch by debit or credit card.
5. Any unpaid charges at the end of the school year will result in the holding of report cards and/or transfer documents and delay registration process the following school year.

CAR AND TRAFFIC RESTRICTIONS

Traffic conditions at the school are often congested. At times on school grounds, there is a major hazard because of the unpredictability of children. Parents are, therefore, requested to use due caution and to observe the following regulations:

Teachers will be on duty at 7:15 to assist your child in unloading. Students cannot be dropped off at school before 7:15 a.m. **No staff members are on duty before 7:15 a.m.; therefore, leaving no adult supervision for any child on any part of the campus before 7:15 a.m.**

Dismissal	Route
2:00-2:30	Buses Arrive
2:45	Buses Depart
2:45-2:50 (please arrive early)	Carpool

Getting children to school and home again every day poses a few logistical challenges, especially for afternoon carpool. To keep you and your child/children as safe as possible during this departure, Webster Schools enforces the following carpool procedures.

EES Car rider procedures

We have two pick-up lines. Kindergarten-2nd grade students are picked up in front of the cafeteria. 3rd-5th grade students are picked up on the gravel road south of the building. Both pick-up lines will enter from Gifford Street after the buses leave at 2:45p.m. K-2nd graders who have an older sibling will be allowed to go with that sibling to the gravel road for pick-up. 3rd-5th grade car drivers need

to enter the gate on Gifford Street from the south end of the street. K-2nd grade car drivers need to line up adjacent to the gate on the playground on the north end of the street. Automobiles must exit through the main gate onto Naron Avenue when leaving campus. If your child is not enrolled as a car rider, you may call the school and request a car tag at any time. When you sign the paperwork for the Car Rider Policy, you will be allowed to pick up your child in the car rider line. Until that time, you will need to come in and sign out your child. If you are going to sign out your child before school is over, you must do so by 2:15 p.m. At 2:30 p.m., our classes dismiss and there will be students in the parking lot. You will need to wait in the car rider line if you do not make it to the school by 2:15 p.m., and come in to get your student after school.

CARPOOL PICK-UP PASS-Please Read Carefully

Each vehicle, in which students will ride when being picked-up in afternoon carpool, **will require** a carpool pass. Two passes will be given per family. Drivers of vehicles **without a carpool pass visible** when picking-up students in afternoon carpool will be asked to PULL ASIDE while identification and the student's Transportation/Security Release Information Card are checked. (Please make sure these individuals are listed on your child's card.) Drivers may be asked to go to the office while this procedure is done. Please understand that this is necessary in order to keep our children safe. Please drive carefully and be courteous during carpool. Replacement tags are $2 each.

CARPOOL PROCEDURES FOR STUDENTS

- Quietly and quickly get coats and supplies.
- Quietly walk with your class to your bus or car waiting area for departure.
- Listen for announcements, be seated, and **be quiet**.
- Students who break these rules will be given a warning. After their warning they will receive a discipline referral.

Check Writing Policy for Webster County School District

Your check is welcome at all schools in the Webster County School District. The Webster County School District recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Webster County School District has contracted with Nexcheck, LLC, for collection of returned checks. Each person writing a check to a school or the School District should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School District, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account, and that the fee established by law, now $40, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments need to be made directly through Nexcheck, P.O. Box 19699, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone using a credit card, debit card, or electronic check.

COMPLAINT/GRIEVANCE PROCEDURES (PARENT AND STUDENT)

Complaints will be investigated fully and fairly.

1. The student and/or parent should discuss the issue and seek resolution with the teacher, bus driver (call Randee Jernigan, Transportation Director), or other staff member involved.
2. If the matter remains unresolved, the issue should be referred to the Principal.
3. If the dispute continues to be unsatisfactorily resolved, it may be referred to the Superintendent.

Classroom Behavior and Discipline

Eupora Elementary School follows a Positive Behavior Interventions and Supports (PBIS). Each homeroom teacher will have a behavior chart or log and will have a check system that allows the teacher to record the date and behavior the students have displayed throughout the day. Please refer to page 26 for more information.

****Also see Elementary Discipline chart in handbook.**

All decisions regarding discipline are left to the discretion of the Principal.

CORPORAL PUNISHMENT (Please read carefully) (School Board Policy - JDB)

As a matter of Board Policy (**JDB**), reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment that is free from disruption and is conducive to furthering the educational mission of the Board. Corporal punishment may be administered by the principal or a teacher and must be done in the presence of another certified employee. **Parents who do not wish for their child to receive corporal punishment must complete a "No Consent for Corporal Punishment" form at the school office at the beginning of each school year. Should the child be involved in a discipline violation that warrants corporal punishment, the child will receive one day of OSS or ISS if in grades 3-5. Due to a newly signed bill by the governor, no child with an IEP or 504 is to receive corporal punishment.**

COUNSELOR

Mrs. Tabatha Pearson, the elementary school counselor works with individual students, small groups, and classes. A student may be referred to see the school counselor by a parent, teacher, principal, or self. For more information, contact the school counselor.

DAMAGE TO SCHOOL PROPERTY/PERSONAL PROPERTY OF OTHERS (School Board Policy – JDA)

A parent, guardian, or custodian of a school-age child enrolled in this district shall be responsible financially for his/her minor child's destructive acts against school property or persons.

DELIVERIES ON CAMPUS

The Webster County School District will not allow delivery of balloons OR glass vases to any campus. Other deliveries will be accepted as long as they do not interfere with instruction or create dangerous situations.

DISCIPLINE (School Board Policy JCA)

It should be fully understood that any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with accordingly. **A student who repeatedly has discipline problems will be subject to suspension and/or expulsion from school.**

1. **A teaching situation that is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to, being sent to the principal's office. A student who has been sent from class repeatedly will be suspended from school.**
2. **Students who are disrespectful or disobedient to any teacher or other personnel employed by the district will be subject to disciplinary measures.**
3. **Any student who starts a fight / disturbance -or participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and his/her parents/guardians that there will not be a recurrence of this sort of behavior.**
4. **Students refusing correction by word or deed from personnel of the school district will face disciplinary measures.**
5. **Students who commit an unlawful or violent act shall be subject to immediate suspension and recommendation of expulsion. An "unlawful activity" means any of, but is not limited to, the following: (School Board Policy JCBE)**

1. **Possession or use of a deadly weapon**
2. **Possession, sale, or use of any controlled substance**
3. **Aggravated assault**
4. **Simple assault upon any school employee**
5. **Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor. Students are to be quiet in the halls. Failure to abide with this policy will result in disciplinary action by the teacher and/or principal.**

6. **Profanity, including obscene gestures, cheating, stealing, and gambling, can never be accepted by the schools of this**

system. Such offenses can result in suspension or expulsion.

7. **Radios, CD players, and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge. These items will be confiscated by the principal and returned to a parent/guardian only.**

8. **Cell phones and pagers are not allowed on campus or on buses and will be confiscated by the principal and returned to a parent/guardian only. Phones brought to school will be given to the classroom teacher.**

9. **Students are not to bring toys, games, laser pointers, fidget spinners, or trading cards to school. Items of this nature will be confiscated by the principal and will be returned to a parent/guardian only.**

10. **All schools in the district are smoke-free zones. Smoking is prohibited on property owned or used by the school, whether during school, after school, or at school-related events. Students caught smoking in unauthorized areas will be suspended.**

11. **Student behavior that harasses, threatens, or intimidates other students or school personnel will not be tolerated. Such behavior may result in suspension and recommendation of expulsion & alternative school.**

12. **Students causing damage to any one's personal property will be subject to disciplinary action or suspension.**

13. **Students responsible for pornographic material or anything of a sexual nature, whether by word or deed, being at any place under the jurisdiction of the school, will be subject to suspension and/or expulsion from school.**

14. **Students who engage in illegal or immoral conduct at any time will be subject to suspension and/or expulsion from school.**

15. **Students are to be on campus only during school hours or during scheduled school events.** (School Board Policy JCBD/ECBA) **Signs are posted on the old football field and on the playground.**

16. **If any student shall willfully destroy, cut, deface, damage, or injure any school building, equipment, or other school property, he/she shall be subject to suspension or expulsion and his/her parents, legal guardians, or custodians shall be liable for all damages.**

17. **A student is strictly prohibited- by law- from possessing a weapon while on school property, going to school, going from school, or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion.**

18. Prohibited weapons include, but may not be limited to, the following: [School Board Policy – JCDAE, JCDAE (2)]

1. **Gun, rifle, pistol, other firearm**
2. **Dynamite cartridge, bomb, grenade, mine, bullet, or other explosive.**
3. **BB gun, air rifle, air pistol** .
4. **Bowie knife, dir, dagger, switchblade, pocketknife, or other knife**
5. **Slingshot**
6. **Leaded cane, blackjack**
7. **Metallic or other artificial knuckles**
8. **Razors, razor blades**
9. **Any sharp-pointed or edged instrument (fingernail files)**
10. **Any instrument having the effect or appearance of a weapon (ink pens with hidden knives)**

19. A student is strictly prohibited by law from possessing, using, or selling any controlled substance, including drugs and alcohol, while on school property, going to school, going from school, or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion.

20. A student who uses or is under the influence of any alcohol or drugs shall be subject to an immediate suspension or expulsion and subject to all other penalties and requirements provided by law and district policies.

21. A student, upon his/her second suspension for a disciplinary reason, will be informed that his/her third such suspension may result in expulsion.

22. Student-to-student sexual harassment will not be tolerated. Such behavior may result in suspension and recommendation of expulsion.

23. Cell Phones/Electronic Devices: Devices will be allowed on campus. HOWEVER, cell phones should be turned off and

remain out of sight at all times, unless permission is granted by the principal. If used during school without permission of the principal, cell phones will be confiscated and must be picked up by a parent after the fine has been paid. Phone use will only be allowed for school activities or emergency situations.

ELEMENTARY DISCIPLINE

Rule Infraction	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**	**5th Offense**
Dress Code (PN—Parent brings clothes)	Warning / PN	PN	PN	PN	PN
Insubordination/Disrespect/Lying/Forgery/Profanity/Obscene Gesture/Inappropriate Material/Unauthorized Area	1 day ISS or CP	3 days ISS or CP	5 days ISS or CP	1 day OSS	3 days OSS
Arguing, threatening, or provoking a fight/Bullying/Harassment	1 day ISS or CP	3 days ISS or CP	1 day OSS	3 days OSS / AP	OSS/AP
Threatening a student with language or gesture	2 days ISS or CP	1 day OSS or CP	3 days OSS	OSS/AP	OSS/AP
Defacing school property/Stealing (pay for damages) (possible legal action/police notification)	3 days OSS or AP	5 days OSS or AP	AP	AP	AP
Threat, profanity, obscenity toward staff	3 days OSS or CP	5 days OSS or CP or AP	AP	AP	AP
Disruptive behavior in school	Warning	1 day ISS or CP	3 days ISS or CP	1 day OSS	2 days OSS
Romantic display of affection (PN)	Warning	1 day ISS or CP	2 days ISS or CP	3 days ISS or CP	1 day OSS
Cheating (PN)	Warning	1 day ISS or CP	2 days ISS or CP	3 days ISS or CP	1 day OSS
Rough Housing (PN)	Warning	5 days ISS or CP	1 day OSS	3 days OSS	3 days OSS / AP
Assault of a student/Major Fighting No	1 day OSS	3 days OSS	5 days OSS/ AP		
Possession/Use of tobacco or electronic related product(s) Ex: vape (confiscate item) (PN)	3 days ISS or CP	5 days ISS or CP	3 days OSS	5 days OSS / AP	OSS/AP
Sexual harassment/Indecent exposure (PN)	3 days ISS or CP	5 days ISS or CP	3 days OSS	5 days OSS/ AP	OSS/AP
Computer misuse	Warning	1 days ISS or CP	3 days ISS or CP	1 day OSS	3 days OSS
Hitting/Biting of another person/Horseplay/Spitting /Throwing objects	Warning	1 day ISS or CP	3 days ISS or CP	1 day OSS	3 days OSS
Possession of medication (with the exception of prescribed EpiPen or asthma inhalers) (Confiscate)	Warning	5 days ISS or CP	1 day OSS	3 days OSS	5 days OSS
Skipping School / Leaving Campus	3 days ISS or 1 day OSS	5 days ISS or 3 days OSS		5 Days OSS or AP	
Giving prescription medication to another student	Suspension with expulsion hearing				
Giving over the counter medication to another student	5 days ISS or CP	3 days OSS	5 days OSS	Suspension With Exp. Hearing	
Possession of cell phone & Apple/smart watch – They must be picked up by the parent.	Confiscation & held 1 week or $25 fee	Confiscation & held 1 month or $50 fee	Confiscation & held 3 months or $100 fee	Confiscation & held 3 months or $100 fee	
Possession of a weapon on campus (confiscate item) (PN) (possible legal action/police notification)	Suspension with expulsion hearing				
Possession of any controlled substance (confiscate) (PN) (possible legal action/police) Sexual Activity	Suspension/Alternative Placement				

Attempt to use any article (pencil, scissors) as a weapon (confiscate item) (PN) (possible legal action/police notification)	Suspension with expulsion hearing
Assault of school employee/damage staff property (PN) (possible legal action/police notification)	Suspension with expulsion hearing

Abbreviations: PN – Parental notification **AP** – Alternative placement **ISS**—In School Relocation (Full Day) **OSS** – Out of school suspension **CP-** Corporal Punishment

1. Discipline slips are to be sent home for parent signature when there is a problem. Corporal punishment administered by a teacher or principal may be substituted for ISS at the discretion of **school administration**.

2. All discipline consequences are up to the discretion of the principal.

3. If a student is suspended by the school, it is their responsibility to make up the work (3 days' suspension = 3 days to make up work). However, a student will receive zeros for any grades taken during the duration of the suspension period.

4. If a student, parent, or guardian refuses to have their child report to ISS, the student will be suspended from school the same number of days and will not be allowed to make up missed work.

5. While a student is suspended (OSS), they will not be allowed to participate in extracurricular activities, including ballgames.

6. If a student is in possession of any medication other than a prescribed Epi-pen or asthma inhaler, the medication will be confiscated and kept in the office until a parent/guardian is called to pick up the medication.

7. A student who has more than 3 discipline referrals should be considered for Tier II behavior intervention. A student who has 8 discipline referrals in all should be considered for a Functional Behavior Assessment and a Behavior Intervention Plan.

8. Students who have continued to display disruptive behavior may not be allowed to attend field trip

DRESS CODE (School Board Policy - JCDB -WC)

PRE-KINDERGARTEN THROUGH 5TH GRADE DRESS CODE (Exceptions for school sponsored activity)**

1. No slogans or words should be on the seat of pants. Patches, emblems, written slogans, obscene pictures or symbols or lewd, profane or suggestive language or any clothing/accessories in poor taste will not be allowed.
2. Clothing must cover the front and back of midriff completely as well as show no cleavage.
3. In grades K-2 children can wear shorts at mid-thigh. In grades 3-6, students may not wear shorts more than 4 ½ inches above the knee. Short-shorts will not be allowed. Shirts cannot be longer than shorts.
4. Pants must be worn at waist level. NO SAGGING! Holes 4" above the top of the knee must be permanently patched.
5. No house shoes are allowed. Headgear and bandanas will not be allowed on campus. **Male students shall not have earrings, ear pins, straws, or other ear ornaments. No nose rings or tongue rings.
6. No pajama pants, sleepwear, or lounge-wear outer clothing will be allowed. **
7. In grades 3 – 5, only 2" wide or wider straps from the neck to the shoulder on short sleeve shirts will be allowed (off shoulder sleeves are not allowed). No sun-back or spaghetti strap dresses or shirts, muscle sleeves or mesh shirts will be allowed.
8. Shirts with leggings may be worn if the bottom hem of the shirts reaches the ends of the child's fingertips when arms are extended by the child's side.
9. Any hairstyle that is disruptive or a distraction to the education process will not be tolerated.
10. Only prescribed glasses by a licensed optometrist or medical doctor will be allowed.

Any clothing considered by the principal or teacher to be inappropriate shall not be worn.

EARLY DISMISSAL PICK-UP PROCEDURES

Students that have an excused early dismissal must be signed out in the office **before 2:15.** If you do not pick up your child before 2:15, you must pick him/her up in the carpool line.

EMERGENCY CARD (Enrollment Card)- Extremely Important Info

Emergency Information Cards are needed for each child in our school. An Emergency Card must be completed by the parent/guardian for every student enrolled**. If there are any changes in this information, parents are asked to contact the school as soon as possible. If the enrollment card is not updated, authorities may be called in case of an emergency.**

EMERGENCY DRILLS

Emergency drills will be conducted throughout the school year. Students should follow their teachers' directions at all times during these drills.

ENROLLING IN SCHOOL – REQUIRED LEGAL DOCUMENTS (School Board Policy - JBC-WC)

1. **Certified Birth Certificate** – Must be issued through the State Department of Vital Statistics. The certificate issued by the hospital when your child was born is NOT a certified copy, and we cannot accept it. We have forms that you may use to request a certified copy of your child's birth certificate. There will be a fee charged by the State of Mississippi to process your request. **Students cannot attend school without a certified birth certificate.**
2. **Record of Immunization** – These forms show that your child has received the necessary vaccinations required to attend school. They are provided through the Health Department or your child's doctor. **Students cannot attend school without a Mississippi record of immunization.** ONLY ORIGINAL SHOT RECORDS ARE ACCEPTED, NO COPIES.
3. **911 Residency Verification** - You must provide at least two proofs of residency showing your 911 address as a legal resident of Webster County and that your child is eligible to attend Eupora Elementary School.
4. **Social Security Number**

A Post Office Box is not an acceptable form of proof of residency although it may be given as a mailing address.
Students cannot attend school without two proofs of residency. Each minor must attend school in the school district of his/her residency unless legally transferred to another school district by the school board. "Residency," for purposes of definition within this policy, shall be defined as something more than a superficial residence. It will be defined as a place where important family activities take place during significant parts of each day; a place where the family eats, sleeps, works, relaxes, and plays. **The school has a list of acceptable items to use as proof-of-residency. All new students MUST provide a withdrawal form from the previous school attended.**

EXEMPTION POLICY

Per Semester Exemptions will be allowed for students in grades PreK-5 who have met the following criteria:
- No out of school suspensions
- No Alternative School Placement
-All money/fees are paid
-4 absences and A average
OR
-3 absences and B average
OR
-2 absences and C average

EXPULSION (School Board Policy – JDE)

A serious violation of the student code of conduct may result in a recommendation for expulsion from the Webster County School District. Schoolwork missed as a result of expulsion may not be made up. **Students who have been expelled from school may not attend any function of the Webster County School District. This includes, but is not limited to, sporting events, field trips, plays, beauty reviews, etc. While serving a suspension, a student may not be on any school campus at any time.**

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Webster County Schools reserves the right to prohibit students from attending field trips

because of disruptive behavior. A student will not be allowed to go on field trips without written permission from the parent/guardian on the appropriate school form. **If field trip forms and money have not been turned in by the designated date, the student may not be allowed to go on the field trip.** Please read all instructions sent to you concerning lunches and money needed. Some of our field trips must be paid for in advance. Students will not be allowed to call for forgotten money or signed forms.
Students will ride the bus unless a parent/guardian is chaperoning a field trip and provides written consent for the student to ride with his/her parent only. No student will be allowed to ride with anyone other than his/her parent(s). Only the students in the classes that are going on a field trip and school personnel will be allowed to ride the bus. A parent may not ride the bus unless he/she is an employee of the school district. **If a student is suspended from the bus, he/she may not ride the field trip bus.** School and bus rules apply on field trips.

(504) Services- Contact the Principal, Mrs. Lauren Smith

GIFTED

Referral Procedures for Gifted Students

STEP 1: Referral: Any student grades 2-6 may be referred by a teacher, administrator, counselor, parent, peer, self or any other person having reason to believe that the student may be intellectually gifted. A referral form will be filled out and signed by the referring party. A student shall satisfy three of the following criteria at this level before moving forward to the identification process:

- Results of group measure of intelligence (90th percentile or above) administered in the last 12 months
- Published characteristics of giftedness with scores in at least the high range or higher
- Published measure of creativity with scores in at least the high range or higher
- Published measure of leadership with scores in at least the high range or higher
- Results of group and/or individual normed achievement test(s) at the 90th percentile or above administered within the last 12 months

Once referral data has been collected, the Gifted LSC shall review all the data and make recommendations as to whether or not the student shall move forward to the identification process.

If a student moves on to the assessment stage then parental permission for testing shall be obtained at this time.

STEP 2: Assessment: A student who has met minimal criteria at Step 1 shall move on to the assessment phase. A student shall satisfy three of the following criteria before moving on to the second phase of assessment (individual test of intelligence):

- A full scale score at or above 90th percentile on a normed group measure of intelligence
- A score at or above the superior range on a normed characteristic of giftedness checklist
- A score at or above the superior range on a normed measure of creativity
- A score in the superior range on a normed measure of leadership
- A score at or above the 90th percentile on a normed measure of cognitive abilities
- A score at or above the 90th percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test.
- Other measures approved by Mississippi State Board of Education on the Gifted Education Program Proposal

A student who has satisfied the minimal acceptable criteria on any three of the above measures shall move forward to the individual test of intelligence.

STEP 3: Individual test of intelligence: All individual tests of intelligence shall be administered by a licensed state examiner employed by the Webster County School District. A student shall score at the 90th percentile or above on the full scale IQ or approved subtests in order to satisfy eligibility criteria.
Once the assessment report has been finished by the examiner, the Gifted LSC shall meet to review all data to determine if eligibility criteria has or has not been satisfied. District personnel shall notify in writing the parents of each student tested for the intellectually gifted program about the assessment results. District personnel will offer to explain any of the assessment results.
For more information on gifted/special education, contact Dixie Pogue at 258-5921 ext. 12. Anyone needing more information on 504 procedures, contact your school principal.

GRADING SYSTEM

A – Excellent (90 – 100)
B – Good (80 – 89)
C – Average (70 – 79)
D – Poor (65 – 69)
F – Failure (64 or below)

S- Satisfactory
N-Needs Improvement
Unsatisfactory

A student must be reading on grade level to be promoted. An asterisk will denote grades that are given for students that are not reading on grade level. It is possible for a student to receive a passing grade (above 64), but actually fail because he/she is reading below grade level.

HOLIDAY ACTIVITIES

Holidays are special at Eupora Elementary School. The teacher will communicate with parents about activities and needed items. All food **MUST be store-bought**.

HOMEWORK

Homework provides an opportunity for students to strengthen their learning. Homework is not assigned every night, but we encourage our students to read at least 15-20 minutes every night.

HONOR ROLL

The "A" Honor Roll is for students who have earned straight A's (all grades 90 or above) for a nine-week grading period. The "A-B" Honor Roll is for students who have a combination of A's and B's (all grades 80 or above). The honor roll lists are published in the local paper at the end of each nine-week grading period. Students will be rewarded at school for making either honor roll.
Students who have maintained an "A" average (90 or above) in every subject for the year will be recognized at the end of the school year as "A" Honor Roll students. Students who have maintained "A" and "B" averages in every subject for the year will be recognized at the end of the school year as "A-B" Honor Roll students.

HYGEINE

Personal hygiene is important for all students. Being clean and neat helps children stay healthy, feel better, and work better at school. Head lice are easily spread from one student to another. Any student who has head lice will be sent home and cannot return to school until the student's parent can show proof of effective treatment. **If head lice become a persistent or reoccurring problem, clearance from the health department may be necessary.** Parents may be called for any other hygiene problems also. It is the parent's responsibility to see that the student is properly bathed and clothed before coming to school.

INSTRUCTIONAL TIME

Instructional time is the most important time of the day for your child's education. It will not be interrupted unless there is a serious emergency. Visitors into the classroom will not be permitted at this time. If you need to see your child, we will send them to the office to speak with you. Also, if you need to speak with the teacher, you can call and set up a conference with them during their planning time as explained in the parent teacher conference section.

IN-SCHOOL SUSPENSION

The purpose of in-school suspension (ISS) is to have a more serious punishment for students without eliminating the structured educational process. ISS will be assigned after traditional methods of punishment have been used. ISS will not be used to replace out-of-school suspension; however, ISS may limit out-of-school suspensions.
The principal may assign ISS. Students sent to ISS will spend their ISS time in an isolated classroom completing class work under adult supervision. ISS will be completed when the student has served the designated number of days or hours and has completed the assignments to the satisfaction of the student's classroom teachers.

Students who do not cooperate with ISS procedures will be sent home using out-of-school suspension procedures.

In-School Suspension Rules

1. **Breakfast and Lunch will be served in the ISS classroom.**
2. **Students have school work to complete in ISS. If he/she does not complete the work, an extra day(s) could be added to his/her stay in ISS.**
3. **Students serving ISS may not attend any school function.**
4. **ISS starts at 7:45am. If a student leaves early or comes in late, an extra day will be added.**
5. **If a student is absent, he/she will make that day up in ISS.**
6. **Violation of any school or ISS rules while serving ISS will result in added days of ISS or out-of-school suspension.**

INSURANCE School insurance is available to all students. Application forms are available from homeroom teachers. The school has no responsibility other than distributing and returning applications to the agent and providing claim forms in the event of an injury.

INTERNET USE (School Board Policy JT)

Please read and sign the "Webster County Schools Internet Acceptable Use Policy." An agreement must be completed and signed for every person who attends Eupora Elementary School. Students and parents must sign the form. A conduct violation report will be issued to anyone violating this policy.

INTERROGATIONS

School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist. **Parents do not have the right to question other students at school.**

LOST AND FOUND

Lost and found articles should be reported or brought to the office. Lost articles not claimed within three (3) weeks will be donated to charity.

LIBRARY

Each week the children go to the library, and they borrow and return books at this time. Any lost library book must be paid for – If unpaid, end of year report cards will be held until fee is paid.

MAKE-UP WORK

If a student is absent for any excused reason, the student will make arrangements with the teacher the day he/she returns to school to make up missed work. It is the student's responsibility to ask the teacher about any work due. Students will be allowed one day for each day of excused absence to turn in make-up work and make-up tests. Any work due on the first day of absence is due upon the student's return to school. All prior written due project dates or homework will be honored. A parent/guardian must send a note with his/her child excusing the absence(s) for any make-up work to be assigned. (See Attendance Policy)

MEDICATION/FIRSTAID

Parents will be notified immediately when a child is ill, so that arrangements can be made for the child to go home. If you do not have a telephone at home or work, please identify a relative or neighbor who can get in touch with you in case of an emergency. Please notify us in writing if your child is allergic to anything or has specific problems that relate to his/her functioning at school (including physical education.)

Medication will not be given at school without written consent from a parent/guardian. A Medication Consent Form is available in this handbook and from the school. **Medication Consent Forms must be filled out and returned to school before medication can be given**. If a child is taking prescription medication, the parent must send the medicine in a prescription bottle with the Medication Consent Form. Only prescription medication that is required with the noon meal for temporary illnesses (antibiotics, cough medicine, etc.) will be given at school. If possible all daily doses of medication should be given at home. Students who take

medication every day will be allowed to keep prescribed medication at school. The school will not furnish any type of medication for students. This includes Tylenol, Advil, Pepto Bismol, etc.
All medication will be kept in the nurse's office. It is the responsibility of the parent and student to bring all medications to the office. Students are not allowed to carry medication (over-the-counter or prescription) in their book bags, purses, pockets, etc. (School Board Policy – JGCD)

PARENT/TEACHER AND PARENT/PRINCIPAL CONFERENCES

Parent/Teacher conferences are encouraged, but conferences must be scheduled in advance. Parents are encouraged to meet with their child's teachers if their child is experiencing a problem in the classroom or at school. Parent/Teacher conferences may be scheduled before and/or after school or during the teacher's planning time. Please contact your child's teacher(s) by note or school status to set up a conference time. Parents may set up a conference with the principal by calling the school and making an appointment. Conferences must be scheduled in advance for both teachers and principal.

PLAYGROUND RULES

Safety is always a major concern during recess activity. Students must refrain from any activities that, in the judgment of the staff, are hazardous to health or property or are not the proper type of activity for the playground. Teachers and assistants will supervise students while students are on the playground, and students must follow their directives at all times.
All students are to follow these specific rules on the playground, as well as all school rules and dress code policy:

1. Students are to show respect to the adults on duty at all times.
2. Students should not use obscene, vulgar, or profane language or gestures.
3. Students will not fight, wrestle, tackle, karate kick, or "play" any of these type activities.
4. Hard balls will not be thrown while on the playground unless under the supervision of the physical education teacher.
5. The throwing of rocks, dirt, mulch, etc. is never permitted.
6. Students are not allowed to stand, straddle, or kneel in the swings.
7. All items brought from home must be checked and approved by the classroom teacher before they are allowed on the playground.
8. Students will not leave the playground area without permission from a teacher. This includes chasing balls or other equipment.

PRIVACY

During the school year, students may be photographed or videotaped in a variety of school-related activities. The photographs may be printed in the newspaper, or videos may be shown on television. If you object to the inclusion of your child in any of the above, you must file your objection in writing, stating your child's name and grade.

PROMOTION/RETENTION

Kindergarteners are expected to master all prerequisite skills on the report card to be promoted to 1st grade.

Students in 1st grade must have a 70 in Reading to be promoted to the 2nd grade. (If a student has a documented learning disability or has failed a prior year in kindergarten or 1st grade, a student may pass with a score of 65 in 1st grade Reading.)

Students in 2nd grade must have a 75 in Reading to be promoted to 3rd grade. (If a student has a documented learning disability or has failed a prior year in kindergarten or 1st grade, a student may pass with a score of 70 in 2nd grade Reading.)

Students in 3rd grade scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to the 4th grade unless the student meets the good cause exemptions for promotion.

***All 1st-5th grade students must obtain a passing score in reading AND math to be promoted to the next grade. A student must also pass two of the three subjects (Social Studies, Language Arts/Writing, and Science).**

REPORT CARDS/PROGRESS REPORTS (School Board Policy - IHAB-WC)

The report card/progress report lists student progress in school and indicates if there is a need for improvement in the areas of work habits and conduct. Report cards will be given at the end of each nine-week grading period and should be returned with a parent's signature the day after they are handed out. Progress reports are given at the 4-½ week point between report cards. A progress report should also be signed by a parent and returned the following school day.

SCHOOL CLOSING

In the case of severe weather (snow, ice, flooding, etc.), the official announcements for the closing of Webster County Schools will be made by the Superintendent and may be heard on local TV or radio stations. School closing announcements will also be posted on the Webster County School homepage located on the internet at http://www.webstercountyschools.org and will be called by our Alert Now calling system.

SCHOOL HOURS

Opening time is 7:15 a.m. **Students are not to be dropped off at school before 7:15 a.m., as staff is not on duty before that time**. Students who eat breakfast at school will need to be dropped off by 7:35am. **All students arriving at school after 7:45 a.m. will be counted as tardy to school. (See Tardy Policy in this Handbook)**
Closing time is 2:45 p.m. **Students must be picked up by 2:50pm from the carpool line.** If students are not picked up by 2:50 local authorities may be called for repeat offenders.

SEARCHES BY SCHOOL OFFICIALS (School Board Policy - JCDA)

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. Administrators have the authority, obligation, and responsibility to maintain discipline, order, and a safe environment conducive to education. An administrator may conduct a search of a student's person or possessions if there is reasonable suspicion that a student has violated or is violating a District policy, school rules/regulation, or the law.

SUPPLIES

Each student is expected to have the proper school supplies so that he/she may complete classroom assignments.

SUSPENSIONS (School Board Policy JDD)

When the resources of the teacher or school administration cannot correct unacceptable behavior, the school principal or his designee may suspend any student for violation of any published rule or regulation or for any other act of misconduct or insubordination. Students will be suspended **immediately** for the following rule violations:

- Possession of a weapon on school campus or at school functions
- Possession and/or sale of a controlled substance on school campus or at school functions
- Under influence of alcohol or drugs on school campus or at school functions
- Assault of another student on school campus or at school functions
- Assault of school employee
- Possession of pornographic material or anything of a sexual nature

A student who repeatedly has discipline problems will be suspended from school. Students who have been suspended or expelled from school may not attend any function of the Webster County School District. This includes, but is not limited to, sporting events, field trips, plays, beauty reviews, etc. While serving a suspension, a student may not be on any school campus at any time. If grades are taken during Out of school suspension, a student will receive a zero.

Tardiness

A student will be allowed a maximum of three (3) days tardy per nine weeks, excused or unexcused. After the 3rd tardy, the student will receive a note home from the teacher notifying parents. Any tardy that is unaccompanied by a parent note or doctor's excuse will be counted as an unexcused tardy. Please remember that if you are sending a note from your child's excuse for being tardy, this note will count as one of the allotted 10 parent notes, as explained in the "Attendance" section on page 4.

Students who are tardy to school will not be eligible for perfect attendance awards.
Students who are tardy may be reported to the school attendance officer.

TEACHER SUPPORT TEAM (School Board Policy IEA-WC)

Each school has a Teacher Support Team, composed of a teacher from that school, which evaluates students and makes ongoing recommendations about instructional decisions for students in grades kindergarten through twelfth grade.
Teacher Support Team is a process to provide assistance to teachers in improving the academic and behavioral performance of students at risk. The team's purpose is to assist the classroom teacher to become more effective through finding and using resources. The process allows educators to help other educators improve student performance and wellbeing. The State of Mississippi has, through State Board of Education Policy IEI, required this process be developed and implemented in a consistent and effective manner.

Interventions are based on the general education curriculum and are conducted within the regular education classroom.

The goals of Teacher Support Teams include:

- -Maximizing individual's student success in general education
- -Screen students who may be in need of special education services
- -Reduce the number of inappropriate referrals for special education
- -Meet the needs of diverse learners
- -Remove educational, or behavioral stumbling blocks
- -To decrease disproportionality

Teacher Support Teams Implement a three-tier process

- -Tier 1 includes quality classroom instruction based on Mississippi Curriculum Standards
- -Tier 2 includes focused supplemental instruction
- -Tier 3 includes intensive interventions specially designed to meet the individual needs of the students.

TELEPHONE USE

Students will not be allowed to use the school telephones for personal reasons. In emergencies only, students may obtain permission to use the telephone.

TELEPHONE NUMBERS

EES Office (662) 258-6735
EES Fax (662) 258- 3129
EES Cafeteria (662) 258-7858

Webster County Schools
District Office (662) 258-5921
Department of Special Services (662) 258-5551
Transportation (662) 258-4051

TESTING INFORMATION

Test dates can be found in the Webster County School District calendar that is included in this handbook. Please make a note of standardized tests dates and make sure that students are well rested for these tests.

TRANSPORTATION/SECURITY RELEASE INFORMATION

A Transportation and Security Release Information Card must be completed for every child enrolled at Eupora Elementary School. A student will only be released to his/her parent/legal guardian and the persons whose names are listed on his/her Transportation/Security Release Information Card. A parent/legal guardian must come to the school to add/delete names on the Transportation/Security Release Information Card. **Written instructions must be sent <u>each time</u> there is a change to be made in how a child gets home.** (See also Bus Changes/Carpool Changes in Handbook)

VALUABLES

Students are not to bring valuable items to school. If a student has valuables that he/she must bring to school, it is best to leave them in the school office until needed. The school will not accept responsibility for the loss of personal property.

VISITORS ON CAMPUS

All visitors, including parents, must enter through the front door and check in at the school office before going to any building or area of our campus. If you plan to eat lunch with your child, please contact your child's teacher in advance so that the cafeteria may be informed. Eating with your child is permitted for special occasions, such as student of the month, PBIS days, or at the principal's discretion. There will be no visitors in the classroom during instructional time.

VOLUNTEERS

Any parent who wishes to volunteer should contact his/her child's teacher and the principal. The principal must approve all volunteers and their volunteer schedules.

WITHDRAWAL FROM SCHOOL (School Board Policy - JBCD-WC) When parents/legal guardians decide to withdraw a student, there is paperwork they must first complete at school. Teachers must also certify that all textbooks and library books have been turned in and are in good condition and any fines must be paid before a child may withdraw. A 24-hour advancement is necessary in letting us know your child is withdrawing from school so there is time to get the proper paperwork prepared. Webster County Schools **require** a withdrawal sheet from the previous school **BEFORE** a student will be enrolled.

Parents' Right to Know:

Under the Every Student Succeeds Act (ESSA), parents have the right to request information on:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- Whether the teacher is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

Dixie Pogue
Director of Federal Programs and Curriculum
Homeless Liaison, McKinney - Vento Act
Foster Care Liaison & EL Coordinator
Webster County School District
95 Clark Ave
Eupora, Mississippi 39744

The Webster County School District Board Policy Manual is available at each school campus in Webster County.

The Webster County School Board has approved this handbook and the rules, regulations, and policies contained within it.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance."

The Section 504 regulations require a school district to provide a "free appropriate public education (FAPE)" to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of non-disabled students were met.

A person with a 504 disability is defined as a person who has a physical or mental impairment, which substantially limits one or more major life activities, excepting disabilities that are transitory (6-months duration or less) and minor. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Please contact the school principal for questions or concerns regarding 504 and your child's education. For additional information regarding Section 504 of the Rehabilitation Act of 1973 you may contact Dixie Pogue, the system level 504 coordinator, at the Webster County District Office by phone at 662-258-5551 ext 12, FAX # 662-258-8499, e-mail at dpogue@websterountyschools.org, or by letter at 95 Clark Avenue, Eupora, MS 39744.

IDEA (Individuals with Disabilities Education Act)

The Individuals with Disabilities Education Act (IDEA) is a federal law enacted in 1990 and reauthorized in 1997. It is designed to protect the rights of students with disabilities by ensuring that everyone receives a free appropriate public education (FAPE), regardless of ability. Furthermore, IDEA strives not only to grant equal access to students with disabilities, but also to provide additional special education services and procedural safeguards.

Special education services are individualized to meet the unique needs of students with disabilities and are provided in the least restrictive environment. Children between the ages of 3 and 21, who meet the eligibility criteria in one of thirteen qualifying disabilities and who require special education services because of the disability can qualify for services under IDEA. The categories of disabilities are: autism, deaf/blind, deafness, hearing impaired, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment including blindness and other health impairment.

For information regarding IDEA contact Dixie Pogue at the Webster County District Office by phone at 662-258-5551 ext 12, FAX # 662-258-8499, e-mail at dpogue@websterountyschools.org, or by letter to 95 Clark Avenue, Eupora, MS 39744.

Webster County Schools

PHONE 662-258-5921, EXT. 23 - FAX 662-258-3134
95 CLARK AVENUE – EUPORA, MS 39744

MEMO TO: PARENTS, TEACHERS, AND SCHOOL EMPLOYEES

SUBJECT: ASBESTOS SURVEILLANCE OF ALL SCHOOL BUILDINGS

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing materials in these schools.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an engineering firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

The three year re-inspection of our school buildings has been performed as required. A copy of the re-inspection has been filed with the State Department of Education.

Copies of the surveillance and re-inspection reports, along with a copy of the management plan, are located in the principal's office at each school. In addition, copies of all management plans for the district are maintained in the office of the Superintendent of Education located at 95 Clark Avenue, Eupora, Mississippi. Any interested party should feel free to go to any of these locations to review these reports.

Student's Name: _____
Homeroom Teacher's Name _____

Bus Suspension Form

A child that is suspended from the bus should come to school. A parent/guardian must provide the morning and afternoon transportation to and from school. During a suspension, a student is not allowed to ride any school bus for any reason (including field trips). Please refer to drop off and pick procedures in this handbook.
My child and I understand the school bus suspension policy and will comply if suspended from the bus. (This form must be initialed regardless if the bus is or is not the student's normal mode of transportation to and from school.
Student Initials:_____ Parent's Initials:_____ Date:_____

Computer Usage Policy Agreement

I have read the appropriate use policy. I understand and will abide by the stated appropriate use policy. I further understand that if I violate this policy in any way, my privileges may be revoked as well as school disciplinary action may be taken.
Student Name:_____ Parent Name:_____
Date:_____

Devotion/Prayer Permission Form

All parents must complete this form. Please indicate whether your child may participate in student-led devotion or prayer by checking the blank before one of the statements below.
_____ Yes, my child may participate in student led prayer and devotion.
_____ No, my child may not participate in student-led prayer and devotion.

Insurance Information

Please indicate, if any, the type of **medical** insurance your child has. This information will allow for parents to be notified of covered medical services available to their child at school through programs offered by the school nurse.
_____ Medicaid _____ CHIPS
_____ Private Insurance _____ None

Student Handbook Awareness Statement

We have received the Eupora Elementary Student Handbook, including general information, rules and regulations. We realize that we are responsible for reading and following its contents. **Parents/Guardians are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.**

Date: _____ Student's Name _____ Parent's Name_____

Teacher's Name: _____

School/Parent Compact

Eupora Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. The School/Parent compact is in effect during the current school year.

School Responsibilities

Eupora Elementary School will:

- Provide instruction to all students as prescribed by the laws of Mississippi, the regulations of the Mississippi Department of Education and policies of the ***Webster County School District***. Remediation and enrichment will be provided to individual students as needed.
- Implement the Mississippi College and Career Ready Standards and other curriculum frameworks as prescribed by the Mississippi Department of Education and adopted by the ***Webster County Board of Education***.
- Encourage parents to be involved in their child's learning through various opportunities offered at **Eupora Elementary School**.
- Communicate with Parents regarding the academic progress of their child/children using various means of communication, i.e., telephone calls, e-mails, and/or written reports.
- Provide parents reasonable access to staff. Staff will be available for consultation with parents from before, during, and after school hours by appointment. Conferences during the instructional day will be scheduled in a manner not to interrupt instruction.
- Provide parents opportunities to participate in their child's school activities outside of the classroom, i.e., PTO activities, etc.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure homework is completed.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school promptly reading all notice from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being a part of the Title I, Part A advisory committee.
- Supporting district and school initiatives, which will enhance the educational opportunities for my child.

Parents play a vital role in the achievement and success of their child both in and out of school. Parent's positive role model as related to their child's education ensures the likelihood of the child's achievement and success.
Thank you for your interest and support of your child's school and education.

Student Signature _____ **Date** _____

Parent Signature_____ **Date**_____

Classroom Discipline:

Each homeroom teacher will have a behavior chart or log and will have a check system that allows the teacher to record the date and behavior the students have displayed throughout the day.
The checks are the following:

-Check #1 is a warning/redirection
-Check #2 is 10 minutes recess detention
-Check # 3 is parent contact
-Check # 4 is full recess detention and behavior remediation
- Check #5 is Minor Infraction Form & 1 hour of ISD
- Check #6 is Minor Infraction Form & 1 hour for 5 days of ISD
- Check #7 is Office Discipline Referral

**Some office referral requires an automatic referral to the office. Examples are bullying, fighting, open defiance, patterns of disruption to the learning environment, or stealing.

****Also see Elementary Discipline chart in handbook.**
All decisions regarding discipline are left to the discretion of the Principal.

I have read the Classroom Discipline Guidelines and the school rules. I understand that I am responsible for the actions of my child. I have reviewed the guidelines and the rules with my child(ren).

_____ _____
Parent Signature Date

_____

Student Name

Parent Excuse

Number (for office use only): _____

Homeroom (for office use only): _____

Child's Name: _____

First Name, Last Name

Date of Absence(s): _____Date of Return: _____

Reason for Absence(s):

_____

_____

_____ _____

Parent Signature Parent Phone Number

*Students may have up to 10 parent notes per school year to use toward tardies, absences, or check-outs.
*If you choose not to use this form, your parent note must contain all of this information, or it will be considered unexcused.
*If you do not completely fill out this form, your child will be unexcused.
*This note may be found in the EES Office, in our Student Handbook, and on our website, www.webstercountyschools.org

Parent Excuse

Number (for office use only): _____

Homeroom (for office use only): _____

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