

EL DORADO HIGH SCHOOL

STUDENT /PARENT HANDBOOK



2025-2026

**EHS Student Handbook
2025-2026**

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EHS Daily Bell Schedule**

Mon/Wed/Fri		Tues/Thur	
Single Block (52+ min)	Double Block (108+ min)	Single Block (47+ minutes)	Double Block (96+ minutes)
1 st Hour: 8:00-8:55	Block 1/2: 8:00-9:51	1 st Hour: 8:00-8:51	Block 1/2: 8:00-9:42
2 nd Hour: 8:59-9:51		2 nd Hour: 8:55-9:42	
		Connections: 9:46-10:16	
3 rd Hour: 9:55-10:47	Block 3/4: 9:55-11:43	3 rd Hour: 10:20-11:07	Block 3/4: 10:20-11:58
4 th Hour: 10:51-11:43		4 th Hour: 11:11-11:58	
5 th Hour: 11:47-1:13		5 th Hour: 12:02-1:23	
1 st Lunch: 11:43-12:13 2 nd Lunch: 12:13-12:43 3 rd Lunch: 12:43-1:13		1 st Lunch: 11:58-12:28 2 nd Lunch: 12:25-12:55 3 rd Lunch: 12:53-1:23	
6 th Hour: 1:17-2:09	Block 6/7: 1:17-3:05	6 th Hour: 1:27-2:14	Block 6/7: 1:27-3:05
7 th Hour: 2:13-3:05		7 th Hour: 2:18-3:05	

Assembly Schedule	
Single Block Classes (46+ minutes)	Double Block Classes (96+ minutes)
1 st Hour: 8:00-8:49	Block 1/2: 8:00-9:39
2 nd Hour: 8:53-9:39	
3 rd Hour: 9:43-10:29	Block 3/4: 9:43-11:19
4 th Hour: 10:33-11:19	
5 th Hour: 11:23-12:43 1 st Lunch: 11:19-11:49 2 nd Lunch: 11:46-12:16 3 rd Lunch: 12:13-12:43	
6 th Hour: 12:47-1:33	Block 6/7: 12:47-2:23
7 th Hour: 1:37-2:23	
Assembly: 2:27-3:05	

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Academics/Grades

- **Assessments:**
NATIONAL ACT TEST
SCHOOL CODE: 170865

Go to <http://www.actstudent.org/regist/dates.html> to see test dates and registration deadlines.

Seniors are encouraged to take the ACT in October if they have not taken the ACT in the spring of Junior year. This ensures consideration for the State of Kansas Scholarship Program. Also, it is helpful for the counselors to have this information during senior conferences.

Go to <http://sat.collegeboard.com/register/sat-dates> to see test dates and registration deadlines. SAT tests are given at WSU or Wichita Northwest High School.

Registration materials for PSAT/NMSQ may be obtained from the Counseling Office.

- **Cheating/Plagiarism/Forgery:** The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process and are subject to disciplinary action and loss of credit and may be a matrix violation. See the district AI Policy on the next page.

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AI Use Policy for USD 490 K-12 Students

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. This policy outlines the principles and rules governing the use of Artificial Intelligence (AI) tools by students within the K-12 educational environment. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

Policy Scope:

This policy applies to all AI technologies and platforms accessed or used by students within the school premises, for school-related tasks, or through school-provided devices and networks.

Educational Purpose:

Students must use AI tools solely for educational purposes, as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

Ethical Conduct:

When the use of AI technologies is allowed, students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work. When used, AI work should be cited similar to another piece of reference material.

Privacy and Data Protection:

Students shall not share sensitive or personal data without proper authorization or oversight.

Safety and Security:

Students shall not use AI to access or disseminate harmful or inappropriate content. A report of any known or suspected security breach, suspicious activity, or exposure to inappropriate content encountered during AI use shall be made to school authorities immediately.

Violations:

Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

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Artificial Intelligence Acceptable Use Scale



Level of AI Use		Description	Student Responsibility
0	No AI Use	<ul style="list-style-type: none"> The task must be completed entirely without AI assistance. AI must not be used at any point during task completion. Unless stated otherwise by their teacher, students should assume Level 0 AI use for their assignment/assessment. 	<ul style="list-style-type: none"> Students must adhere to the expectations of no AI use.
1	AI-Assisted Idea Generation	<ul style="list-style-type: none"> AI may be utilized for brainstorming, creating structures, and/or generating ideas for improving work in the early stages of the task. No AI content is allowed in the final product of the task. The teacher will provide additional expectations for clarity if needed. 	<ul style="list-style-type: none"> Students must use AI only as allowed by the teacher for brainstorming, structuring, and/or idea generation. Students must provide references or links to AI chats if required by the teacher.
2	AI-Assisted Editing	<ul style="list-style-type: none"> AI can be used to make improvements to the clarity or quality of student-created work during the editing process to improve the final output. No new content can be created utilizing AI The teacher will provide additional expectations for clarity if needed. 	<ul style="list-style-type: none"> Students must use AI only as allowed by the teacher for editing purposes. Students must provide references or links to AI chats if required by the teacher.
3	AI for Specified Task Completion	<ul style="list-style-type: none"> AI may be used to complete certain elements of the task as specified by the teacher. This level requires evaluation and adaptation of AI-generated content, which requires critical thinking from the student(s). The teacher will provide additional expectations for clarity if needed. 	<ul style="list-style-type: none"> Students must use AI only as allowed by the teacher for specific elements of the task. Students must cite all AI-created content using the appropriate format (MLA, APA, etc.) as required by the teacher.
4	Full AI Use with Human Oversight	<ul style="list-style-type: none"> AI may be used throughout the task to support student work. AI should be considered a "co-pilot" to enhance student ability and creativity. This level requires evaluation and adaptation of AI-generated content, which requires critical thinking from the student(s). The teacher will provide additional expectations for clarity if needed. 	<ul style="list-style-type: none"> Students must cite all AI-created content using the appropriate format (MLA, APA, etc.) as required by the teacher.

Student use of AI outside of the level specified by the teacher is subject to consequences outlined in the Academic Dishonesty policy.

- **Credit Acquisition:** Students in good standing and on-track with credits may attend Summer School to obtain elective credits they cannot fit into their regular school schedule. Students may choose from a list of available courses and can earn up to two half credits per summer. The grades earned for these courses will go on students' transcripts as letter grades (not Pass/Fail) and will figure into students' cumulative grade point average. The cost for this will be determined in the spring and communicated to students and families. There will be no discount based on lunch status.
- **Credit Recovery:** Secondary students will have two options to recover needed credits.
 - Option 1: Students can repeat a course during the regular school year. It will be in-person and will not be shortened or accelerated. There is no additional cost for this option, but each class being taken to recover credit would replace an elective option in their schedule for the semester. If they need to recover more credits than they have room in their regular schedule to re-take, they will need to plan to utilize Option 2 for those additional courses.
 - Option 2: (This is the only option after second semester for eighth grade students and seniors.) Attend Summer School. Summer School classes will be offered via an online platform. The cost will be determined each spring and will be communicated to students and families. This fee must be paid before students are allowed to begin any Summer School classes and will cover as many classes as students are able to complete during the Summer School timeframe. There will be no discount based on lunch status.

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- **End-of-Semester Practices :** Teachers will determine how to conclude their courses at the end of each semester. This time will be treated as normal school days with instruction and constructive activities taking place in each class, and the work assigned could include projects, performances, unit tests, cumulative final exams, etc. Only students absent due to school events can make prior arrangements with teachers to complete the tasks that will be missed. End-of-semester work not completed will be entered as zeros. Work missed due to excused absences can be completed on the scheduled make-up day, and students’ course grades will be updated accordingly. Work missed due to unexcused absences cannot be made up.

- **Full-Time Enrollment:** Each student must be enrolled in at least seven classes and a Connections period during the freshmen, sophomore, junior, and senior years. Any exceptions must be approved by the principal and reviewed annually by the superintendent.

- **Grade Cards and Grade Point Average:** Letter grades at the end of each grading period will reflect each student’s progress. All credits and grades earned will be recorded on the transcript in 1/2-unit increments. Semester and final grades will reflect only A, B, C, D, F, or P. Points shall be computed on the following basis: A=4, B=3, C=2, D=1, and F=0. Pass (P) or Fail (F) grades are used in certain courses. The “Pass” grade does not affect the student’s grade point average. In case of discrepancies with a final grade in a course, the principal is the final decision maker.

- **Grading Periods:**

Grading Period	Grading Period Ends	Grades Due	Grade Cards Distributed
1st six weeks	September 19, 2025	September 22, 2025	September 24, 2025
2nd six weeks	October 29, 2025	November 3, 2025	November 5, 2025
1st semester	December 18, 2025	December 19, 2025	January 6, 2025
4th six weeks	February 13, 2026	February 16, 2026	February 18, 2026
5th six weeks	April 2, 2026	April 6, 2026	April 8, 2026
2nd semester	May 21, 2026	May 22, 2026	May 26, 2026

- **High School Transcripts:** When a student or parent requests that a copy of the student’s transcript be sent to a college/university, vocational school, a prospective employer, and/or any other agency, the information listed below will be included on the transcript. If a student or parent does not want any of the standardized test records listed sent to the above-mentioned institutions, the student or parent must sign a “request to delete information” form stating which test records are not to be sent.

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Requests to delete information can be made through the counseling office. (Name, Absences/Tardies, EHS Course grades, Date of Birth, GPA, Credits Earned, Standardized Test Scores – ACT/SAT)

- **Honor Roll:** The high school honor roll will be issued by the counseling office after each semester. Students qualifying will be named to one of the following honor rolls:
 - Superintendent’s Honor Roll 3.8 - 4.0
 - Principal’s Honor Roll 3.5 - 3.79
 - Red & Black Honor Roll 3.0 - 3.49

- **Incomplete Grades:** If a student has an approved reason to extend the time to complete a course, the grade will be considered incomplete but will be recorded as it appears in the teacher gradebook. Grade point average will not be calculated until the incomplete grade is changed to a letter grade. Incomplete grades for unfinished course requirements must be updated within two weeks after the close of the grading period. If the material is not handed in, the recorded grade will not be changed. For eligibility purposes at the end of each semester, an “incomplete” is considered an “F” per KSHSAA regulations. Incomplete grades cannot be made up for eligibility purposes after the close of the semester.

- **Part-Time Enrollment:** In order to best-prepare for post-secondary endeavors, students should maintain a full schedule. Part-time enrollment will be allowed in the event students are making adequate progress toward graduation and have parental and administrative approval. Part-time enrollment may be granted at the beginning of each semester. Students who are participating in KSHSAA activities must maintain five (5) credit-bearing classes throughout the entire semester. Students must be enrolled in at least four (4) classes to meet requirements of the 1:1 Device Contract.

- **Performance-Based Credit:** Students participating in certain activities may qualify to earn credit based on their successful completion of a season or event. For example, students may apply to earn one half Physical Education credit for a successfully completed season of a KSHSAA sport. Students may apply to earn one half Fine Arts credit for participation in the school musical. These credits are awarded based on administrative approval of the completed application and are listed as “Pass” on a student’s transcript. They do not figure into a student’s grade point average. Students can find Performance-Based Credit forms in the Counseling Center.

- **Physical Education Footwear:** In order to protect the integrity of our gym facilities, students are required to have a pair of tennis shoes solely designed for physical education classes. These shoes are to be worn in physical education classes only and stored in the student’s PE locker when not in use. Please visit with a counselor if you need assistance purchasing a pair of physical education shoes.

- **Schedule Changes:** After the pre-enrollment process is completed, there should be few requests to make a schedule change. During pre-enrollment, students should give careful consideration to course offerings. Students are encouraged to discuss their proposed schedule with their parents, and parents must sign the pre-enrollment form.

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Schedule changes after the first six days (6) of any semester are at administrative discretion. Students changing courses within the first 6 days will be required to make up missing assignments.

Changes in class schedules must meet one of the following criteria:

- misplacement - it is in the best academic interest of the student to change a class with enhancement of academic program - student may desire to move into higher level classes with administrative approval
- failure - the student's schedule must be changed to meet graduation requirements
- medical reasons - must be supported by a doctor's statement
- disciplinary change - only in extreme cases
- balancing class loads
- hardship requests or "unusual circumstances" (low grades do not constitute unusual circumstances)

If an EHS student enrolls in a Butler class and later withdraws, the student must meet with a high school counselor regarding enrolling in a replacement course. This course could be a different Butler class or an EHS class. If the student enrolls in an EHS class, the student will be responsible for making up all work that was missed. If a replacement course cannot be found, the dropped Butler class will be entered on the student's transcript with an "F" for the grade. Should the student later retake that exact course, it would be recorded as "Pass" or "Fail" on the student's EHS transcript.

- **Student Fees:** Enrollment will not be completed until fees are paid or arrangements have been made for payment. Graduates will not be allowed to participate in graduation exercises until all fees and materials have been paid for or returned. Fees will be as follows:
 - Instructional Material Rental Fee (Grades 6–12): \$45 - Students will be held responsible for any materials they receive. Charges for damaged materials will be the repair cost, while lost or destroyed materials will be charged at replacement cost.
 - Technology Device Insurance Fee (Grades 9-12): \$30
 - Program Fees (Grades 9-12): \$25 - These fees cover participation, materials, and/or equipment associated with curricular, extracurricular, or school related activities and events. In addition, this fee covers most event gate costs; students can enter all EMS and EHS regular-season home sporting events by showing their Student ID.
 - Elective Course Fees (Grades 9-12): Students who are enrolled in the courses below will pay the fees listed for materials specific to the class and projects done in the class.

Course	Fee
Family and Consumer Science Electives	
Apparel Production I, Culinary Essentials, Nutrition & Wellness	\$20.00
Independent Projects	Project specific

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Industrial Arts Electives	
Introduction to Skilled Trades	\$20.00
Mass Production	\$20.00
Independent Projects	Project Specific
Visual Arts Electives	
Drawing for Designers, Crafts, and Graphic Design I	15.00
All Painting , Ceramics, and Sculpture Classes	\$20.00
Independent Projects	Project Specific

Fees can be paid by cash, check or credit card (in person or online). For your convenience, online payment for fees and lunches will also be available throughout the year on our USD 490 website, www.usd490.org.

If your student is eligible for free or reduced meals when you apply, fees will be calculated based upon that status. Program fees are not impacted by free or reduced meal status.

Free status: textbook rental fee and device insurance fee (if applicable) is waived
 Reduced status: textbook rental fee and device insurance fee (if applicable) is reduced by 50%

Outstanding fees at the end of each semester will be turned over to the Kansas Department of Administration Setoff Program. Fees are not prorated if a student enrolls after the first day of school. Partial refunds are only provided if a student leaves USD 490 on or before October 1 of the school year. Students with outstanding fees will be required to have payment made for all fees prior to promotion to high school. Please contact the principal to arrange for payment as needed to make sure these obligations are met.

Activities/Athletics

- **Attendance:** Attendance is important for all students, including those participating in athletics and activities. If you are absent for any part of the school day, you will not be able to participate in practice or events that evening. Exceptions will be made for doctor’s appointments with an accompanying note or for other reasons by administration approval. (See School-Related Absences on Page 11 for information about school work missed during events)
- **Clubs:** Club meetings will be held on a scheduled rotation during the school day when possible. To request starting a new club, see the Activities Director for next steps.
- **College Signings:** Students are encouraged to celebrate their college signings at EHS. There are three scheduled days during the year when these can take place. Signings will take place in the gym utilizing a backdrop, and the Wildcat mosaic is available as an additional photo opportunity. In order to participate in signing events, students need to complete a form at least one week prior to the scheduled date. These forms are available in the Main Office.

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- **Concussions:** The KSCP (Kansas Sports Concussion Partnership) concussion protocol will be followed to ensure the health and safety of all students. This KSCP protocol is utilized for evaluation of potential concussion situations and, upon physician diagnosis of concussion, is utilized by the district to ensure student safety for return to academic and extracurricular activities. This protocol is available in the Nurse’s Office, or the Athletic/Activity Director’s Office.

- **Disciplinary Action:** All disciplinary action taken by the Athletic or Activity Director will be in accordance with the EHS Discipline Guidelines.
 - Student NOT in Good Standing (Any student who is assigned In School Suspension (ISS), Out of School Suspension (OSS), or expulsion) – A student “not in good standing” is ineligible for participation in any USD 490 activity for the duration of the discipline and until midnight on the last day of discipline.
 - Unsportsmanlike Conduct (Participants) – A conference with an administrator will take place following any penalty for unsportsmanlike conduct in a competition (as defined by rules of the individual activity).
 - Ejection from an Activity/Contest – Any participant ejected from an activity/contest by an official will automatically not be allowed to participate for the remainder of the day of ejection and the next scheduled competition at the same level. Additionally, a conference with an administrator will take place following the ejection, the NFHS Sportsmanship course will be taken, and additional disciplinary action may be taken, up to and including removal from all activities for the remainder of the school year.
 - Unsportsmanlike Conduct (Spectators)– A conference with an administrator will take place following any penalty for unsportsmanlike conduct in a competition (as defined by rules of the individual activity). Discipline will include these steps.
 - Reprimand (1st Offense) - They will take the NFHS Sportsmanship course at their expense
 - Probation (2nd Offense) - Miss next event in the same sport or next sport if the previous season is over.
 - No Entry (3rd Offense) - Spectator will not be allowed entry for the rest of the year to any events.
 - Ejection from an Activity/Contest – Any spectator ejected from an activity/contest by an official will automatically not be allowed to participate for the remainder of the day of ejection and the next scheduled competition.
 - Additionally, a conference with an administrator will take place following the ejection, the NFHS Sportsmanship course will be taken at their expense, and additional disciplinary action may be taken, up to and including removal from all activities for the remainder of the school year.

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- **Driving Waivers:** For all activities that a student would drive him/herself to, drive other students to, and/or ride with another student to, driving waivers must be signed by the student and the parent (i.e., Tennis Practice, Baseball Practice, NHS Volunteering, etc.).
- **Eligibility:** In order to be eligible according to KSHSAA guidelines, students must pass 5 new classes (those not previously passed) in the semester prior to competition. (This excludes incoming freshmen students in their first semester of high school.) In addition to KSHSAA eligibility guidelines, grade checks will be conducted each week. Grades will be checked every Monday, starting at the beginning of the 2nd week of each semester. After that, grades will be checked each Monday (or the first day of the school week).
 - Students will be placed into one of three categories based on their grades:
 - **Green** – All passing grades. Students are eligible to participate in activities that week.
 - **Yellow** – At least one F, but the student was previously green. The student is on probation but **still eligible** to participate that week.
 - **Red** – At least one F, and the student was already on probation (yellow) the previous week. The student is **not eligible** to participate that week.

Eligibility is updated weekly based on current grades in all classes except Connections.

- **Participation Requirements:** Before students can practice or participate in a KSHSAA-sponsored activity, they must:
 - have a completed, current physical on file
 - have passed a concussion test
 - be academically eligible
 - have a signed driving waiver on file
- **Pre-Participation Physicals:** The Kansas State High School Activities Association requires that every student participant has a signed and completed physical on file. This physical cannot occur before May 1st of the year preceding the year for which it's applicable. To get the most up-to-date physical form, please visit the KSHSAA website at <https://kshsaa.org>.
- **Travel and Transportation Procedures:** Students will travel to any competition or event as a team or group. Extenuating circumstances to this rule will be handled on a case-by-case basis by school administration. Students riding on the bus to a competition or an athletic event are expected to return from the event on the bus. Only those student-athletes/participants who have made prior arrangements with the school administration and the coach should be allowed to leave with a parent/legal guardian. Students having made prior arrangements will check out with a coach, and parents will sign off on a roster. Emergency situations will be handled on site by the coach in charge.

Attendance

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- **Absences:** Any time a student misses 50% or more of a class period, they will be considered absent. Eight missed class periods is considered the equivalent of one missed school day.
- **College Visits and Job Shadow Absences:** The first 4 college visits or job shadow days will be recorded as school activities, providing the proper documentation has been completed/approved from the Attendance Clerk. Additional absences for college visits or job shadows will be recorded as excused absences.
- **Enrollment in College Classes:** High school students will be permitted to attend college classes for enrichment during the school day. Students wishing to attend courses at the college during the school day may make an application to the principal to have these courses considered for dual credit. Applications for enrollment in a BCC Advanced Elective course are available in the Counseling Office.

Dual credit and GPA points will be allowed for courses taught by EHS faculty on the EHS campus. Students must have administrative approval if dual credit and GPA points are desired for courses not taught by EHS faculty on campus. In order to take a dual credit course, students must meet BCC eligibility guidelines (qualifying GPA, qualifying ACT score, or qualifying Accuplacer score). Juniors and Seniors are eligible to take dual credit courses. Any exceptions must be approved by EHS administration.

- **Hall Passes:** Students leaving their assigned classroom during class time should be limited. Students in the hallway must have an approved e-hallpass prior to traveling anytime during the day other than passing periods and are expected to travel directly to their destination and back to their classroom. When traveling during Connections, a pass must be approved first by the teacher whose class a student is traveling to and then the teacher whose class the student is leaving. Leaving class without making passes and/or not having passes approved may be considered a matrix violation.
- **Involvement of Law Enforcement:** Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues. If a truant student is returned to school by a law enforcement official, the principal shall notify the parent/guardian.
- **Leaving the Building during School Hours:** Leaving during the school day should be limited as much as possible. Should students need to leave, parents/guardians need to call the Main Office to excuse their child. Students approved to leave school during the day must check out through the Main Office. Upon returning, students must check in at the Main Office. Students attending appointments will be expected to bring in notes from these appointments.
- **Make-up Work:** Make-up work relates to assignments, projects, or tests that were assigned or administered during a student's unexpected absence from school. It is the student's responsibility to obtain make-up assignments from teachers following an absence. Students should make every effort to communicate (email, Google Classroom, etc.) with teachers to collect materials & assignments anytime an absence occurs. Students will have one day for every day absent to complete work that was missed.

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Administration, Counselors, and staff will make a plan with students who have extended absences regarding the completion of work.

- **Make-up Work vs Late Work:** Late work is anything that has not been turned in by the assigned deadline. Credit for late work is at the discretion of each teacher. Students should check with their teachers and the course syllabus to find out if late work is accepted at all, and if so, if there is any penalty for turning in late work.
- **School-Related Absences:** Students should communicate with teachers in advance about school work that will be missed due to school-related absences (athletic events, field trips, volunteer opportunities, etc.). This work should be submitted when students return to school or based on arrangements made with the teacher.
- **Senior Release:** Seniors must qualify to get senior release time by being on track to graduate. Juniors will indicate the desire for senior release at pre-enrollment in the spring. A parent signature will be required. Students will not be able to add more blocks of release without a parent signature. Seniors need to be aware that to have a school device they must be enrolled in at least four credit bearing classes. Also, to compete/perform in KSHSAA sponsored events, they must be enrolled in at least five credit bearing classes. Senior releases are only offered during second semester. The expectation is seniors who are on senior release are not in the building without an approved appointment pass or direct involvement in an activity that is occurring during release time. If adequate progress towards graduation is not maintained, senior release privileges may be replaced with academic supports.
- **Student Truancy:** Parents are asked to notify the school as soon as possible in the event of a student being absent. The school administration is charged with determining whether the absence is excused. Verification of an absence must be provided within five days of the absence in order to be accepted for an excused absence. After 10 excused absences in a school year, official documentation (doctor's note, etc.) will be required for an absence to be considered excused.
 - The automated school notification system will be used to notify parents of the absences for which the school has not received notice following the daily attendance. This notice shall go to all parent contacts on the emergency system.
 - At the conclusion of each day, any absences remaining unexcused for the day will be noticed through the automated notification system to all emergency contacts.
 - When a student's unexcused absences meet mandatory reporting requirements (any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first) a Parent Truancy Notice will be mailed. Seven calendar days later, a Truancy Report must be filed with the appropriate authority (County Attorney or DCF depending upon age of the student).

Copies of all letters and forms shall become part of the student's educational record.

- **Tardies:**

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- Students who arrive at school after the bell must report to the office for an e-hall pass before reporting to their first class.
 - Tardies due to appointments will be excused provided the office receives a doctor's note upon the student's arrival to school.
 - A student will be considered tardy if he/she is not in class and following the teacher's procedure by the time the bell rings.
 - Tardies one through five in a semester will be documented. Tardies six and beyond in a semester will result in one 30-minute detention per tardy.
 - Accumulation of detentions for tardies could be assigned as Night or Saturday School.
 - Tardies reset at the beginning of each semester.
 - Excessive tardies could result in an individualized plan created by administration.
- **Unexcused Absence:** A student has an unexcused absence when he/she is away from assigned classroom without parent/lawful custodian notification and administrative approval.
 - **Waiver of Compulsory Attendance Requirements:** Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Behavior Expectations

- **Cell Phone Guideline:** To create an optimal learning environment, cell phones may not be used in the classroom. Students are welcome to use their phones during passing periods, before and after school, and during lunch. By the time the bell rings to start class, phones should be silenced and put away in a backpack or other secure location. Smart watches should not be utilized for app usage, messaging, or other non-essential functions during class. AirPods and headphones are allowed at the teacher's discretion.

In order to help everyone stay engaged, staff members will address a student who has a cell phone out during class and document the student's name with the office.

Consequences for cell violations may include:

- Documented warning and administrative conference
 - Secure phone pouch for remainder of the day
 - Administrative Detention with parent phone call
 - Night or Saturday School with parent phone call
 - 1-3 Days In-School Suspension with Parent Meeting and Individualized Plan
 - Matrix Points
- **Concealed Observations/Recording:** USD 490 Board of Education policy prohibits individuals from recording students, employees, and/or board members through the use of concealed audio and/or visual recording devices at school, on or in district property,

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and at meetings held for educational or disciplinary purposes. Exceptions include the use of district video surveillance, recording of meetings subject to the Kansas Open Meetings Act, due process or student disciplinary hearings, student evaluation, or recordings of programs and events which are open to the public.

- **Detentions/Night School/Saturday School:**
 - Students may be kept before or after regular school hours by any certified staff member of USD 490. Teachers assigning detention time in their own classroom will be responsible for student supervision. Students will be given 24-hour notice if they must remain after school. Teachers are expected to discuss problems with parents and set up parental conferences when necessary.
 - Office detentions will be served during lunch times or outside school hours as assigned by administration.
 - Saturday School will be held from 8:00 AM to 10:00 AM. Night School will be held from 3:10 to 5:10 PM.
 - Students shall bring school assignments or appropriate reading materials to any assigned detention, Night School, or Saturday School. Students must read or study during the entire period. No cell phone use is allowed.

- **Dress Code:** The dress code exists to help ensure a positive educational environment for all students. The administration shall be responsible for determining the appropriateness of a student's attire relative to this policy. A student who is inappropriately dressed will be required to change his/ her clothing and may be subject to disciplinary action.

The dress code is in effect for all school activities. Student athletes will be expected to practice in a similar dress code to that which is required for competitions.

The following are NOT ACCEPTABLE apparel items at El Dorado High School:

- Sunglasses
- Shorts, skirts or dresses determined to be excessively short
- Any clothing that exposes undergarments (underwear, bras, shirts with no sides, revealing necklines, etc.) or excessive skin
- See through clothing
- Any clothing that gives the impression of gang affiliation
- Trench coats (a coat longer than 37 inches)
- Shoes without soles, heelys, or bare/socked feet
- Clothing and or accessories advertising drugs, alcohol, tobacco, weapons, or that suggest violence, obscenity or vulgarity
- Blankets
- Onesies and/or other costume-like clothing
- Other as determined by the administration to be disruptive, counterproductive, or unsafe

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Shirts and pants/shorts/skirts should be worn in a manner where the top of the pants and bottom of the shirt meet when standing with arms relaxed to the side. Exceptions to the Dress Code for spirit days are at the sole discretion of administration. Teachers may establish policies in their classrooms where hoods and/or hats are not permitted. Failure to follow the dress code and teacher-established policies may be a matrix violation.

No set of guidelines can take into account every possibility. The cooperation of parents and students is appreciated.

- **EHS Discipline Matrix:** see next page

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EHS DISCIPLINE MATRIX 2025-2026

All students begin each school year with zero discipline points.

LEVEL 1 (1 point per infraction)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Cafeteria Violations	Conference	Admin Detention	Saturday/Night School	1-3 ISS
Citizenship Violations				
Dress Code				
Failure to serve detention				
Other as Determined by Administrator				
LEVEL 2 (2 points per infraction)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Failure to Comply	Admin Detention	Saturday/Night School	1-3 ISS	1-3 OSS
Failure to Serve Night/Saturday School				
Inappropriate Behavior				
Public Display of Affection				
Skippping Class/Leaving Class w/o Permission				
Other as Determined by Administrator				
LEVEL 3 (3 points per infraction)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Cheating/Altering Records	Saturday/Night School	1-3 ISS	1-3 OSS	3-5 OSS
Concealed Observation/Recording				
Elopement				
Jeopardizing Safety of Self and Others				
Open/Persistent Defiance				
Possession of Chemical Irritants				
Profanity/Obscenity				
Other as Determined by Administrator				
LEVEL 4 (6 points per infraction - Police may be notified)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Acts of Discrimination	1-3 OSS	3-5 OSS	5-10 OSS	Long-Term Suspension
Harassment/Bullying/Intimidation				
Making a False Report				
Possession of Paraphernalia (E-Cig/Vape/Oil/Etc.)				
Pornography/Sexual Activity/Intimate Act				
Possession and/or Use of Tobacco/Nicotine/E-Cig/Vape/Oils				
Theft/Vandalism (<\$50)				
Verbal/Written/Physical Threats				
Other as Determined by Administrator				
LEVEL 5 (12 points per infraction - Police Notification)	1st Consequence	2nd Consequence	3rd Consequence	
Assault/Battery	3-5 OSS	5-10 OSS	Long-Term Suspension	
Fighting				
Possession/Under the Influence/Use of Alcohol				
Theft/Vandalism (>\$50)				
Under the Influence of Controlled Substance				
Use of Chemical Irritants				
Other as Determined by Administrator				
LEVEL 6 (18 points per infraction - Police Notification)	1st Consequence			
Arson	Discipline Hearing			
Assault/Battery of School Personnel				
Distribution/Possession/Use of Controlled Substances				
Extortion				
Identification with Gang/Gang Activities				
State Weapons Violation				
Terroristic Threat				
Other as Determined by Administrator				

Upon Returning from OSS: Required Student/Admin Reinstatement Meeting

At 9 Points: Parent Conference with option of Written Behavior Plan

At 18 Points: Student becomes eligible for Discipline Hearing

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- **Expulsions and/or Long-Term Suspensions:** Expulsion from school or suspension for periods longer than ten (10) days shall be assigned using the following guidelines:
 - A student and his/her parents shall be notified in writing of the reason for the suspension/expulsion and date, time, and place where the student will be afforded a hearing.
 - Parents shall be given a copy of the Kansas Statutes and Board of Education Policy covering long term suspension and/or expulsion.
 - Students under suspension are prohibited from attending and participating in all school sponsored activities and may not be on USD 490 property.
 - While a student is suspended, he/she will continue their classwork for credit. All work must be handed in when the student returns to school, with the exception of tests or exams which will be scheduled for make-up by the teacher.

- **Short-Term Suspensions:**
 - Short-term suspension of one (1) to ten (10) days may be assigned with an informal hearing being afforded the student.
 - Parents shall be notified in writing of each suspension.
 - Upon returning to school on their first day after a short-term suspension, students must meet with administration for a check-in conference regarding completion of work and behavior expectations and support needed moving forward.

- **Student Conduct:** Students are expected to conduct themselves in a courteous manner when interacting with USD 490 staff, other students, and/or guests. Students are also expected to conduct themselves in a manner which will not interfere with either the teacher's opportunity to teach or other students' opportunity to learn. When on school grounds or at a school event, students will be expected to comply with any reasonable request or directive from staff at El Dorado High School.

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Communication

- **Chain of Command:** To ensure that the school system functions smoothly for our students, we believe most questions, issues, and problems can be solved at the school level. Therefore, we encourage students and parents to follow these communication guidelines.

USD 490 Chain of Communications

Areas of Attention	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Athletics or Activities	Coach/Sponsor	Athletic Director or Activities Director	Principal	Assistant Superintendent	Superintendent	Board of Education
Athletic or Performance Facilities	Athletic Director or Activities Director	Principal	Assistant Superintendent	Superintendent	Board of Education	
Bus Discipline	Driver	Principal or Assistant Principal	Director of Operations	Assistant Superintendent	Superintendent	Board of Education
Computer and Technology	Teacher	Principal or Assistant Principal	Executive Director of Technology	Assistant Superintendent	Superintendent	Board of Education
Curriculum, Academic Programs, Instruction	Teacher	Principal	Director of Instructional Supports	Superintendent	Board of Education	
Discipline	Teacher	Principal or Assistant Principal	Assistant Superintendent	Superintendent	Board of Education	
Fees or Outstanding Accounts	Building Bookkeeper	Principal	Assistant Superintendent	Superintendent	Board of Education	
Facilities	Principal	Director of Operations	Assistant Superintendent	Superintendent	Board of Education	
Food Service	Kitchen Manager	Director of Food Service	Assistant Superintendent	Superintendent	Board of Education	
General Student Concerns	Teacher	Principal or Assistant Principal	Assistant Superintendent	Superintendent	Board of Education	
Guidance & Testing	Counselor	Principal or Assistant Principal	Director of Instructional Supports	Superintendent	Board of Education	
Maintenance or Custodial	Principal or Assistant Principal	Head Custodian	Director of Operations	Assistant Superintendent	Superintendent	Board of Education
Social Media & Publications	Teacher, Sponsor or Coach	Principal, Assistant Principal or District AD	Director of Community Engagement and Recruitment	Superintendent	Board of Education	
Special Education	Teacher	Principal or Assistant Principal	Assistant Director of Special Education	Superintendent	Director of Special Education	Interlocal Board of Education
Transportation	Driver	Director of Operations	Assistant Superintendent	Superintendent	Board of Education	

Updated April 2025

Drug/Alcohol/Tobacco

- **Alcoholic Beverages/Tobacco/Drugs:** Students of USD 490 will not be allowed to attend school classes or any school function while under the influence or possession of alcohol, tobacco, or illegal drugs. (School property includes all buildings and grounds under El Dorado USD 490 jurisdiction and the location of any school-sponsored activity.) Parents will be notified, and appropriate disciplinary action will be taken. Law enforcement agencies will be notified when appropriate. (Refer to BOE policy JCDA)
- **Drug and Alcohol Policy:** In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of all students, USD 490 endorses a substance

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abuse prevention policy which will aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective action when necessary, and provide support for students.

Students are not to possess, sell, distribute, be under the influence of or use any illegal and controlled substances and/or any substance used in a manner for which it is not intended, as well as tobacco products, nor are students to be in possession of drug related paraphernalia. This policy is in effect on all school district property, at any district-sponsored activities, and while traveling to and from any school sponsored activity on school transportation. Students who violate the policy will be subject to appropriate discipline as outlined in BOE, JCDA and JCDAB policies. Refusal by students and/or parent(s)/guardian(s) to comply with this policy may result in an administrative recommendation to the Board of Education for long-term suspension from school and filing a child in need of care report with Social & Rehabilitation Services (SRS).

In addition, certain standards of social behavior are expected from students who represent El Dorado USD 490 in extra-curricular activities and those governed by KSHSAA. Those students will be required to abide by this policy and sign one participation contract to encompass all activities during the school year. This policy will be in effect regardless of where the violation takes place.

In enforcing the provisions of this policy, the administration will act on reasonable and responsible evidence. Where suspension or expulsion from school is proposed, students will be afforded due process rights in accordance with K.S.A. 72-6114, et. seq. To the extent that it is feasible, the school district will attempt to cooperate with outside agencies in coordinating efforts to assist the student.

In an effort to assist students in successfully addressing chemical dependency problems, the El Dorado School district will establish and maintain a student assistance program. This policy is required by the 1989 amendment to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928 (Cf. LDD).

- **Possession/Use of Tobacco/Nicotine/E-Cig/Vape Devices/Oils:** The use or possession of tobacco, nicotine/e-cig/vape devices, and/or oils, will result in matrix points and consequences. Additionally, students will be assigned free ASPIRE coursework as part of tobacco intervention education. This program must be completed *prior* to the student's scheduled return to school from out-of-school suspension. Students could be ticketed if the School Resource Officer has probable cause to believe they were or are in possession of tobacco, nicotine/e-cig/vape devices, and/or oils. On a student's first offense, early completion of the ASPIRE coursework could result in an early return to school as documented on the short-term suspension letter.

If staff have reasonable suspicion that students may be in possession of such devices, a search will be administered. Should students refuse to be searched, the consequences will be the same as if the student was found to be in possession.

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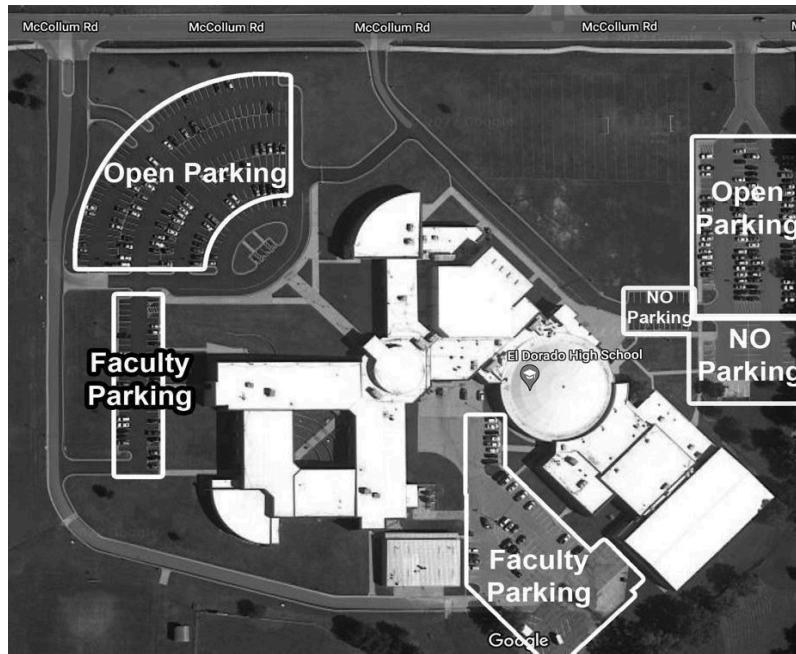
- **Random Drug Testing:** Students who wish to park on school grounds, attend school dances, and/or participate in clubs, extracurricular activities, and/or athletics, must agree to participate in the district random drug testing program by offering consent during enrollment prior to each school year. Any student who is selected by the testing program and refuses or fails to provide a sample for testing will forfeit his/her eligibility to park on school grounds, attend school dances, and/or participate in extracurricular activities and/or athletics. Students will have the opportunity to test on the next testing occurrence to potentially resume the aforementioned activities. (Refer to BOE policy JDDA)

Facilities

- **Lockers:** Lockers will be assigned to students and will be available for student use. Lockers can be reserved in the library. Lockers may be inspected periodically or when there is cause to believe school policy is being violated. Each student has the responsibility to maintain his/her locker. Each student will be held responsible for any damage, writing, or defacing of the locker. Lost locks may be replaced through the office for \$5.00.
- **Student Parking:** Student vehicles are to be parked in an orderly manner in the paved lots provided. Parking on school property is a privilege. Students who park illegally are subject to disciplinary action. As indicated in the diagram below, student parking lots are located on both the east and west sides of the building; student parking areas are clearly marked with signage. Students will not park on the south side of the building between 7 am and 3 pm while school is in session unless leaving school early for activities when they may park on the southeast side of the lot close to the Activity Center. Students will not park in the grass, in zones marked as visitor parking, in zones marked/reserved for teacher parking, or zones indicated as no parking. Upon arriving at school, students are to enter the building rather than loiter in the parking lot. Vehicles and parking lot areas are “off limits” to students during the school day. If it is necessary for you to go to your car during school hours, permission must be secured from the office.

Students, who park in handicapped parking and/or areas designated as fire lanes, may receive a citation from 490 Police. Students who drive are asked to exercise extreme caution when driving on school property and to and from school. Reckless driving, speeding, and improper parking are unacceptable. Failure to comply with all traffic rules and regulations may result in loss of parking privileges on school grounds.

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Graduation Requirements

- **Qualified Admissions:**

Accredited High School Graduate		
Emporia State University, Pittsburg State University, Fort Hays State University and Wichita State University	Kansas State University	University of Kansas
ACT: 21+ OR Cumulative GPA of 2.25+	ACT: 21+ or Cumulative GPA of 3.25+	Cumulative GPA of 3.25+ or ACT 21+ and cumulative GPA of 2.0+
Units of English, Math, Natural Science, Social Science, and Electives (but not specific courses) are recommended; units are not required		
2.0+ Cumulative GPA on any college courses taken while in high school		

- **Graduation Requirements:** Twenty-six units of credit and seven semesters of full-time enrollment are required for graduation from El Dorado High School. The classification of a student as a sophomore, junior, or senior will be based on the Graduation Cohort group. To qualify for December completion, students must be enrolled as a full-time student during the fall semester and submit a letter of request for early graduation along with a career plan to the Superintendent of Schools.

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Graduation Requirements

To be awarded a diploma signifying graduation from El Dorado High School, a student must have satisfactorily completed the appropriate number of credits according to the student's graduation year. The minimum is **26 credits**.

Subject	Courses	Credits
English	<ul style="list-style-type: none"> English each year (Honors available) Seniors can take English Comp. I & II (BCC dual-credit). 	3.5 (0.5x7)
Communications	<ul style="list-style-type: none"> Speech, Debate, Forensics or BCC Public Speaking 	0.5
Mathematics	[Refer to the Math for course options and descriptions and the typical progression of courses.]	3
Science	<ul style="list-style-type: none"> Integrated Science & Biology (Honors available) One additional Science credit (1.0 or 0.5x2) 	3
Society/Humanities	<ul style="list-style-type: none"> World Geography (0.5), World History (0.5), American History (1.0), and Federal Government (0.5) One additional Society/Humanities course (0.5) 	3
STEM/Advanced CTE	<ul style="list-style-type: none"> Two semesters of advanced Math, two semesters of advanced Science, or one semester of each. Application level CTE courses Courses are designated by an asterisk * 	1
Business or Informational Technology	<ul style="list-style-type: none"> Business Essentials or Computer Applications 	0.5
Fine Arts	<ul style="list-style-type: none"> Any Art course, Music course, or Drama 	1
Health	<ul style="list-style-type: none"> Health 	0.5
Financial Literacy	<ul style="list-style-type: none"> Financial Literacy 	0.5
Physical Education	<ul style="list-style-type: none"> Two semesters of PE and/or Strength & Conditioning 	1
Employability & Life Skills	<ul style="list-style-type: none"> Courses related to your individual plan of study. Business Pathway, Construction, Design, Corrections, Security, Law & Law Enforcement, Early Childhood Development and Services, Family, Community, & Consumer Services, Fashion, Apparel, Interior Design (FAID) Pathway, Health Science-Marketing Pathway, Media Design Pathway, Teaching/Training 	4.5
Other Interests	<ul style="list-style-type: none"> Any combination of 8 semester courses, but note that some courses cannot be repeated for credit. Senior Project 	4.0

- Graduating with Honors:** The determination of Summa Cum Laude, Magna Cum Laude, Cum Laude, and Honors graduates is made at the completion of the second semester of the senior year. Each student recognized in one of the above categories must have completed a minimum of 26 units of credit including the required subjects for each category. To be eligible for any of the categories, students must be an El Dorado High School student and meet El Dorado High School graduation requirements and earn no grade lower than a “C”. (see additional information on the next page)

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Required Classes	Honors	Cum Laude	Magna Cum Laude	Summa Cum Laude
GPA	3.5	3.2	3.5	3.8
Honors English 9 A/B			X	X
Honors English 10 A/B			X	X
Honors English 11 A/B			X	X
Honors English 12 OR Comp I (BCC) & Comp II (BCC)			X	X
Algebra II A/B (does not include Alg II Parts I and II A/B)		X	X	X
One additional math credit above Algebra II (does not include Trans. to College Alg)			X	X
Science Courses-3 Credits		X	X (Chemistry or Physics)	X (Chemistry & Physics)
Foreign Language – 2 credits		X <i>may be different languages</i>	X <i>must be same language</i>	X <i>must be same language</i>

Health

- **First Aid:** All accidents at school, on school property, or at a school-sponsored events shall be reported to the principal immediately. Required documentation to be placed on file with the district is the responsibility of the principal.

First aid and CPR may be administered only by those school employees qualified by training approved by the district (completion of an approved Red Cross First Aid program or certification as a school nurse or nurse's aide) and then only in the case of emergency. If the accident requires medical treatment, an employee shall send for medical help and keep the injured person comfortable.

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At no time are employees to perform medical treatment such as pulling splinters, pulling teeth, administering medication, or providing other medical services without proper credentialing. Non-credentialed employees may only provide comfort treatment as described above to include applying band aids and providing ice packs.

Parents may not authorize non-credentialed employees to perform these functions but are always to be kept informed of the medical needs and complaints of their child(ren). This information is to be recorded in a manner prescribed by the school nursing staff and principal at each building.

Routine non-emergency medical needs necessary for student health and safety that must be completed during the school day shall be administered according to a student health care plan developed by the school nurse with parent input. The district will not assume liability for employees acting outside the scope of their authority.

- **Medicine:** When possible, students should take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed:
 - Medication must be brought to school in the original container with the appropriate label intact. This includes over-the-counter medication such as aspirin, as well as prescriptions. If medication is not properly labeled, it may not be taken.
 - A request for any medication to be taken at school requires a written statement by a parent. All medication, both over the counter and prescription, must be kept in the nurse's office, unless otherwise designated by a physician.
 - The taking of medication will be supervised by the school nurse or a designated person. A record will be kept by school personnel of all medication taken at school. "Permission to take medication at school" forms are available in the office.
 - The school nurse or any other school personnel cannot by state law dispense aspirin or any other type of medication to students without parental approval.

- **Staying Home from School:** This is not an all-inclusive list of possible communicable diseases that may impact the school setting. Please call the school nurse if you have questions.

WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?
Children should not attend school if they have an illness that prevents them from participating in routine classroom activities. If your child feels too sick to go to school, please keep him/her home.
WHEN YOUR CHILD WILL BE SENT HOME FROM SCHOOL & PROTOCOL
When a child complains of symptoms related to possible illness, it is the responsibility of the school nurse to note and communicate concerns to parents/guardians. The school nurses are not allowed by law to diagnose specific illnesses, and parents are responsible for picking up their child in a timely manner once they have been notified by the school. If parents are unable to come when notified, it is then the parent's responsibility to make other arrangements and notify the school who will be picking the child up.

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- **Student Health Guidelines:** To prevent illnesses from being transmitted at school, the following guidelines will be used to determine when students may be excluded from school and when they may return.

Exclude	Return
Fever	A child may return to school when he/she has been fever free for 24 hours without the use of fever reducing medication.
Cough	A child needs to remain home if he/she has a dry/productive persistent, barking, or hacking cough or is unable to practice respiratory etiquette & proper hand washing.
Diarrhea	A child may return to school if he/she has had no diarrhea or watery stools for 24 hours without the use of anti-diarrhea medication.
Vomiting	A child should remain home until he/she has not vomited for 24 hours without the use of medication.
Eyes	A child that complains of eye pain, has eyes/eyelids that appear red/pink, and eye discharge will be sent home. He/she may return 24 hours after initiating antibiotic treatment or provides a medical note stating the condition is not contagious.
Head Lice	A child will be sent home upon finding head lice and may return after treatment has been initiated. Upon returning to school, he/she will be checked to ensure that no live lice remain.
Chicken Pox (Varicella)	A child may return to school when he/she is fever free for 24 hours without the use of fever reducing medication AND all lesions are crusted or dried. Children who have not had chickenpox or vaccination may also be excluded from school for 21 days following exposure to chickenpox.
Ringworm	A child may return to school after administration of antifungal treatment.
Strep Throat	A child may return to school 24 hours after he/she has initiated antibiotic treatment and has been fever free without the use of fever reducing medication.
Scabies	A child may return to school 24 hours after initiation of treatment.
Meningitis	A child may return to school when he/she is fever free for 24 hours without the use of fever-reducing medication and a medical note stating the condition is not contagious.

Meals/Food

- **Cafeteria Regulations:** El Dorado High School has a closed lunch period which requires that all students remain in school during the lunch period. All students will report to the commons with their class during their designated lunch period. Students are to clean up

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their eating area, dispose of trays, and remain in the Commons until time to return to the classroom. Students who find it necessary to leave the Commons during their lunch period, must receive permission from a lunch supervisor.

- **Charging Meals:** A student receives a notice when their account goes below \$5.00. The maximum negative balance allowed is \$10.00. Once that maximum is reached, a student must pay for a meal prior to being served or they may bring a sack lunch. Otherwise, students will be served an alternate entree for their breakfast and / or lunch until outstanding balances are paid or are within the negative \$10.00 limit. See USD 490 Board of Education Policy EE.

Beginning in the month of May, and for the remainder of the school term each year, no charges of meals will be permitted. Any funds remaining in a student's account at the end of the school term will be credited to that student's account for the following school year. Parents may contact the Food Service manager or the Director of Food Service if special arrangements need to be made.

Second Meals - Students are allowed to use their meal account to purchase a second meal as long as they have a positive balance. Students must pay cash or charge the second meal at the adult price. Only one lunch and breakfast may be claimed daily per account for state reimbursement.

Any student that has a negative balance in his/her account may not purchase items from the a la carte selections until the balance is paid in full. Parents may contact the school food service manager or the Director of Food Service if special arrangements need to be made (322-4815).

- **Food Sold in School:** All foods sold in school from midnight before to 30 minutes after the end of the school day must meet USDA Smart Snacks in Schools Standards. This policy applies to all food sold on the school campus at any time during the school day including a la carte in the cafeteria, in school stores, snack bars, vending machines, fundraising and off-site, school-sponsored venues. If concession stands are open during the "midnight before to 30-minute after" rule, food and beverages must meet the Standards. Concession stands open 30 minutes after the end of the school day are NOT affected by these standards.

As long as school faculty workroom vending machines are not accessible to students, they do not have to follow the Smart Snacks rule.

One exempt fundraiser per school organization per semester that does not meet the Nutrition Standards for All Foods Sold in School during the school day on the school campus is allowed by Kansas State Board of Education regulations. Length of the exempt fundraiser may not exceed two (2) days. An organization is defined as a school group that is approved by the local board of education. Exempted fundraisers may not be sold during school meal service.

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Questions about whether a food or beverage meets the Smart Snacks Standards may be addressed to the Director of Food Service. All school-sponsored fundraisers must be approved and monitored for compliance by the building principal.

- **High School Food Service:** Student IDs will be used to purchase school lunches. If students forget their ID, they should move to the back of the line to let others go in front of them. (see Student IDs on Page 30 for additional information)

- **Meal Prices:**
 - Breakfast \$2.50 (\$3.00 adult)
 - Lunch \$3.50 (\$4.20 adult)
 - Extra milk \$0.60 per carton
 - 2nd lunch on a card on the same day = adult price
 - No cash sales are accepted; all monies must be added to student accounts prior to the day of sale.

- **Outside Food:** On the infrequent occasion that a parent needs to bring an outside lunch for a student, it must be delivered during the student's regular lunch time by an adult designated as a contact in PowerSchool. This food must be for the student only and may not be a delivery from a restaurant or delivery service. The food must be brought into the Main Office by the adult. At no time are sunflower seeds allowed in school buildings or district vehicles.

Miscellaneous

- **Counseling Services:** The counseling staff at EHS get to know students early in the ninth-grade year, as each freshman is called in for a conference. During the high school years there often exists a need to discuss present and future educational plans, results of various tests, and career options. In addition, students occasionally experience difficulty in interpersonal relationships, self-understanding, or decision-making that might be helped by personal counseling. Students are encouraged to sign-up to see a counselor whenever a need is present.

- **Drop Off Gifts/Deliveries:** This practice is highly discouraged to protect our students and staff. In the few situations where this is absolutely necessary, all allergy-free school building practices apply (i.e., latex free environment, etc.). All gifts must be wrapped in transparent film or open gift bags; all items must be clearly visible. In order to honor instructional time, gifts dropped off in the main office will be presented to the student at the end of the school day. EHS staff are not responsible for these belongings and reserve the right to deny acceptance of any gifts and/or deliveries at any time.

- **English for Speakers of Other Languages (ESOL):** The district gives a home language survey to all students when they enroll for the first time in the district. If a language other than English is listed anywhere on the form, the student is assessed for English Language Proficiency using one of the following approved assessments: the KELPA-P, LAS, IPT, or LPTS assessment. If the student scores less than fluent (or whatever the top band of

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scores is called) on any of the domains of reading, writing, listening, or speaking, s/ he is eligible for ESOL services. This assessment data, along with information on native language ability and past school performance, will be used to set goals for each English Language Learner (ELL).

Parents are notified in the form of a letter that includes the reasons the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL, and the parents' rights which include receiving information in the language that is most comfortable to the parent. Parent permission is required for participation in the ESOL program.

Each ELL student has an Individual Learning Plan (ILP) detailing their assessment scores, programs they are placed in, the number of hours of instruction that is provided, the teacher who is delivering the instruction, the end of year assessment results of the Kansas English Language Proficiency Assessment (KELPA), and what should be done next year. Teachers providing instruction to ELLs are endorsed or working on their endorsement.

All students who are identified as limited in their English language proficiency, whether they participate or not in the district's ESOL program, are required to take the Kansas English Language Proficiency Assessment (KELPA) assessment each spring. This test is given as a result of the No Child Left Behind legislation and is used to measure adequate yearly progress of our students' performance. Students must score a "Fluent" on all four domains (listening, speaking, reading, and writing) and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, the ELL students are monitored for two additional years.

ELL students are observed by classroom teachers, etc. for any indication of regression or not being able to keep up with their peers. Classroom grades, participation in class, KELPA results, etc. are examined to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that the student(s) are less than "Fluent", the student may be placed back in the ESOL program.

- **Field Trips:** Parents will be notified by electronic messaging at least 24 hours in advance if students are taking a field trip, either in-town or out-of-town. Parents are encouraged to complete the online permission form at enrollment to avoid completing individual permission slips for each event. Students who are academically ineligible will not be allowed to attend field trips unless approved to attend by an administrator.
- **Hallway Decorations:** All posters, decorations, and flyers to be placed in the school must have administrative approval/signature prior to posting. Posters receiving approval are to be placed on the bulletin boards near each restroom or on the tack strips in hallways. Administration has final discretion regarding all hallway posters and decorations.

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- **Media Center:** Library hours will be emailed each week and will be posted at the Library entrance. Students will sometimes visit the library during a scheduled class time, or students may make a pass to come to the library during open hours.
 - EHS Students may check out 2 books at a time. If another book is required for a class, students can get permission from the librarian to check out an additional title.
 - Books are checked out for three weeks at a time and can be renewed up to three times unless the title has a hold placed on it from another student.
 - If a student has overdue books, the individual will not be able to check out until the book is renewed or returned.
 - Overdue notices will be sent via email once a week until a book is returned.
 - The individual checking out a book will be responsible for returning the book in good condition.
 - The cost of replacement will be assessed for lost or damaged books.
 - Unpaid fines at the end of the year will be transferred to PowerSchool.

- **#PartOfThePride Commitment:** see next page

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#PartOfThePride Commitment

El Dorado Public Schools has a code of expectations for all coaches, parents/guardians, athletes, staff, and community members participating in all athletic/activity experiences. Your **PART** in adhering to the following obligations as a parent/guardian/guest at athletic events and as a member of our community is appreciated and necessary to promote **PRIDE** for every person participating.

AS a student athlete/participant, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials and spectators)
- Learning and **adhering to the policies** of the school district, school and program
- Doing my best to understand and appreciate the **rules of the contest**
- **Communicating** with my teammates, coaches, fans, referees, and administrators in an appropriate manner
- **Demonstrating sportsmanlike conduct** towards all officials, coaches, players, parents, staff members, and community members in all environments (practice, games, concerts, social media, emails, phone calls, etc)
- Engaging in a **safe and healthy environment** that is free from drugs, tobacco and alcohol
- Honoring **the decision and authority of officials** during competitions
- Respecting **the property and equipment** used at any sports or school facility
- Showing **appreciation for good effort** in both victory and defeat

AS a coach/sponsor, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials and spectators)
- Learning and **adhering to the policies** of the school district, school and program
- Teaching and appreciating the **rules of the contest**
- **Communicating** with all stakeholders (coaches, athletes, referees, parents, administrators) in an appropriate manner
- Modeling **good sportsmanship** by showing respect and courtesy to all stakeholders
- Providing a **safe and healthy environment** that is free from drugs, tobacco and alcohol
- Honoring **the decision and authority of officials** before, during, and after competitions
- Respecting **the property and equipment** used at any sports or school facility
- Promoting **appreciation for good effort** in both victory and defeat
- Emphasizing the **positive accomplishments and everyday growth**

AS a parent/guardian, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials, and spectators)
- Learning and **adhering to the policies** of the school district, school and program
- Helping **my child learn** that success is measured by the development of skills, not by winning or losing, or playing time
- Communicating **with the coach in an appropriate way** when I have a concern regarding my child and waiting an appropriate 24 hours after competition to communicate with the coach
- Supporting **sportsmanlike conduct** towards all officials, coaches, players, parents, staff members, or community members in all environments (practice, games, concerts, social media, emails, phone calls, etc)
- Reinforcing **the district's substance abuse policies** by refraining from use of alcohol/other drugs before/during contest
- Teaching **my child to respect the decisions** of administrators, coaches, and officials by positively modeling this behavior
- Respecting **the property and equipment** used at any sports or school facility
- Refraining **from overcoaching or ridiculing my child** or other players during games
- Placing the emotional and physical **well-being of my child** ahead of my personal desire to win

AS a spectator/fan, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials and spectators)
- Supporting **sportsmanlike conduct** with all officials, coaches, players, parents, staff members, or community members in all environments (practice, games, concerts, social media, emails, phone calls, etc)
- Whispering criticisms but shouting praises from the stands towards all participants, coaches, officials, and other spectators
- Reinforcing **the district's substance abuse policies** by refraining from use of alcohol/other drugs before or during contest
- Respecting **the property and equipment** used at any sports or school facility

In the event an individual fails to adhere to and uphold their #PartOfThePride, the school administration and school district reserves the right to impose sanctions including disciplinary action that may include, but is not limited to, temporary and/or permanent removal from the activity and expulsion from all future events.

BOE Approved 7/10/23

- **School Dances:** Dances held at the school or sponsored by the school will be governed by the following guidelines:

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- Students must be academically eligible to attend school dances.
 - Out-of-school guests must be approved by the School Resource Officer with forms submitted by the deadline indicated. EHS students will be held responsible for the behavior of invited guests.
 - Out-of-school guests must be between the ages of 14 and 20 and be at least a high school freshman. Guests must meet “good standing” requirements. The guests must present a photo ID to be admitted.
 - All school policies will be enforced.
 - EHS students must present their student ID to be admitted.
 - Students and guests leaving the dance will not be readmitted.
 - Students and guests must submit to a breathalyzer test to be admitted to the dance.
 - December graduates may attend Winter Homecoming and Prom but must have a photo ID to be admitted.
 - Students of the EHS Extend Campus may attend all dances with their school ID.
 - El Dorado Virtual School, while a USD 490 school, is not El Dorado High School. EVS students may only attend EHS dances as the approved guest of an EHS student.
- **Student IDs:** Students are given a student ID at the beginning of the school year. The student ID should not be defaced in any way, including adding stickers, coloring on the ID, etc. The student’s name and picture must be able to be seen. All students are expected to carry their IDs with them at all times during the school day and have them on their person at school activities. Students will need this ID to purchase school lunches, get into home athletic events and school dances, check into school when arriving late, check out of school when leaving early, earn PRIDE points, etc. If students lose their ID (or the ID is damaged beyond use), students must visit the Counseling Center to purchase a new school ID for \$3.00.
 - **Student Incentives:** El Dorado High School students who demonstrate academic, attendance, and behavior success will be allowed extra privileges/rewards. Incentives may include but are not limited to the following:
 - PRIDE Points: Points given out for positive behaviors that may be used as currency in the school store
 - Periodic incentive activities (possibly occurring at lunchtime, during Connections, at end of semester, etc.)Incentive activities should be considered a reward for demonstrated success, and participation in such activities by eligible students will be optional. It would not be acceptable for an eligible student to choose to leave school rather than participate in an incentive activity. Eligible students who choose not to attend incentive activities are expected to report to a predetermined location. Failure to earn eligibility should not be considered punishment, as student incentives are rewards-based and not disciplinary in nature.
 - **Visitors:** Visitors are welcome at EHS. All visitors must check-in at the office upon arrival and check-out prior to leaving the building. Guests may visit teachers or other staff during planning periods only and with prior administration approval. We encourage

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parents to visit teachers' classrooms. Parents wishing to visit a classroom are to make arrangements at least 24 hours in advance. See the Observation Request Form on the next page.

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Observation Request

Welcome to El Dorado USD 490! We value and encourage parental involvement. We also emphasize the value of focused instructional time for our staff and maximized learning time for all of our students.

Parents/Guardians who would like to observe their child in his/her educational setting during the school day must comply with the following requirements in accordance with Board of Education policy.

1. All observers must be approved by the building administrator or his or her designee at least 24 hours in advance of the observation. The observer may be subject to a background check prior to approval for a visit.
2. The observer must sign in at the office and wear visitor identification during the entire time. Observation periods must not exceed 90 minutes per day.
3. The observer should not interact with students, including the observer's child, or staff members during the observation.
4. The observer may request a time to meet with staff members outside of the observation time that is mutually convenient for the observer and the staff member and does not negatively impact the instructional day.
5. The observer will have an assigned area to sit and should remain in that area throughout the observation period.
6. The observer will respect the rights of confidentiality for all of the students in the learning area and will not discuss anything that is observed about other students with any outside party.
7. Recording and photographs of any kind are not allowed.

Observer Signature _____ Date _____

Purpose for Request of an Observation: (observer completes prior to approval):

Administrator Signature _____ Date _____

School Safety

- **Bullying:** Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 1. Harming a student or staff member, whether physically or mentally;
 2. Damaging a student's or staff member's property;
 3. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
 5. Cyberbullying which means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and Websites.

Bullying is prohibited in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. Students, staff or parents are to report any incident of bullying immediately to the school administration.

- **Crisis Plan:** The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, drills may occur to better prepare students and staff members in the event of a crisis. At all times, students will comply with instructions/directions from staff members. Persons wishing to know more about the crisis plan should contact the building administrator.
- **Drug Dog:** One of the available resources to help ensure a drug-free environment at school is the use of drug dogs. These dogs are specifically trained to search for drugs and may be used at any time deemed appropriate by school administration for that purpose. (JCAB).
- **Gang Activity:** Gang activities on school grounds or at school activities are prohibited. The type of dress, apparel, activities, acts, pictures, behavior, or manner of grooming displayed, reflected, or participated in by any student shall not:
 - lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
 - present a physical safety hazard to self, students, staff, and other employees;
 - create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of

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violence; or

- imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property, or on one's person.
- **School Resource Officer:** A School Resource Officer has been assigned to work with the faculty, staff, and community members to ensure a safe school environment. The officer is available during the school day to answer questions and to work with students in matters that may require police intervention.
- **Sexual Harassment:** No student, male or female, is to be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to behavior that is not welcome and is personally offensive. Sexual harassment punishment may include restrictions of the offender's activities and learning environment, suspension, or expulsion. Examples of overt and subtle types of harassment that could occur include but are not limited to the following:
 - a. uninvited notes, letters, telephone calls (which directly affect the school setting), emails, text messages, chat, or other materials of a sexual nature;
 - b. uninvited and deliberate touching, leaning over, or cornering;
 - c. uninvited sexually suggestive looks or gestures;
 - d. uninvited persistent pressure for dates and other intimate situations;
 - e. uninvited sexual teasing, jokes, remarks, or questions;
 - f. attempted or actual rape or sexual assault, or
 - g. visual displays that may be perceived as offensive to either males or females, (e.g., posters, calendars, photographs, graffiti, or signs.)

Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Confidentiality shall be maintained throughout the complaint procedure. Reports can be made to any teacher, counselor, or administrator. The building Administrator and school Police are designated as the complaint manager.

- **Weapons:** A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. This can include but is not limited to:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example;
 - any firearm muffler or firearm silencer;
 - any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any

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barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Technology

- **Electronic Devices:** Students are not to use laser pointers, cameras, video cameras, or any other type of electronic devices not associated with instruction during regular school hours. Students wanting to listen to music, at the discretion of teachers, must use headphones/earbuds.
- **Internet Use:** Access to the Internet enhances educational opportunities for students. When used responsibly, the Internet provides students access to educational resources that may not otherwise be available; however, some parts of the Internet may contain material that is not appropriate for student or school use. The purpose of this policy is to provide guidance for proper use of the Internet and to explain consequences of inappropriate use.

Use of the Internet and USD 490 computer information networks for any illegal activity or improper network uses is strictly forbidden. Illegal activity and improper network use include but are not limited to:

- Intentional disruption of network traffic,
- Degrading or disruption of equipment or system performance,
- Use of USD 490 computer information network for commercial or financial gain or fraud.
- Failure to meet the following requirements.

Students will not:

- Share passwords
- Vandalize the data of another person or gain unauthorized access to data files of another user
- Gain or seek unauthorized access to resources or entities
- Forge electronic mail messages
- Invade the privacy of individuals
- Post anonymous messages or material
- Possess any data, which might be considered a violation of these rules in paper, magnetic or any other form.

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- Load any software on school devices

Further, transmission of any material over the Internet that is in violation of any State or Federal law is prohibited. This includes but is not limited to: Copyrighted material, Threatening material, Harassment, Obscene material, Inflammatory material, Discriminatory remarks.

Please respect and take care of all technology equipment. Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions, as well as those outlined in the discipline plan:

- Suspension of device access, revocation of device access, and/or legal action/prosecution

The district has the right to restrict or terminate network access at any time for any reason. USD 490 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

- **El Dorado High School, USD 490 Student Device Policies and Procedures:** The student technology device that has been issued to you is the property of the El Dorado Public Schools, USD 490. This device is on loan to you as a student, and must be used in accordance, both at home and at school, with the following Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. These items are provided for educational purposes only and are intended to support the learning objectives of El Dorado High School and El Dorado Public Schools, USD 490.

Only district computers/devices are allowed in the school and on the school network. All other computers/devices must be approved by administrators.

- **Technology Required Documents:** The student's parent/guardian must have signed and returned the Student Device Loan Agreement and have paid the insurance premium.
- **Student Device Insurance:** An insurance premium is required upon enrollment at El Dorado High School. This is non-refundable and is NOT prorated if the student is enrolled for less than a full school year.
 - This fee is, however, adjusted based on financial need as follows:
 - Regular premium is \$30
 - Students who have completed the application and qualify for reduced lunch prices pay a premium of \$15.
 - Students who have completed the application and qualify for the free lunches will have their insurance premium waived.
- **Care of the Device:**
 - Students are expected to treat their device with care and respect. The device is the property of the El Dorado Public Schools, USD 490, and should be

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kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device is not allowed and may result in loss of privileges.

- The protective case should never be removed.
 - Students should not use their device while walking, on the bus, or otherwise being transported. Devices can be fragile, and if they are dropped, they may break.
 - Students should protect their device from extreme heat or cold. Never leave your device in a car, even if the car is locked.
 - Your device should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device or use their device near others who are eating and drinking.
 - Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment, etc.
 - Students should use care when plugging in their power cords, phone cords, and other peripherals.
 - Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- **General Use:**
 - Students will follow the El Dorado Public Schools, USD 490 Acceptable Use Policy when using the Internet on their device at home or at school.
 - Each device is assigned to an individual student. Students should never “swap” or “share” their devices.
 - Devices should be in a student’s possession or secured in a designated secure area at all times.
 - Students will be allowed to recharge their devices during the school day if additional charging is needed.
 - **Outside Devices:** Only district computers/devices are allowed on the school network. All other computers/devices are prohibited, unless, in rare circumstances, express permission is given by the building administrator. Student use of wireless hotspots is forbidden in USD 490 buildings.
 - **Bringing Devices to School:**
 - Students are responsible for bringing their device, fully charged, to school each day.
 - Loaner devices are not available for students who forget their devices at home.
 - **Files/Software:**
 - Student loaded files will not consume hard drive space needed for instructional or educational requirements.
 - Altering/modifying the original USD 490 pre-set software image is prohibited. Examples include, but are not limited to, loading software

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applications not authorized by USD 490, changing the device name, changing or removing operating system extensions, altering security software, altering the pre-loaded operating system or applications.

- **Games:** Students are prohibited from playing non-academic games, including Internet-based games, during the instructional day.
- **Backgrounds/Pictures/Music:** Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures, are prohibited.
- **Attendance Issues and Computer Use:** The district reserves the right to limit computer use for any student who develops attendance issues, including truancy.
- **Passwords:**
 - Students should never share their password with another student. Passwords should always be kept confidential.
 - Parents/guardians will be given the child's login name and password to supervise the student's use of the device.
- **Ownership/Right to Privacy:**
 - Internet access, e-mail, and other media that are accessed, created or stored on their devices are the sole property of the District. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time, and for any reason.
 - Parents, guardians, and students do not have a right or expectation of privacy for any use of the devices or district network.
 - The device belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.
- **Internet/Network/Email:**
 - Accessing or attempting to access sites that have been intentionally blocked by USD 490 tech staff will result in disciplinary action.
 - Email accounts are provided for every student. The email accounts are the property of El Dorado USD 490 and are subject to review at any time.
 - E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
 - Students should never share personal information about themselves or others while using USD 490 technology, including but not limited to devices and Internet.
 - Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action, which may include an arrest if state/federal law is violated. Ignorance of these regulations will not excuse an infraction.
 - USD 490 filters the district's network. We do not filter on the devices at this time.

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A filter may be added to a district-owned device at any time without notification.

- **In case of loss or damage:**
 - If the device is damaged or not working properly, it must be turned in to the District Technology staff for repair.
 - To repair unintentional damage to a device, the student will be charged a deductible of \$50. Intentional damage could result in the student being charged full replacement cost.
 - A loaner device may be checked out from the tech café while the device is being repaired. Loaner devices are available only for devices that are being repaired and not for devices left at home.
 - Parents/guardians/students are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device. It is strictly forbidden for anyone to take apart the device for access to internal parts.
 - EHS tech hours are weekdays from 7:30 am to 3:30 pm. If a device malfunctions outside of school, the student will need to return the device to the Tech Department on the first school day following the malfunction. The school district does not have an evening or weekend technician.
 - If a student's class work is lost because of a device failure, the EHS Tech department will make contact with the teacher/teachers from the classes affected on the same day that the issue is brought to the department. Teachers will make the appropriate time adjustments for the student to redo the lost class work. A record of this will be kept in the Tech department and will be reported to the building administration.
 - If the device is lost or stolen on campus, parents/guardians should immediately report the loss or theft to the administration and the school resource officer. A police report will be completed.
 - In the case that a device is stolen while off campus, the police should be contacted and a police report filed immediately. A copy of that report should be given to the EHS Technology Assistant and the El Dorado High School Resource Officer.

- **Consequences of Inappropriate Use:**
 - Students are expected to use their device in accordance with the Student Device Policies and Procedures, and District Acceptable Use Policy, and any applicable laws. Failure to use this device in an appropriate manner may result in the following consequences, as determined by administration of El Dorado High School and USD 490:
 - Student conference /Tech Violation
 - Parent conference
 - Cancellation of student use or access privileges, including the privilege of taking the device home
 - Any and all school disciplinary actions

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- Civil or criminal liability under applicable laws

- **Students Enrolled Less Than Half-Time:** For a student to be eligible to have a device checked out to them on a full-time basis, they must be at least a half-time student at El Dorado High School (enrolled in at least 4 classes). Please note that Connections is NOT counted as one of the 4 classes. Students that are not classified as at least half-time will be allowed to use the student device assigned to them as needed while they are at EHS. These devices will remain at the high school. In the event that the student is given an assignment that cannot be completed without the use of the EHS device off-campus, arrangements will be made on a case-by-case basis, with the EHS Tech Dept., for the student to use the device overnight.

Transportation

- **School Bus Transportation:** USD 490 will not be transporting students under 1 mile from their residence school. A student who fails to maintain appropriate conduct while on the bus, may be suspended from riding the bus or may be subjected to other disciplinary action.

- **Seat Belts:** If a student is riding in a district vehicle equipped with seat belts, the seat belts must be correctly utilized.

Policies

- **Children's Internet Protection Act:** The USD 490 plan to comply with the Children's Internet Protection Act (CIPA) is as follows: The superintendent shall obtain a commercially available Internet filtering program designed to block access to pornography and other obscene information on all district computers with access to the Internet. The district may monitor Internet use to determine compliance with this policy. All students and employees using any district computer shall comply with the district Acceptable Use Policy for Internet and Computer Access.

USD 490 is providing access for students and staff to the world-wide-web. The District is committed to providing student safety on the Internet, and will take all available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other inappropriate sites. On a global network, it is difficult to control all materials; therefore, USD 490 will not allow chat rooms and social networking sites to be accessed by students unless they are used specifically for instructional purposes and will not condone antisocial behavior at any time.

All staff members are responsible to educate students about appropriate online behavior and safety, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

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This policy shall be on file with the board clerk and in each school office with Internet access, and copies of this policy and acceptable use policy shall be available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required and directing staff to monitor computer system use as needed. (See Board Policy IIBGA)

- **Civil Rights Notification for USD 490:** Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 490 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 490 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools, 124 W. Central, El Dorado, KS 67042, 316-322-4800 who has been designated by Unified School District 490 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and section 504. Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 North Executive Boulevard, Kansas City, Missouri 64153.
- **Complaint Policy:**
 - Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act of 1990

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Individuals should attempt to resolve problems informally before utilizing this complaint procedure. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, treatment of or employment in the district's programs and activities is prohibited. Superintendent of Schools, 124 W. Central, El Dorado, KS 67042-1496 (316-322-4800) has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building

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administrator or the compliance coordinator. Formal complaints about discrimination will be resolved through the following complaint procedure:

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigation officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board.

The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 workdays after the appeal is filed. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

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- **Directory Information Notice:** The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that El Dorado Public Schools USD 490, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, El Dorado Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised El Dorado Public Schools USD 490 to the contrary in accordance with El Dorado Public Schools’ procedures. The primary purpose of directory information is to allow El Dorado Public Schools to include information from your child’s education records in certain school publications. Examples include:
 - A playbill, showing your student’s role in a drama production;
 - School newsletters (including website and/or social media);
 - The annual yearbook;
 - Honor roll or other recognition lists;
 - Graduation programs; and
 - Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want El Dorado Public Schools to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify El Dorado Public Schools in writing or by filling out the form on the next page by August 31 of the current school year. El Dorado Public Schools has designated the following information as directory information:

- Student's name
 - Address
 - Telephone listing
 - Electronic mail address
 - Photograph
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Degrees, honors, and awards received
 - The most recent educational agency or institution attended
- **Directory Information Opt-Out Form:** See next page

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Directory Information Opt-Out Form

Please complete and return this form to the District Office (124 W. Central Ave., El Dorado, KS 67042) by August 31 of the current school year, or within a week of enrollment if enrolling after that date.

Section I: I **do not** want El Dorado Public Schools to disclose any or all of the types of information designated below as directory information from my child's education records without my prior written consent in school publications such as:

- A playbill, showing your student's role in a drama production;
- School newsletters (including school website and/or social media);
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

El Dorado Public Schools has designated the following information as directory information. Please indicate which items you would like to opt out of including in **school publications**:

- _____ Student's name
- _____ Address
- _____ Telephone listing
- _____ Electronic mail address
- _____ Photograph
- _____ Date and place of birth
- _____ Major field of study
- _____ Dates of attendance
- _____ Grade level
- _____ Participation in officially recognized activities and sports
- _____ Weight and height of members of athletic teams
- _____ Degrees, honors, and awards received
- _____ The most recent educational agency or institution attended

Section II: Please indicate which outside organizations with whom you **do not** want El Dorado Public Schools to share your child's directory information without prior written consent.

- _____ companies that manufacture class rings and/or yearbooks
- _____ military recruiters who request names, address, and telephone numbers

Student Name: _____ Date: _____

Guardian Name: _____ Signature: _____

Updated 08/30/2023

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- **Drug-Free Workplace:** The USD 490 Board of Education believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of policy, GAOA.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such a program.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions that may be taken under existing board policies or the negotiated agreement.

- **Emergency Safety Intervention: (GAAF)** The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;

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2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

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Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such

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training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

- A. The events leading up to the incident;
- B. student behaviors that necessitated the ESI;
- C. steps taken to transition the student back into the educational setting;
- D. the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- E. space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- F. a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- G. email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;

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- information on the parent’s right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent’s written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent’s preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a

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behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

- Approved: November 11, 2013
- Revised: August 10, 2015
- Revised: July 11, 2016

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- Revised: July 9, 2018
 - Revised: February 11, 2019
 - Revised: July 10, 2023
- **Family Educational Rights and Privacy Act:** Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD 490. In accordance with FERPA, you are required to be notified of those rights which include:
 1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access. Requests to inspect records are to be made at the school of attendance.
 2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited expectations. Disclosure of information from your educational records to other persons will occur only if:
 - a. the district has your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law. Including:
 1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 2. The district may disclose, without your consent, education records to officials of another district in which a student seeks to enroll or intends to enroll.
 3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that USD 490 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
 5. The right to obtain a copy of USD 490 policies for complying with FERPA. A copy may be obtained from the USD 490 Administrative Office, 124 West Central, El Dorado, KS, 67042.
 - **Safe Routes to School Policy:**
 - Traffic Safety Education – The District supports the provision of traffic safety education and training on active transportation skills to all students and teachers.
 - Walk to School Day and Other Promotional Activities – The District supports events that encourage students to engage in active transportation to and from

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school and that promote active, healthy lifestyles for the community at large. Events may include Walk to School Days, Bike to School Days and School Walk-a-Thons.

- Enforcement - On an annual basis, the District shall assess (i) whether this Policy is being fully implemented, (ii) how to improve implementation; and (iii) what amendments are needed to improve the Policy's success. The district shall prepare a report detailing its findings and proposals to enact any necessary amendments. The report shall be made available to the public.
- The district shall further provide this Policy to El Dorado's Public Safety/Police Department. District shall partner with Public Safety/Police Department personnel to ensure that they (i) understand the details of this Policy, (ii) provide rigorous traffic safety enforcement in the vicinity of schools, especially during arrival and dismissal times, and (iii) understand the rights and responsibilities of those engaging in active transportation.
- Incorporation into Student and Parent Handbooks - All schools shall incorporate this Safe Routes to School Policy into their Student and Parent Handbooks.
- Incorporation into School Wellness Policy - This Safe Routes to School Policy is hereby incorporated into District's School Wellness Policy. District shall ensure that the School Wellness Policy reflects this addition.
- Limiting Restrictions on Active Transportation – The District acknowledges that the choice of which mode of transportation to use when traveling to and from school rests with students and/or their families, rather than with District or individual schools. Accordingly, the District shall prohibit individual schools from restricting any mode of active transportation used to travel to and from school. Notwithstanding the foregoing, where unusual traffic or other dangers make active transportation exceptionally unsafe, individual schools can discourage, but not prohibit, students from engaging in active transportation to and from school.
- Student Arrival and Dismissal – The District recognizes that ensuring student safety is especially critical during student arrival and dismissal times due to (i) increased automobile and bus traffic volume, and (ii) the potential for conflicts between different modes of transportation, which creates particular danger for those engaging in active transportation. Accordingly, the District requires individual schools to improve the safety of all modes of transportation during these time periods by separating active transportation from other forms of transportation as much as possible. Potential options include: establishing remote drop-off locations, car-free zones, single lanes for drop-offs and pick-ups, and early dismissal for active transporters.
- School Travel Plan: Moving Beyond the Bus – The District requires that each school adopt a School Travel Plan that addresses all modes of active transportation and related safety, access, and parking issues. The plans shall also include goals, strategies, and objectives for increasing active transportation among students and staff, including those with disabilities. At a minimum, the School Travel Plan shall contain a map identifying the school, streets surrounding the school, existing traffic controls, established

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pedestrian and bicycle routes, pedestrian crossings, school and municipal bus routes and bus stops, and any other infrastructure or plans that facilitate routes which separate active commuters from motor vehicles, with the goal of minimizing risk of injury and maximizing the safety and convenience of active transportation.

- **Social Media:**

- El Dorado Public Schools recognizes the potential to connect staff, students, parents and the community through social media. This communication tool can also impact the organization's professional reputation. Social media presence is a resume to parents and the public and should be professional and set high standards as school employees are role models for students. Staff shall therefore refrain from posting items with sexual content, exhibiting or advocating the use of drugs, alcohol, or tobacco products. You are responsible for the content that you post.
- The following guidelines are intended to protect district employees as well as students.
 - **Maintain Professional Boundaries:** USD 490 discourages teachers, administration or other staff members from 'friending' active students on personal social media accounts (Facebook, Twitter, Instagram, Snap Chat, etc.). The District does ask staff to utilize their teacher webpage, Google Classroom, ClassDojo, etc. or a separate classroom or club account for educational purposes.
 - **Continuity of Social Media Pages:** When a social media classroom/club account is created, it must be approved through building administration, and the account should be set up using the school group name and with a school-issued email, not a personal email or name. It is required that all social media accounts that represent district or school-sponsored organizations, activities, or groups must be registered with the District Office at the creation date of the account. School activity accounts created or maintained by students must have a staff sponsor and follow all of the same approval and documentation guidelines outlined above. No individual Facebook pages or groups will be allowed. There is one Facebook group for each school and all school Facebook activity should be done in the school's group. These are public groups but only staff members will have the ability to post into the group. The public can comment on the posts, but not create posts themselves.
 - **Protect Confidential Information:** Do not disclose confidential information about students, parents, or employees as specified in the Federal Educational Right to Privacy Act (FERPA), Health Insurance Provider Protection Act (HIPPA), or other relevant legal guidelines. You may not discuss aspects of a student's education record, which includes grades, classroom performance, or behavior on social media platforms. Unless "opted out," directory information including student name, grade level, and school can be shared, which includes posting on school and district

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websites. However, be cautious about identifying students by their full name or sharing information that could jeopardize their safety. Special education students cannot be identified as such on any online platform. Blurring a student's face, or placing an emoji over the student's face in order to post a photo on social media, is not appropriate. If a student can't be photographed, don't take their picture. Also, be mindful of copyright or intellectual property rights of others.

EHS EXTEND CAMPUS ADDENDUM 2025-2026

****Unless specified below, all previous EHS Student Handbook Policies also apply to Extend Campus students.****

MISSION STATEMENT

The El Dorado High School Extend Campus provides another flexible learning option for students in grades 9-12.

It is available to residents of USD #490 as appropriate and by application process. A flexible learning environment is not the appropriate educational setting for every student. It is important to consider your student's needs and learning style to determine appropriateness of this program. Teachers and counselors are available to assist in making this determination.

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The Extend Campus provides an individually developed schedule to ensure all lessons in each course are presented within one academic school term. Consistent lesson progression is expected, and progress data is used to evaluate student progress and learning. It is essential parents/guardians understand upon their student's enrollment at Extend Campus, parents/guardians also agree to participate in the program as designed.

APPLYING TO EXTEND

Each semester, students can apply to be considered for Extend. Applications can be made at <https://www.usd490.org/o/ehs/page/extend-campus>. Families will be contacted to set up an interview with the Extend staff. Once accepted to Extend, students continue with this placement until either the student/family choose to return to Main Campus or the student is not being successful at Extend. If this is the case, a meeting will be scheduled with the student/family to determine if Extend is the best environment for student success. Extend enrollment is limited, so if students are not being successful, plans to return to Main Campus will be discussed to open spots for other students.

CAMPUS ENROLLMENT

1. Students may not be enrolled in any other public school while enrolled in USD #490. After being accepted and course work has begun, the student is expected to complete the full school term in the program.
2. All students interested in transitioning to Extend Campus must complete an application and participate in the interview process.
3. Enrollment decisions will be based on student progress, student need, available space, and additional factors as determined by administration.
4. Parents/guardians will be asked to participate in all enrollment processes with their students.
5. Student enrollment in Extend Campus will be reevaluated at the end of each semester.
6. Continuing students will not need to repeat the enrollment process.

CAMPUS REQUIREMENTS

Extend Campus operates outside the traditional classroom, but Extend students are expected to achieve adequate weekly progress. Students will also be expected to take tests mandated by the State of Kansas and the USD 490 School District. Enrollment at Extend Campus is contingent on the approval of the administration.

Additional program requirements include the following:

1. There will be mandatory attendance days when students are required to attend classes at El Dorado Extend Campus. There will be two scheduled count days at the beginning of each semester and approximately two days for state assessments in the spring. Mandatory attendance days are required at the start of each semester to help students transition to the Extend Campus. Students are expected to stay for the entire count day.
2. Movement between Extend Campus and the Main Campus during a semester will be allowed only for unusual conditions and require approval from the administration.

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3. Adherence to the Extend Campus Addendum, EHS student handbook, and USD 490 board policy is strictly enforced.

CURRICULUM

The curriculum is designed to meet or exceed State of Kansas College and Career Ready curriculum standards and a licensed teacher for each course is assigned to each student.

Students may enroll in a variety of courses at Extend Campus, however, not all EHS courses are offered in this setting. Students may take additional courses to recover credits or work towards early graduation. All course enrollments require administration approval.

Students will work primarily on an online program, for their courses. These courses will include some supplemental projects and assignments separate from the online course. Although working online, students will have staff members to support, explain, reteach, etc.

Extend students will follow the USD 490 Graduation requirement. Extend staff will help students select courses that meet these requirements and will reflect students' Individual Plans of Study (IPS) goals.

GRADES

Course credits are earned when a student has completed the course. Extend operates on a four-by-four schedule with students earning a half credit in a course in a nine-week period. However, posting to the student's official transcript will be done at the end of each semester. Credits will be shown on first and second semester report cards.

Eligibility for Extend students will follow the El Dorado High School practice with an additional grade check after each nine-week grading period.

Letter grades will be assigned for all courses at Extend Campus. Just like a traditional student, Extend students work at different paces and often have different completion percentages throughout the quarter.

Grades in PowerSchool will reflect students' progress towards completion of the online curriculum courses, specials, projects, and/or tests. Notetaking is required. Notes can be handwritten in a notebook or completed electronically. A grade will be given in each course for notetaking. Grades are computed weekly with previous grades exempted in previous PowerSchool weeks.

Specials must be completed and graded before finals are given. Students are required to complete all unit and final reviews before taking the test. All students' grades in PowerSchool will be figured by taking the student's current online curriculum grade at the daily required percentages. Students who are not at required percentages will have grades adjusted using the following formula:

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Student current % completion X Current online curriculum grade
Required % completion

ATTENDANCE

Students will be required to complete necessary hours on campus each week. For sophomore, junior, and senior students, one full 6.5-hour day of attendance per week is required at Extend Campus each week. For freshman students, two full 6.5-hour days of attendance each week is required. These full day assignments are determined at the beginning of the semester, and changes must be approved by Extend staff.

Students may arrive at Extend between 7:45 – 8:05 AM each morning. Students arriving after 8:15 AM will be marked as tardy. Students will be required to spend additional time on campus for every three accumulated tardies. Attendance will be taken during morning hours (7:45 AM-11:25 AM) and during afternoon hours (11:25 AM-3:05 PM).

If students are absent on an assigned full day, the 6.5-hour absence will be made up. All truancy policies will be followed. If adequate progress towards graduation is not maintained, the student's flex schedule may be altered by administration to provide additional academic supports. Second semester seniors will not have assigned full days if they are in good standing and on-track to graduate. However, full days may still be required for tardies and/or disciplinary action.

STAMPS/SIGN-OUT

Students clock in as they arrive each day, and are given their stamp sheet. They are required to receive a stamp from each of their teachers to show they have completed that day's assignments before they leave for the day. Students who choose to leave campus before serving their full day or earning all stamps will be marked with an unexcused absence in PowerSchool and will face a consequence, which could include spending additional time on campus the following day. Two discipline points for leaving without permission will be documented.

Students who stay a full day but don't earn all stamps will be marked as a Non-Participant in PowerSchool. Two additional hours will be assigned for attendance on their scheduled day off. (Friday for 10th-12th and Monday for 9th.) Students who have received all of their stamps and are not on their full day, are required to check out and leave campus.

Stamps are required by 9:30 AM, 11:00 AM, 1:00 PM and 2:00 PM. If the stamp has not been earned by the assigned time, students will be assigned additional time on a non-scheduled attendance day.

Special lessons, connections activities, and projects are to be completed on full days before engaging in free time activities.

CELL PHONES

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Students may use their phones until 8:15 AM. At 8:15 AM, phones are to be put in their backpack. A 10-minute break will be given at 10:00 AM and 1:00 PM. Students may have their phones during their 30-minute lunch time. If student would need to use their phone during a time that is not a break time, they must get teacher permission.

If students play music through their headphones, one headphone must be connected to their device so they can listen to the online curriculum videos.

If students are on their cell phone without teacher permission, students will be assigned a 15-minute detention. Once the student clocks out for the day, they will serve their detention. If students choose not to serve their detention on the day it is assigned, the detention will be doubled to be served the following school day.

STATE AUDIT

Audits of mandatory student attendance are conducted in September to determine program funding. Failure to fully participate by the designated date may result in automatic forfeit of Extend Campus enrollment.

SPECIAL EDUCATION / SECTION 504 PLANS

The EHS Extend Campus accepts enrollment from students who are identified as Special Education or Section 504 eligible. Students with either an IEP or a 504 plan must meet the enrollment requirements for the Extend Campus. When a student enrolls with current Special Education eligibility and a current Individualized Education Plan (IEP), Extend Campus staff will be provided with a copy of the IEP or 504 plan. The case manager will provide a copy of the IEP and/or 504 plan to instructors. The IEP team will determine if Extend Campus enrollment is an appropriate delivery model.

Mission: Every day with excellence!

Vision: El Dorado Public Schools produces globally competitive learners through equitable access to high quality academic, social, and real-world learning opportunities. Students graduate prepared to excel in college, careers, and life.