



El Dorado High School Building Addendums



BUILDING VISION STATEMENT

The purpose of El Dorado High School is to help prepare each student for a successful future.

BELL SCHEDULE

Mon/Wed/Fri (No Connections)		Tues/Thurs (Connections)	
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	

ACTIVITY FUND ACCOUNTS:

All high school classes and other organizations will deposit their finances in the activity fund. Organization treasurers or sponsors will make deposits immediately with the bookkeeper and receive a receipt for each deposit. All student activity fund monies need to be spent on students.

All student activity account purchases must first be approved by the Athletic or Activities Director or Principal.

Organization treasurers shall keep records of all transactions and shall be responsible to check with the activity fund bookkeeper to ensure records are accurate. All monies received by a student organization will be receipted in the book provided by the activity fund bookkeeper.

ANNOUNCEMENTS:

In order to avoid interruptions to class with announcements, an attempt will be made to make all announcements to the students at the beginning of 1st hour and during passing periods. If you have announcements, please complete the Google Form linked below by 2:00 pm to have announcements included on the next day. Administration must approve all announcements.

<https://docs.google.com/forms/d/e/1FAIpQLSeEANOTljgt7AvewCZ5A8ImutDc4VqK6LVBQ41O7qiviX8xsA/viewform>

BUILDING ACCESS:

You can access the building from 6:30 am to 10:30 pm Monday through Friday and 8:00 am to 8:00 pm on Saturday and Sunday. When going into the building outside of school hours, please badge in the front entrance, the east commons entrance, or either lower level entrance. These locations will disarm the alarm system.

CLUB MEETING SCHEDULE:

Clubs and organizations will meet on a rotating basis throughout the year. These meetings will take place during Connections once per month.

Students not attending an activity meeting will remain in Connections. Teachers who sponsor clubs must provide their own coverage for their classes during the activity period. All club members must use e-hallpass to be excused from class to attend club meetings.

COMMUNICATION OF TEACHER ABSENCE:

Please do the best you can to enter all absences in Frontline well in advance of being gone. When entering an absence, please mark "No Sub Required" unless the absence is within 24 hours of you being gone. For emergencies or last-minute illnesses, please communicate with the building principal.

COUNSELING RESPONSIBILITIES:

The Counseling Department is dedicated to helping each individual student learn how to better understand him/herself, how to make wise decisions and solve problems, and integrate his/her own personal growth with the increasing complexity of present-day society. Often this help is in conjunction with the efforts of the parents and teachers of the student.

Faculty members are to discuss individual student issues in their classes with the counselors, and to refer students for counseling. Test data, cumulative grades and other records are available to be shared with teachers. Student, teacher, parent, counselor conferences can be arranged. Many times, a small problem can be kept from becoming a large problem if it can be recognized and discussed early.

Since counseling is most effective when the student feels he/she has a problem, students should be encouraged to make specific appointments to see a counselor. The counselors will do their utmost to keep from infringing on classroom time. If the counselors should call for a student at an inconvenient time, please let them know that and the student will be rescheduled.

By its nature, counseling is a private service. Never discuss student issues outside of the appropriate professional setting or indicate shared professional services.

Other responsibilities of the Counseling department include: orientation of ninth grade students and transfer students; planning visits by college admissions counselors and people from industry and business; assisting in securing scholarships; administering and explaining aptitude and achievement tests; enrolling students; making sure students are aware of the special services offered to them by U.S.D. 490 which include homebound instruction, special education, alternative school instruction and referral of students who may benefit to the South Central Mental Health Center or to private psychological services.

The counseling office is open from 7:40 AM to 3:25 PM daily. However, other hours may be arranged by contacting a counselor.

DRILL EXPECTATIONS/DETAILS:

Kansas law requires four fire drills, two tornado drills (one in September and one in March), and three crisis drills each school year. USD 490 Board Policy requires that drills be conducted for each type of emergency drill identified in the district crisis plan. Building administrators, in collaboration with school resource officers, will determine times to comply with these requirements. You are expected to keep up-to-date rosters in your Crisis Response Books to use in drills and crisis situations. The Crisis Response Books should be taken with you when you leave the room.

HOMEWORK:

Careful consideration should be given regarding any schoolwork which a student is expected to do outside of class time. Please consider the following:

1. The work needs to be within the student's ability.
2. The work should contribute to the development of independent study habits rather than a dependence upon parents or classmates.
3. The work should be an aid to home-school relations rather than a strain upon them.
4. Students will have one day for every day absent (excused or unexcused) to make arrangements to complete make-up work.

Homework should never be given for punishment. Homework should be checked in some approved manner. Efforts should be made to consider assignments made by other teachers when making homework assignments.

MEDIA CENTER:

Please see the Library hours that are shared weekly via email and posted at the Library entrance. You are encouraged to schedule a time to bring students to the library as a class. At other times, students may come to the library with approved passes by Library staff.

The Library offers laminating to staff and students for school-related materials. Requests for laminating must be made in advance and need to be completed by Library staff. Please allow a minimum of 24 hours for completion.

The Library is also a place for staff! Please communicate any needs, suggestions for improvement, or questions.

PARTIES:

The classroom is not the place for parties. If you feel that some activity, which could be construed as a party, is in the best instructional interest of your class, see the principal for approval.

Any meetings, gatherings or parties involving any school groups for which any teacher acts as a sponsor must be approved and placed on the school calendar in advance.

PURCHASES:

All purchases utilizing district or activity account funds must first be approved by an administrator. To get this approval, please email a request to both the appropriate administrator and the Bookkeeper. Links to online purchases can be sent to the building's Bookkeeper. For other purchases, see the Bookkeeper to check out a credit card and get a tax exempt form. The credit card and receipt must be returned to the Bookkeeper by the next school day. There are rare times that staff may be given the approval to purchase items with their own funds for later reimbursement. Please note that sales tax cannot and will not be reimbursed.

SCHOOL HOURS:

8:00 AM - 3:05 PM for Students

STAFF PARKING:

Staff can park to the east or west of the building and in the west lot at the lower level. Parking in the immediate front parking stalls of the building should be left for visitors. If parking in a handicap stall, a handicap sticker/tag should be present.

STUDENT CONDUCT - DISCIPLINE:

Teachers should handle Tier I behaviors in their classrooms following their classroom management plans. However, students who disrupt the learning environment should be referred to EHS administration. Major and non-major situations should be documented using PowerSchool.

- Non-major referrals should be completed when the teacher has addressed the disruption with the student as an "FYI" to administration that the behavior has been addressed.
- Non-major referrals will be sent to the administrative team automatically and should contain as much information as possible, including the strategies utilized to resolve the issue, including when parental contact has been made.
- Major referrals should be completed when a student has repeatedly displayed behaviors that were addressed by the teacher or the behavior is a major disruption to the learning environment and the student needs to be removed from the classroom.
- Major referrals should also accompany a phone call to the office to alert office staff that the student is being sent.

The Board-approved Discipline Matrix: (see next page)

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				
Skipping 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

STUDENT EVALUATION:

A sincere attempt should be made to grade each student as an individual. Students continually making low or unsatisfactory grades need to be given assistance and encouragement — try to find work, which he/she can do well. Students differ in their abilities, so begin where he/she is and help that student develop as much as possible.

1. The grade placed on a grade card at the end of each six-week period should be assigned as a cumulative grade. Cumulative grading in no way implies averaging. Cumulative grading is a succession of additions. The accumulation of scores from the first day of school until the close of a grade reporting period provides the data for the assignment of a grade.
2. Samples of work and a record of all schoolwork is to be kept on file for students, particularly those not making satisfactory progress. Be sure to date the materials. All grades should be kept in PowerSchool.
3. The academic grade should not be lowered because of student conduct.
4. All grades are to be updated in PowerSchool at least once a week with at least one new grade entered per class.
5. No one grade (test, final, project, etc.) should account for more than 10% of a student's overall course grade.

Do not wait until the end of a grading period to help a student who is doing unsatisfactory work. Counsel with the student individually making a sincere effort to encourage better work and offering your assistance if it is desired. When it is recognized that a student is experiencing difficulty, you must contact the parent or guardian, prior to seeking outside intervention and/or referral.

SUBSTITUTE TEACHER PLANS:

Sub plans are required for all absences and should be left on your desk in plain sight. These plans should be clear enough for someone outside your content area to teach your lesson. Please use the sub folder provided by the Office and include inside:

- Current class rosters including approved preferred names of students
- Current seating charts
- General information regarding classroom procedures
- Plans for the day of the absence that will engage students for the duration of the class period
- Emergency plans to be used at the last minute when specific plans can't be created
- A list of students with medical alerts, IEPs, and 504 accommodations and academic accommodations as needed for that day
- Names of adult support staff in any classes

When emailing last minute sub plans, please send them to the principal, Heather at hmjwright@usd490.org, and Angie at awilson@usd490.org.

SUPERVISION OF STUDENTS:

Each day, teachers are to be in their classrooms or assigned areas by 7:40 am. Teachers should be in the halls supervising and greeting students during passing periods.

TEACHER WORKDAY:

The workday for the teaching staff will be from 7:40 AM to 3:25 PM.

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 through an 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 the appropriateness of this program. Teachers and counselors are available to assist in making this determination. 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. Parents/guardians must understand that upon their student's enrollment at Extend Campus, parents/guardians also agree to participate in the program as designed.

APPLYING TO EXTEND:

Each semester, new 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 chooses to return to Main Campus or the student is not being successful at Extend. Because Extend enrollment is limited, if a student is not experiencing success, communication with the student and their family will occur to determine if Extend remains the best environment for their needs. If not, plans to return to the Main Campus may be discussed to make space available 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 coursework 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.
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 through an online program, for their courses. These courses will may 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 requirements. 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 the 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 courses, specials, projects, and/or tests. Note-taking is required. Notes can be handwritten in a notebook or completed electronically. A grade will be given in each course for note-taking. If students do not have notes documented or if notes are not acceptable, they may be moved back to the point in the lessons where adequate note-taking last occurred. Grades are computed weekly, with previous grades exempted in previous PowerSchool weeks.

Specials and projects must be completed and graded before finals are given. Students are required to complete all units 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 the required percentages will have grades adjusted using the following formula:

Student's current % completion X Current -online curriculum grade
Required % completion

If students are failing, they will be placed on probation for one week. If their grade is still failing at the beginning of the next week, the student's flex schedule will be revoked until their grade(s) is/are passing.

ATTENDANCE

Students will be required to complete the 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 are 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, connection activities, and projects are to be completed on full days before engaging in free time activities.

CELL PHONES

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

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

If students play music through their headphones, one headphone must be connected to their device so they can listen to the videos or have closed captions on, so students can read the content while videos are playing. If staff determine that students are not paying attention to videos, walk away from videos while video is playing, or are off task - playing a video game, talking to another student, sleeping, then students' videos will be stopped and repositioned back to where the students were prior to them being off task.

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.