



# **WILDCATS**

## **EL DORADO MIDDLE**

**EL DORADO MIDDLE SCHOOL STUDENT HANDBOOK**  
**2025-2026**

## MISSION STATEMENT

El Dorado Middle School's mission is to provide a well-rounded education that fosters character, communication, collaboration, work ethic, motivation, and personal growth, preparing students to apply these skills in their community.

## BUILDING HOURS

Breakfast is served each school day from 7:40 AM until 8:00 AM. These students have designated areas in which to wait until class begins. All EMS students are required to leave the building and grounds by 3:25 PM unless they are involved in a school related activity.

## VISITORS

All visitors will need to buzz the office in order to be admitted to the building. Visitors are required to register in the office to pick up a visitor pass. Visitors must leave a form of identification or car keys in order to receive a visitor pass. Upon completion of your visit, please return the pass to the office to receive your identification or keys. No student visitors will be permitted in the building while classes are in session. See the Observation Request Form at the end of this handbook.

## ATTENDANCE REQUIREMENTS

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. Notification and reason for the absence must be provided within five days of the absence in order to be considered for an excused absence.

The automated school notification system will be used to notify parents of absences, both excused and unexcused, following daily attendance. This notice shall go to all parent contacts on the emergency system.

## ABSENT or TARDY at EMS?

A few minutes can make a big difference...

<p style="font-size: 1.2em; font-style: italic;">Arriving</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; color: red; font-weight: bold;">BEFORE</div> <p style="font-size: 1.2em; font-style: italic;">these times</p> <p style="font-size: 2em; font-weight: bold; margin: 10px 0;">=</p> <p style="color: red; font-weight: bold; font-size: 1.5em;">TARDY</p>	Period 1	8:15 AM	<p style="font-size: 1.2em; font-style: italic;">Arriving</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; color: red; font-weight: bold;">AFTER</div> <p style="font-size: 1.2em; font-style: italic;">these times</p> <p style="font-size: 2em; font-weight: bold; margin: 10px 0;">=</p> <p style="color: red; font-weight: bold; font-size: 1.5em;">ABSENT</p>
	Period 2	9:09 AM	
	Period 3	10:03 AM	
	Period 4	10:57 AM	
	Period 5	11:51 AM	
	Period 6	1:25 PM	
	Period 7	2:19 PM	
	Period 8	3:00 PM	

8 tardies = 1 absence

## **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.

- 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).
- An Intervention Warning Process will begin when any student reaches a 10% or greater cumulative absence rate.
- When a student reaches 10 days of excused absences for the school year, doctor's notes or the equivalent will be required.
- Copies of all letters and forms shall become part of the student's educational record.

## **TARDIES**

Any student who is not in the classroom by the time the second bell rings will be considered tardy. A student who is tardy to first period must report to the office for an admit slip **before** reporting to their first hour class. Excessive tardies will result in disciplinary action; tardies reset at the start of each semester.

5 tardies = 1 detention, 10 tardies = 2 detentions, 15 tardies = 3 detentions. Additional tardies beyond this will result in 1 detention for every tardy.

## **MAKE-UP WORK**

Students will have two days for every one day they are absent to make-up their work. We encourage parents to request homework if student(s) are absent.

## **PERMIT TO LEAVE THE BUILDING**

If it is necessary for a student to leave school during school hours, parents must notify the office. Students must have a signed excuse slip from the office. Once on the school grounds, students are not to leave until 3:05 PM unless proper arrangements are made. Parents or guardians are to come to the main office to sign the student out when it is necessary for them to leave school during the day. If they return to school the same day, the student is required to sign in with the office upon their arrival.

## **SUPPLIES**

Supply lists can be found on the district website under the "Parents" tab. Please contact the school principal or counselor if you need assistance in providing school supplies.

## 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.

## COMMUNICATIONS

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 steps when there is a problem:

USD 400 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 Support	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 Support	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	

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## 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 (HIPAA), 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 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 a 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.

## **ILLNESS AND MEDICATION**

If students become ill during school, they must get permission from the teacher to visit the school nurse’s office. A hall pass initiated by the teacher is required to visit the nurse’s office. Passing period visits to the nurse’s office shall be limited to emergencies only. The nursing staff will determine if a student needs to go home due to illness or injury. Parents will be notified. No student is sent or taken home unless an adult is present to assume responsibility for the student or as specifically directed by a parent. The school nurse can administer prescription drugs with a physician's written order of physician and a parent signature with the medication in the original container. Over the counter drugs must be in the original container and with a parent signature. Inhalers may be carried by the student with parent and physician written permission.

## **STUDENT HEALTH ISSUES**

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.

### 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.

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 condition is not contagious.

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.

### **FIRST AID**

All accidents at school, on school property, or at a school-sponsored event 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.

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.

### **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.

### **PROGRESS REPORTS, REPORT CARDS & GRADING SYSTEM**

At the end of each six-week marking period, progress reports will be e-mailed out to the parents of all students. Parents also have access to their student's progress via PowerSchool. A login and password can be obtained to check a student's grades by contacting the EMS office at 322-4820.

The interpretation of the letter grades is as follows:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 59%

Grade cards will be issued on the following dates:

<u>Grading Period</u>	<u>Grading Period Ends</u>
1st six weeks	September 19, 2025
2nd six weeks	October 31, 2025
<b>1st semester</b>	<b>December 18, 2025</b>
4th six weeks	February 13, 2026
5th six weeks	April 2, 2026

**2nd semester****May 21, 2026****HONOR ROLL**

The middle 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.	4.0
Principal's Honor Roll.	3.75 – 3.99
Red & Black Honor Roll.	3.5 -3.74

**HALL PASSES**

e-HALL PASSES ARE REQUIRED! Permission to leave a classroom or any assigned area during school hours requires a hall pass.

**LOCKERS**

Students are responsible for securing all personal items in their hall or gym lockers. Opening or disturbing another's locker or sharing lockers is prohibited. Lockers are the property of the school and items considered inappropriate for the school setting are not to be stored in a school locker. The school retains the right and duty to conduct locker searches when necessary. El Dorado Middle School is not responsible for any items lost or taken from a student's locker. Book bags, purses, coats and jackets should remain in lockers. Food and candy are not allowed, with the exception of students who bring lunches from home.

**WATER BOTTLES**

Students may carry water bottles; however, the contents must only be water.

**LUNCHROOM**

El Dorado Middle School has a "closed" lunch period, meaning that students must remain at school for the noon meal and eat in the lunchroom. Students may buy school lunches or bring in a sack lunch. For those who wish to bring lunch, milk may be purchased. Lunch fees may also be paid using PowerSchool. The price for breakfast is \$2.45 and lunch is \$3.40. Extra milk is \$.60.

A student receives a notice when their account goes below \$5.00. The maximum negative balance allowed is \$10.00. A student must pay for a meal prior to being served or they may bring a sack lunch. Students will be served an alternate entree with 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.

Second Meals - Students are not 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.

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.

**OUTSIDE LUNCHESES**

On the infrequent occasion that a parent needs to bring a fast-food lunch for a student, it must be delivered by the parent or an adult designated as a contact in PowerSchool (no deliveries from restaurants or delivery



services) during the student's regular lunch time, and **may be for their student only**. The food must be brought into the Main Office by the adult. At no time are sunflower seeds allowed in the school building, outside turf, or vehicles.

### **FOODS 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 minutes 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.

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.

### **DROP OFF OF 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**. EMS staff is not responsible for these belongings and reserves the right to deny acceptance of any gifts and/or deliveries at any time.

### **HALLWAY DECORATIONS REGULATIONS**

All posters, decorations, and flyers to be placed in the school must have administrative approval/signature prior to posting. Administration has final discretion regarding all hallway displays.

### **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 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.

### **SPECIAL EDUCATION PROGRAMS & SERVICES**

The El Dorado schools are committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services.

El Dorado USD 490 is a member of the Butler County Special Education Interlocal Cooperative and in collaboration with the cooperative provides a comprehensive special education program, which adheres to the Federal Regulations, included within the Individuals with Disabilities Education Act (IDEA) and the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these services is determined with parents at each building site, and the building principal or his/her designee supervises those services. If you believe your child may be in need of special education services, you may initiate a referral with your school's Student Intervention Team.

For further information about referrals for special education services, contact your school office. For a publication entitled "Parental Rights in Special Education," contact your child's school or the Butler County Special Education Interlocal Cooperative at 775-6904.

### **SCHOOL COUNSELING DEPARTMENT**

School counseling services, including personal, educational, and career counseling, are available to all students. Parents are also welcome to confer with the counselors. The purpose of the guidance department is to:

- Assist students in understanding themselves.

- Assist students in understanding their own abilities, aptitudes, and interests.
- Assist students in developing social skills.
- Assist students with personal issues.
- Assist students in the exploration of careers.

Students are encouraged to arrange an appointment with the counselors. Parents and teachers may also wish to consult the counselors concerning a student's academic or social/emotional issues.

## **MEDIA CENTER**

The media center is open based on when staff is available in the building. Please find the schedule posted in front of the media center. Books from the general collection are circulated for two weeks and may be renewed. Students will be charged the replacement value of books and materials that are lost or damaged.

## **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.

## **DRUG DOGS**

One of the resources available 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.

## **ENROLLMENT**

Enrollment will not be completed until fees are paid or arrangements have been made for payment. 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.

## **STUDENT FEES**

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.

Program Fees: (Grades 6-8) \$15 - 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.

\*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](http://www.usd490.org)

\*\*If your student is eligible for free / reduced meals when you apply, fees will be calculated based upon that status (free meals: textbook rental fee and computer insurance fee (if applicable) is waived; reduced meals - textbook rental fee and computer insurance fee (if applicable) is reduced by 50%).

\*\*\*Program Fees are not eligible for price reduction based on free / reduced meal status.

\*\*\*\*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.

### **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.

### **ATHLETIC PROGRAMS**

All students at El Dorado Middle School are encouraged to participate in a variety of Interscholastic Athletic Programs during their time at EMS. The 7<sup>th</sup> and 8<sup>th</sup> grade programs include cross country, football, volleyball, wrestling, basketball, track & field, cheerleading, tennis and co-ed soccer.

Before any 7<sup>th</sup> or 8<sup>th</sup> grade student may practice for any interscholastic sport or cheerleading, he/she must have a physical examination performed by a medical physician or a chiropractor, and must have a signed statement from the doctor filed with the Director of Middle School Athletics stating that the student is physically fit. The parents and student must also sign an Extracurricular Activity Consent Form and fill out an emergency medical card before they can participate. This physical cannot occur before May 1 of the year preceding the year for which it's applicable.

### **SCHOLARSHIP/ELIGIBILITY RULE**

A student is considered ineligible if he/she has an F for two consecutive weeks in the same class. The student will be placed on a probationary list during the first week, and will have the opportunity to raise their grade prior to grades being checked for the next week. If a student brings their grade up to a passing level during the probationary week, they will be eligible to participate the following week. A student will be considered ineligible if they are failing the same class for the second consecutive week. Eligibility will be checked at the end of the school week, every week during the season. If a student is ineligible, the student will not be eligible to participate in any competitions during the following week.

If a student does not pass 5 new classes in a semester, the student will not be eligible for the next semester. (KSHSAA Rule 13 article 3 of the KSHSAA Handbook)

Students who choose to participate/practice in activities at El Dorado Middle School must agree to abide by the terms of USD 490's Drug and Alcohol Policy. This policy requires that the student and a parent or legal guardian sign the district's drug and alcohol contract, requiring participation in the district random drug testing program. For matters of interpretation, the definition of extracurricular activities is school activities that are not part of any particular class for which a grade is given.

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 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)

A student involved in an extra-curricular activity that obtains In School Suspension (ISS) or Out of School Suspension (OSS) will be deemed a student not in good standing. As a result, that student will not be allowed

to participate in any extra-curricular activities while they are in or out of school suspended. Students are expected to practice while serving ISS, but they are not able to practice while serving OSS. A student will not regain their good standing status until the start of the school day following completion of the suspension.

Attendance is required for the entire duration of the school day for students competing in athletics or activities on the day of competition. Should a student need to be gone for an appointment, a note is required, documenting the time of the appointment and student's name. In the event of extenuating circumstances, a decision will be made at the discretion of administration.

## **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.

**El Dorado USD 490****Artificial Intelligence Acceptable Use Scale**

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

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

**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 out of school suspension, 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.**



## #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*

## **CONCUSSION POLICY**

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, the Athletic Trainer's office, or the Athletic/Activity Director's Office.

## **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 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.

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.

## **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 ASPIRE coursework that must be completed prior to the student's return to school. 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.

## **ELECTRONIC DEVICES**

Cell Phones, personal electronic devices, such as iPads, PSP, iPods, smartwatches etc. are not allowed from 8:00 AM to 3:05 PM. Cell phones will be permitted in the Commons during the student's lunch period. At all other times, cell phones should be kept in lockers. Students are not to use laser pointers, cameras, or other types of electronic devices not associated with instruction during regular school hours. AirPods and headphones are to be used at teacher discretion.

## **CONCEALED OBSERVATIONS**

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, 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.

## BULLYING

Bullying in any form is prohibited on school property, in a school vehicle or at a school-sponsored activity or event. Students who bully others 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 or online at <https://appweb.stopitsolutions.com/login>

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.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

EMS School-Wide Expectations				
As a proud EMS PROS Student, I will be ...				
EMS	Prepared	Respectful	On-time	Safe
<b>Commons</b>	Money in account, seated in assigned area, Voice level 2, wait for instructions	Wait patiently, walking, food/drink stays in the commons, clean area, respect food	Eat and dump tray in a timely manner	Walk, wait patiently, clean up area, feet under tables
<b>Classroom</b>	Materials present, attitude ready to engage in learning	Comply with requests, maintain proper learning environment	Be in the room when the bell rings	Move appropriately through the room, keep aisles clear
<b>Extended Learning Areas</b>	Materials present, attitude ready to engage in learning	On-task and engaged. Voice level 1 when in class, 2 when class not in session	Arrive and leave at appropriate times	Stay in designated area, hands and feet to self
<b>Gymnasium</b>	Understand environment and purpose for being there	Keep care of own belongings, stay seated, appropriate voice and language	Arrive and leave at appropriate times	Keep belongings secure, stay seated, hands and feet to self
<b>Hallway &amp; Stairs</b>	Belongings secured, use approved hallways to travel	Quiet feet, Voice level 0 when in class, 2 when class not in session, hands and feet to self	Use most direct route, move by walking with a purpose	Walk, stay on the right side, one step at a time, use handrails, hands and feet to self
<b>Media Center</b>	Hall pass, proper materials	Voice level 0 or 1, careful use of materials, wait patiently for assistance, no gum	Visit at approved times, know purpose of visit, get business done and go back to class	Feet under table, belongings out of walking aisles, push in vacant chairs
<b>Restrooms</b>	Hall pass, leave unnecessary belongings in the room or locker	Keep area clean, appropriate care of supplies and facility	Take care of business and get back to class	Report misuse or custodial issues, keep floor clean and clear

<b>Outdoor areas</b>	Understand environment and purpose for being there	Keep care of own belongings, appropriate language	Arrive and leave at appropriate times	When on walk: Stay off bleachers and turf. When on trail: Stay on pathway. All areas: hands and feet to self, no horseplay
<b>School Grounds</b>	Leave building with all necessary belongings	Respect landscape, traffic, and busses	Leave school grounds immediately after school, board bus in a timely manner	Wait in assigned area, respect traffic, stay off of equipment
<b>School Activities</b>	Know expectations of activity and facility	Follow expected guidelines of activity or facility	Appropriately arrive and leave area in a timely manner	Observe and follow safety guidelines of activity or facility

Every student, preschool through adult, has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This is achieved through the implementation of a consistent school-wide positive behavior support discipline plan. School wide expectations have been developed for all students at EMS. We expect all members of EMS to be PROS (Prepared, Respectful, On-time, and Safe).

## STUDENT APPEARANCE

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 concerts, field trips and all school activities. Student athletes will be expected to practice in a similar dress code to that which is required for competition.

The following are **not** acceptable apparel items at El Dorado Middle School:

- Shorts, skirts or dresses determined to be excessively short
- Any clothing that exposes undergarments or excessive skin (underwear, bras, shirts with no sides, revealing necklines, etc)
- See-through or fishnet clothing
- Any clothing or item that gives the impression of gang affiliation
- Clothing promoting or advertising drugs, alcohol, and/or tobacco, offensive slogans/pictures or explicit/implied meanings
- House slippers, shoes without soles, heelys, or bare/socked feet
- Hats, caps, hoods, bandanas, or bandana print
- Chains, sunglasses, trench coats, and blankets
- Any other item of apparel that administration deems disruptive, counterproductive, or unsafe.

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. 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 requested.

## 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:

- uninvited notes, letters, telephone calls (which directly affect the school setting), emails, text messages, chat, or other materials of a sexual nature;
- uninvited and deliberate touching, leaning over, or cornering;
- uninvited sexually suggestive looks or gestures;
- uninvited persistent pressure for dates and other intimate situations;
- uninvited sexual teasing, jokes, remarks, or questions;
- attempted or actual rape or sexual assault, or
- 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.

### **Weapons and Destructive Devices**

As used include, in this policy, the term "weapon" and/or destructive device shall but shall not be limited to: any item being used as a weapon or destructive device; any facsimile of a weapon

- 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 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.

## **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.

## **DISCIPLINE CONSEQUENCES**

**Office Detention** - Office detentions are held during the student lunch period or from 3:00 to 4:00 p.m. The room will be assigned at the time of detention. Students who are assigned detention will have a period of time in which to make up the detention. If the detention is not served in the time assigned, more time may be assigned or In School Suspension. Students who report for office detention after school are to come prepared to study. There is to be no talking and cell phone or electronic use is prohibited. When dismissed, students are to leave the building.

**In School Suspension (ISS)** - Students are placed in a supervised, self-contained setting for a specific length of time. Students assigned to ISS should report promptly with all materials, books, paper and pencil. Assignments from teachers are requested for students by the ISS supervisor. Students are not permitted to participate in extracurricular activities on a day when assigned ISS, but may practice.

**Out of School Short-Term Suspension (OSS)** - Students are removed from school for ten days or less. Students are not permitted to attend school activities or be on school grounds while on suspension.

**Long-Term Suspension** - Students are removed from school for more than ten days. Students are not permitted to attend school activities or be on school grounds while on suspension.

**Expulsion** - Expulsion occurs when a student is removed from school for the remainder of the current school year. An expulsion may last up to 186 days.

**EMS DISCIPLINE MATRIX**

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	Detention 30min/1hour	Detention 1-2 hours	Level 2 - #2
Citizenship Violations				
Dress Code				
Electronic Violations				
Other as Determined by Administrator				
LEVEL 2 (2 points per infraction)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Failure to Comply	Detention	1-3 ISS	3-5 ISS	Level 3 - #3
Inappropriate Behavior				
Public Display of Affection				
Skiping 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	1-3 ISS	3-5 ISS	1-3 OSS	Level 4 - #3
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	Level 5 - #3
Harrassment/Bullying/Intimidation				
Making a False Report				
Pornography/Sexual Activity/Intimate Act				
Possession of Paraphernalia (E-Cig/Vape/Oil/Etc.)				
Possession of Tobacco/Nicotine/E-Cig/Vape/Oils				
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				
Theft/Vandalism (>\$50)				
Under the Influence of Alchohol/Controlled Substance				
Use of Chemical Irritant				
Other as Determined by Administrator				
LEVEL 6 (18 points per infraction - Police Notification)	1st Consequence			
Arson	Expulsion			
Assault/Battery of School Personnel				
Distribution of Alcohol/Controlled Substances				
Extortion				
Identification with Gang/Gang Activities				
Possession and/or Use of Alchohol/Controlled Substances				
State Weapons Violation				
Terroristic Threat				
Other as Determined by Administrator				

Upon Returning from OSS: Required Student/Admin Meeting

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

At 18 Points: Student becomes eligible for Long-Term Expulsion Hearing

## EMERGENCY SAFETY INTERVENTIONS POLICY

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. 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. **Definitions (See K.A.R. 91-42-1)**

**“Emergency Safety Intervention”** is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

**“Seclusion”** requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

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

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

**“Physical Restraint”** means bodily force used to substantially limit a student’s movement.

**“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.

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

*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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.



*Training* - All staff members shall be trained regarding the use of positive behavioral intervention strategies, deescalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Those 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 documentation regarding the training that was provided and a list of participants.

*Documentation* - The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student.

Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

*Local Dispute Resolution Process* - 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. 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.

Upon receipt of a formal written complaint, the district compliance officer will review the complaint and report findings to the board as a whole. Such investigator shall report the findings and recommend action 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 a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Approved: November 11, 2013

## **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 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 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.

## **COURSE COMPLETION**

Students will have two options to recover courses not passed.

- 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 courses would replace an elective option in their schedule for the semester. If they need to recover more courses than they have room in their regular schedule to re-take, they would need to plan to utilize Option 2 for those additional courses.
- Option 2: (This is the only option after the second semester for eighth grade students and seniors.) Attend summer school. Summer school classes will be offered through Acellus at \$150 per student. This fee must be paid before students are allowed to begin any summer school classes, and will cover as many classes as they are able to complete during the summer school timeframe. Since this is the amount the company is charging per student, there will be no discount based on lunch status.

## **ACCEPTABLE USE POLICY INTERNET/COMPUTER POLICY**

El Dorado School District is pleased to offer computer, iPad, and Internet access to all of our students.

1. All use of the Internet, iPad, and computers must be in support of education and research and consistent with the school policy of USD 490.
2. Users shall be respectful of others on the network and not waste valuable time.
3. Users shall not vandalize the data of another person.
4. Gaining unauthorized access to resources of others shall be prohibited.
5. Use of the network to access obscene or pornographic material is prohibited.
6. Use of the network to transmit material likely to be offensive or objectionable is prohibited.
7. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
8. Any use of the network for illegal activities, commercial purposes, posting anonymous messages, or advertising is prohibited.
9. All current copyright laws shall be respected on the Internet.
10. Computer and iPad Use: Respect and take care of all technology equipment.
11. Students are not to load any software on district computers and iPad without a teacher's approval.

## **E-MAIL MESSAGES**

Students shall have no expectation of privacy when using district email, computer systems, and iPads. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email messages, computer applications, or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or any individual computer. Students who violate the rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

## **DEVICE INFORMATION**

*All students at El Dorado Middle School will be issued a device to use during the school day. Devices are to be handled with care and treated as school property. If a device is damaged due to misuse or neglect, the student may be held responsible for the cost of repair or replacement. Devices must be returned to the designated cart or charging station before leaving school each day. Devices are not allowed to leave the building. If a device is missing, the school administration may file a police report.*

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## **DEVICE POLICIES AND PROCEDURES**

*The device assigned to each student is the property of El Dorado Public Schools, USD 490. Students are expected to use the device in accordance with school rules, the District's Acceptable Use Policy, and applicable laws. Use of the device, school network, and internet access is a privilege and not a right. Devices are provided solely for educational use to support learning at EMS.*

*Only school-issued devices are allowed on the EMS network. Personal devices are not permitted.*

### **Device Use Guidelines**

- *Each device is assigned to an individual student—do not share or trade devices.*
- *Passwords must remain confidential and should not be shared.*
- *Students should not set lock-screen security codes.*
- *Devices must remain in the student's possession or in a secure location throughout the school day.*
- *Devices must be returned to the designated cart or seminar teacher before dismissal.*
- *Devices should not be stored in lockers after school hours.*
- *For events like field trips, assemblies, or athletic activities, students should leave devices in a secure classroom location.*
- *Streaming or downloading non-academic music, videos, or playing games is not allowed.*
- *Modifying or tampering with device software or settings is prohibited. This includes:*
  - *Downloading unauthorized apps or extensions*

- *Changing device names*
  - *Bypassing security settings or filters*
  - *Erasing browser history unless directed by staff*
  - *Accessing restricted websites or attempting to bypass district filters will result in disciplinary action.*
  - *Students must use email and other online tools responsibly. Inappropriate, threatening, or offensive communication is not permitted.*
  - *Sharing personal information online is only permitted for academic purposes under staff supervision.*
  - *All content and activity on devices and the district network may be monitored and reviewed by school staff at any time. There is no expectation of privacy.*
  - *Inappropriate content, including obscene language, images, or media, is strictly prohibited.*
  - *Hacking, cyberbullying, fraud, or other violations of law may result in school consequences and possible legal action.*
- 

## **DEVICE CARE GUIDELINES**

- *Students must treat devices with care and respect. These are school property and must remain clean and damage-free.*
- *Do not apply stickers, write on, or otherwise deface the device.*
- *Carry devices securely with two hands—never by the screen.*
- *Keep devices away from food, drinks, extreme temperatures, pets, and high-traffic areas.*
- *Do not place heavy items on top of devices, including backpacks, books, or instruments.*
- *Be gentle when plugging in chargers or headphones. Do not insert objects into the charging port or any other part of the device that could cause damage.*
- *Any inappropriate, negligent, or intentional damage to a device may result in financial responsibility and points assigned on the EMS Discipline Matrix under vandalism.*

- *Report any damage or malfunction to a staff member immediately.*
  - *If a device is lost or stolen, notify the front office and school resource officer right away. A police report must be filed.*
  - *If classwork is lost due to a device issue, the administration will notify affected teachers and work with students to make up for missed work.*
- 

## **CONSEQUENCES FOR MISUSE OF SCHOOL-ISSUED DEVICES**

*Using a school-issued device is a privilege. Students are expected to use their device responsibly and follow all school and district policies. Misuse of a device—whether minor or serious—could result in consequences, which could include:*

- *Verbal warning or reteach of expectations*
- *Lunch Detention*
- *Loss or restriction of device privileges*
- *Parent contact or conference*
- *Restitution for damage*
- *Assignment of points on the EMS Discipline Matrix*
- *In-School Suspension (ISS) or Out-of-School Suspension (OSS)*
- *Police involvement for major violations*

*Consequences will depend on the nature and frequency of the behavior and will be determined by school administration. Repeated or severe misuse may result in increased disciplinary action.*

***Intentional damage*** may be considered ***vandalism*** and assigned points on the EMS Discipline Matrix. Misuse involving threats, harassment, or illegal activity may also result in police involvement.

## BUS BEHAVIOR EXPECTATIONS

The following bus behavior expectations are presented here as defined by the Kansas Department of Transportation and USD 490. **Parents are expected to review these rules with their child.** As with any list of expectations, it is not possible to anticipate every type of misbehavior that occurs on buses or at bus stops. These expectations are intended as a guide for students, parents, teachers and administrators to help ensure basic standards of conduct. A complete handbook can be found on the district webpage

[www.eldoradoschools.org](http://www.eldoradoschools.org)

- A. Be Prompt and Prepared
  - 1. Be on time for bus
  - 2. Have all materials
  - 3. Wait for bus in proper places
- B. Respect Authority
  - 1. Treat the bus driver with respect
  - 2. Follow directions promptly
  - 3. The bus driver is in charge
- C. Respect the Rights of Others
  - 1. Be polite
  - 2. Keep hands and feet to oneself
  - 3. Keep voice at an appropriate level
  - 4. No negative comments, threats, harassment, or inappropriate language
- D. Treat Bus with Respect
  - 1. Eating and drinking is allowed only with driver permission
  - 2. Tampering with or vandalizing the bus is not allowed
  - 3. Animals and insects are not allowed
- E. Display a Concern for Safety
  - 1. Remain seated while the bus is moving
  - 2. Keep all parts of body inside the bus
  - 3. Wait for the bus in safe and orderly manner
  - 4. Allow driver to concentrate on driving
  - 5. Students will not open or close doors except in an emergency
  - 6. Glass containers and balloons are not allowed
  - 7. Keep aisles, doors and emergency exits clear
  - 8. Buses are equipped with video cameras
- F. Follow USD 490 Policy Covering Illegal Substances and Weapons

## BEHAVIOR GUIDELINES FOR PRIDE DANCES

While the school values and supports the efforts of Parent-Teacher Organizations (PTOs) and recognizes their important contributions to our school community, PTOs operate as independent entities. As such, the school does not oversee, supervise, or manage their activities, finances, or decision-making processes.

The following guidelines have been outlined by the PRIDE Committee to help ensure the safety of all students attending PRIDE dances:

- 1. Dances will be held at the El Dorado Recreation Center and are only for El Dorado Middle School (EMS) students. Brothers, sisters or students not enrolled at EMS are **not** allowed.
- 2. All school rules and behavior expectations will be enforced.

3. If a chaperone has to warn a student more than once that his or her behavior is not acceptable, the student may be removed from the dance. Every effort will be made to contact a parent or guardian, but if no contact is made the student will remain seated in a designated area until 10:00 PM. at which time he or she will be escorted to the door.
4. Refunds will not be given to anyone who is asked by PRIDE to leave a dance.
5. Dances begin at 8:00 PM and end promptly at 10:00 PM, unless a parent or guardian comes to the door to pick up a student early. Students should be picked up promptly at 10:00 PM. Should a late pick up occur, the student may be in jeopardy of not attending the next dance.
6. PRIDE board members and chaperones have complete discretion in enforcing these guidelines and reserve the right to refuse entrance to any student who has been unable to follow these rules at prior dances.

Complete copies of USD 490 Board of Education policy may be accessed on the district website:

[www.eldoradoschools.org](http://www.eldoradoschools.org).

**Mission Statement  
El Dorado Public Schools**

*Every day with excellence!*

**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.
3. 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.
4. 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.
5. 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.
6. 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.

**Notice for Directory Information**

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

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

#### **Civil Rights Notification for USD 490**

El Dorado Unified School District 490 does not discriminate on the basis of race, color, national origin, sex, age, religion or handicap/disability as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disability Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, Teresa Tosh, Superintendent of Schools, 124 West Central, El Dorado, Kansas, 67042, (316) 322-4800. Title VI, Title IX and Section 504 ADA 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 Hills Boulevard, Kansas City, MO 64153.

#### **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 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 which may be taken under existing board policies or the negotiated agreement.

#### **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.

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 Policy IIBGA

*Created 5/14/12*

*Revised 8/31/18*

## **EXTEND CAMPUS ADDENDUMS 2025-26**

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

### **MISSION STATEMENT**

The El Dorado Extend Campus provides another flexible learning option for students in grades 7-12.

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.

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.

### **STATE AUDIT**

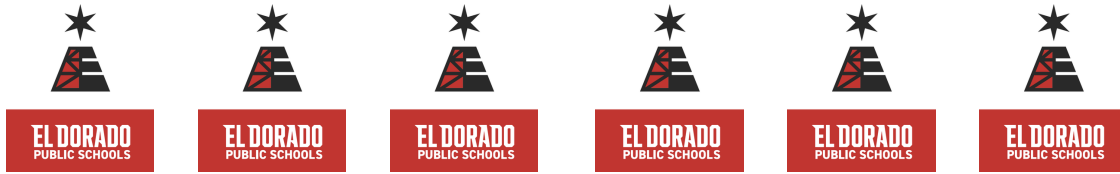
Audits of mandatory student attendance are conducted in September to determine program funding. Failure to fully participate by the designated date may result in automatic forfeit of Extend Campus enrollment.

### **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.

### **APPLYING TO EXTEND**

Each semester, students can apply to be considered for Extend. Application can be made at <https://www.usd490.org/o/ehs/page/extend-campus>. Once accepted to Extend, students continue with this placement until either the student/parents choose to return to main campus or the student is not being successful. At this time a meeting will be scheduled with the student and parent to determine if Extend is the right environment for their success. Slots are limited, so if students are not being successful, plans to return to main campus will be discussed and the slot will become open for another student.



## **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 visit or 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):*

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Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_