

EHS STUDENT HANDBOOK 2021-2022

AUGUST 2021						
Su	M	Tu	W	Th	F	Sa
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SEPTEMBER 2021						
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OCTOBER 2021						
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NOVEMBER 2021						
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DECEMBER 2021						
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JANUARY 2022						
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FEBRUARY 2022						
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MARCH 2022						
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APRIL 2022						
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MAY 2022						
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Black Day				Red Day				Wildcat Day			
1	8:35 AM	83	Class	2	8:35 AM	83	Class	1	8:35 AM	34	Class
	9:58 AM	5	Pass		9:58 AM	5	Pass		9:09 AM	5	Pass
3	10:03 AM	82	Class	4	10:03 AM	82	Class	2	9:14 AM	34	Class
	11:25 AM	5	Pass		11:25 AM	5	Pass		9:48 AM	5	Pass
5	11:30 AM	114	Class	6	11:30 AM	114	Class	3	9:53 AM	34	Class
	1:24 PM	5	Pass		1:24 PM	5	Pass		10:27 AM	5	Pass
7	1:29 PM	82	Class	8	1:29 PM	82	Class	4	10:32 AM	34	Class
	2:51 PM	5	Pass		2:51 PM	5	Pass		11:06 AM	5	Pass
Seminar	2:56 PM	44	Class	Seminar	2:56 PM	44	Class	Seminar	11:11 AM	113	Class
	3:40 PM				3:40 PM				1:04 PM	5	Pass
5	1:09 PM	34	Class	6	1:48 PM	34	Class	7	2:27 PM	34	Class
	1:43 PM	5	Pass		2:22 PM	5	Pass		3:01 PM	5	Pass
8	3:06 PM	34	Class	8	3:40 PM			8	3:06 PM	34	Class
	3:40 PM				3:40 PM				3:40 PM		

- 2 BLACK DAY - ODD CLASSES MEET
- 17 RED DAY - EVEN CLASSES MEET
- WILDCAT DAY - ALL CLASSES MEET
- 11 SPECIAL SCHEDULE (Orientation, Homecoming, Finals)
- 24 NO SCHOOL

6-Week Grading Periods Ending Dates					
24-Sep	5-Nov	21-Dec	11-Feb	1-Apr	18-May

NATIONAL ACT TEST 2021-2022 SCHEDULE
SCHOOL CODE: 170865

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

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

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

PSAT/NMSQ

Registration materials may be obtained from the Counseling Office.

ACTIVITY PERIOD - ASSEMBLY PERIODS

Club meetings will be held on a scheduled rotation during Seminar times. Sponsors will create an E-Hallpass for club members to travel to meetings.

LEAVING BUILDING DURING SCHOOL HOURS

Students will not normally be permitted to leave the building during the school day. Should students need to leave, they must obtain permission from the principal or assistant principal. Students approved to leave school during the day must check out through the office, and upon returning, check in. Students attending appointments will be expected to bring in notes from these appointments.

STUDENT CONDUCT

Students are expected to conduct themselves in a courteous manner when interacting with USD 490 staff. 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. Students will be expected to comply with any reasonable request or directive from all staff at El Dorado High School at any time they are on the school grounds or at any school function.

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:

Concern Chain of Command

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics or Activities	Coach/Sponsor	Athletic/Activity Director	Principal	Superintendent	Board of Education
Athletic or Performance Facilities	Athletic/Activity Director	Principal	Exec Director of Fiscal & Support Services	Superintendent	Board of Education
Bus Discipline	Driver	Principal or Assistant Principal	Exec Director of Fiscal & Support Services	Superintendent	Board of Education
Computer and Technology	Teacher	Principal or Assistant Principal	Executive Director of Technology	Superintendent	Board of Education
Curriculum, Academic, Instruction	Teacher	Principal	Executive Director of Curriculum	Superintendent	Board of Education
Discipline	Teacher	Principal or Assistant Principal	Superintendent	Board of Education	
Fees or Outstanding Accounts	Principal	Exec Director of Fiscal & Support Services	Superintendent	Board of Education	
Facilities	Principal	Exec Director of Fiscal & Support Services	Superintendent	Board of Education	
Food Service	Kitchen Manager	Director of Food Service	Exec Director of Fiscal & Support Services	Superintendent	Board of Education
General Student Concerns	Teacher	Principal or Assistant Principal	Superintendent	Board of Education	
Guidance & Testing	Counselor	Principal or Assistant Principal	Executive Director of Curriculum	Superintendent	Board of Education
Maintenance or Custodial	Principal or Assistant Principal	Maintenance Foreman	Exec Director of Fiscal & Support Services	Superintendent	Board of Education
Social Media, Publications & Data	Teacher, Sponsor or Coach	Principal, Assistant Principal or District AD	Director of Information Services	Superintendent	Board of Education
Special Education	Teacher	Principal or Assistant Principal	Director of Special Education	Superintendent	Board of Education
Transportation	Driver	Dispatcher	Exec Director of Fiscal & Support Services	Superintendent	Board of Education

CAFETERIA REGULATIONS

El Dorado High School has a closed lunch period which requires that all students remain in school during the lunch period. All students will report to the cafeteria with their class during their designated lunch period. Students are to clean up their eating area, dispose of trays, and remain in the cafeteria until time to return to the classroom with their teacher. Students who find it necessary to leave the cafeteria during their lunch period must receive permission from a cafeteria supervisor.

OUTSIDE FOOD

On the infrequent occasion that a parent needs to bring an outside lunch for a student, it must be delivered by the parent or another adult (no deliveries from restaurants) during the student's regular lunch time, and may be for their student only. At no time are sunflower seeds allowed in school building 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 minute after" rule, food and beverages must meet the Standards. Concession stands open 30 minutes after the end of the school day are NOT affected by these standards.

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

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

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.

STUDENT PARKING

Student vehicles are to be parked in an orderly manner in the paved lots provided. Parking on school property is a privilege. Students who park illegally are subject to disciplinary action. Student parking lots are located on both the east and west sides of the building; student parking areas are clearly marked with signage. Students will not park on the south side of the building between 6 am and 3 pm while school is in session. Students will not park in the grass, in zones marked as visitor parking, in zones marked/reserved for teacher parking, or zones indicated as no parking. Upon arriving at school, students are to enter the building rather than loiter in the parking lot. Vehicles and parking lot areas are "off limits" to students during the school day. If it is necessary for you to go to your car during school hours, permission must be secured from the office. All students who drive are required to register their car with the office, and place their parking permits in plain view while on campus. Violation of school parking regulations will result in:

1. A warning citation
2. A \$5.00 citation
3. A \$10.00 citation
4. Loss of parking privileges (period of time determined by administration or school resource officer)

Failure to pay fines will result in loss of parking privileges and/or participation in the El Dorado High School

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

DRESS CODE

El Dorado High School administration, students, and their parents must share the responsibility of appropriate dress and grooming. The dress code exists to help insure a positive educational environment for all students.

The following are NOT ACCEPTABLE apparel at El Dorado High School.

- Sunglasses
- Bandanas
- Billed Hats
- Hoods
- Shorts, skirts or dresses determined to be excessively short
- Any clothing that exposes undergarments (underwear, bras, etc.)
- Trench coats
- Shirts and or accessories advertising drugs, alcohol, tobacco, weapons, or that suggest violence, obscenity or vulgarity
- Blankets
- Bare feet
- Shirts that expose the midriff or chest
- Exceptions for spirit days are at the sole discretion of the administration
- Other as determined by the administration to be disruptive or counterproductive

HALL PASSES

Students shall not normally be permitted to leave their assigned classroom during class time. Students in the hallway must have an approved E-Hall pass prior to traveling anytime during the day other than passing periods.

LOCKERS

Lockers may be available for student use and can be reserved in the library. Lockers may be inspected periodically or when there is cause to believe school policy is being violated. Each student has the responsibility to maintain his/her locker. Each student will be held responsible for any damage, writing, or defacing of the locker. Lost locks may be replaced through the office for \$5.00.

ELECTRONIC DEVICES

Students are not to use, laser pointers, cameras, video cameras, or any other type of electronic devices not associated with instruction during regular school hours (8:35 am -3:40 pm). Students wanting to listen to music, at the discretion of teachers, must use headphones.

ID BADGES

Students are given an ID Badge at the beginning of the school year. These badges serve as the students' lunch card as well as an attendance sign in/sign out card and event entrance. All students are expected to carry their ID badges with them at all times during the school day and have them on their person at school activities. If lost, students are expected to notify the office and request a new one. Cost of the replacement badges will be \$3.00.

CELL PHONE GUIDELINES

Students may use their cell phones in the halls during passing period and in the commons during student's class lunch time. Classroom use of cell phones is only with teacher's expressed permission. Violations will be a level 2 infraction.

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.

STUDENT INCENTIVES

El Dorado High School students who demonstrate academic, attendance and behavior success will be allowed extra privileges/rewards. Incentives may include but are not limited to the following:

PRIDE Points-- Points given out for positive behaviors that may be used as currency in the school store

Periodic incentive activities (possibly occurring at lunchtime, during Seminar, at end of semester, etc.)

Incentive activities should be considered a reward for demonstrated success, and participation in such activities by eligible students will be optional. It would not be acceptable for an eligible student to choose to leave school rather than participate in an incentive activity. Eligible students who choose not to attend incentive activities are expected to report to a predetermined location. Failure to earn eligibility should not be considered punishment, as student incentives are rewards-based and not disciplinary in nature.

EHS DISCIPLINE MATRIX

All students begin each school year with zero discipline points.

	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
LEVEL 1 (1 point per infraction)	Conference	Admin Detention	Saturday/Night School	Level 2 - #3
Citizenship Violations				
Dress Code				
Cafeteria Violations				
Failure to serve detention				
Other as Determined by Administrator				
LEVEL 2 (2 points per infraction)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Failure to Comply	Admin Detention	Saturday/Night School	1-3 OSS	Level 3 - #3
Skipping Class/Leaving Class w/o permission				
Technology Violations				
Public Display of Affection				
Inappropriate Behavior				
Failure to Serve Night/Saturday School				
Other as Determined by Administrator				
LEVEL 3 (3 points per infraction)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Profanity/Obscenity	Saturday/Night School	1-3 OSS	3-5 OSS	Level 4 - #3
Open/Persistent Defiance				
Jeopardizing Safety of Self and Others				
Cheating/Altering Records				
Concealed Observation/Recording				
Other as Determined by Administrator				
LEVEL 4 (6 points per infraction - Police may be notified)	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Pornography	1-3 OSS	3-5 OSS	5-10 OSS	Level 5 - #3
Acts of Discrimination				
Verbal/Written/Physical Threats				
Theft/Vandalism (<\$50)				
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)				
Harassment/Bullying/Intimidation				
Possession of Tobacco/Nicotine/E-Cig/Vape/Oils				
Possession of E-Cig/Vape/Oil Paraphernalia				
Use of Tobacco/Nicotine/E-Cig/Vape/Oils				
Other as Determined by Administrator				
LEVEL 6 (18 points per infraction - Police Notification)	1st Consequence			
Assault/Battery of School Personnel	Expulsion			
Terroristic Threat				
Identification with Gang/Gang Activities				
Extortion				
Arson				
Possession/Under Influence of Alcohol/Controlled Substances				
Distribution of Alcohol/Controlled Substances				
State Weapons Violation				
Other as Determined by Administrator				

At 8 Points: Parent Conference with option of Written Behavior Plan

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

CHEATING, PLAGIARISM, OR FORGERY

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process and are subject to disciplinary action and loss of credit.

ALCOHOLIC BEVERAGES/TOBACCO/OTHER DRUGS

Students of USD 490 will not be allowed to attend school classes or any school function while under the influence or possession of alcohol, tobacco, or illegal drugs. (School property includes all buildings and grounds under El Dorado USD 490 jurisdiction and the location of any school-sponsored activity.) Parents will be notified and appropriate disciplinary action will be taken. Law enforcement agencies will be notified when appropriate. (Refer to BOE policy JCDA).

SEXUAL HARASSMENT

No student, male or female, is to be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to behavior that is not welcome and is personally offensive. Sexual harassment punishment may include restrictions of the offender's activities and learning environment, suspension, or expulsion. Examples of overt and subtle types of harassment that could occur include but are not limited to the following:

- a. uninvited notes, letters, telephone calls (which directly affect the school setting), emails, text messages, chat, or other materials of a sexual nature;
- b. uninvited and deliberate touching, leaning over, or cornering;
- c. uninvited sexually suggestive looks or gestures;
- d. uninvited persistent pressure for dates and other intimate situations;
- e. uninvited sexual teasing, jokes, remarks, or questions;
- f. attempted or actual rape or sexual assault, or
- g. visual displays that may be perceived as offensive to either males or females, (e.g., posters, calendars, photographs, graffiti, or signs.)

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

BULLYING

Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. Harming a student or staff member, whether physically or mentally;
2. Damaging a student's or staff member's property;
3. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
5. Cyberbullying which means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and Websites.

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

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.

GANG ACTIVITY

Gang activities on school grounds or at school activities are prohibited.

The type of dress, apparel, activities, acts, pictures, behavior, or manner of grooming displayed, reflected, or participated in by any student shall not:

1. lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
2. present a physical safety hazard to self, students, staff, and other employees;
3. create an atmosphere in which a student, staff, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
4. imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property, or on one’s person.

DETENTION/SATURDAY SCHOOL/NIGHT SCHOOL

1. Students may be detained before or after regular school hours by any certified staff member of USD 490. Teachers assigning detention time in their own classroom will be responsible for the supervision of detained students. Students will be given a 24-hour notice if they must remain after school. Teachers are expected to discuss problems with parents and to set up parental conferences when necessary.
2. Office detentions will be served during lunch times or after school as assigned by administration.
3. Saturday School will be held from 8:00 AM to 10:00 AM and scheduled by administration.
4. Night School will be held from 3:45 PM to 5:45 PM and scheduled by administration.
5. Students shall bring school assignments or appropriate reading materials to any assigned detention, night school, or Saturday school. Students must read or study during the entire period.

SHORT TERM SUSPENSION

1. Short term suspension of one (1) to ten (10) days may be assigned with an informal hearing being afforded the student.
2. Parents shall be notified in writing of each suspension.

EXPULSION AND/OR LONG-TERM SUSPENSION

Expulsion from school or suspension for periods longer than ten (10) days shall be assigned using the following guidelines:

1. A student and his/her parents shall be notified in writing of the reason for the suspension/expulsion and date, time, and place where the student will be afforded a hearing.
2. Parents shall be given a copy of the Kansas Statutes and Board of Education Policy covering long term suspension and/or expulsion.
3. Students under suspension are prohibited from attending and participating in all school sponsored activities and may not be on USD 490 property.
4. While a student is suspended, he/she will continue their classwork for credit. All work must be handed in when the student returns to school, with the exception of tests or exams which will be scheduled for make-up by the teacher.

ATTENDANCE PROCEDURES

- 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 school days in order to be accepted 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.
- At the conclusion of each school day, any absences remaining unexcused for the day will be noticed through the automated notification system to all guardian contacts. When a student's unexcused absences meet mandatory reporting requirements (any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first) a Parent Truancy Notice will be mailed. Seven calendar days later, a Truancy Report must be filed with the appropriate authority (County Attorney or DCF depending upon age of the student.)
- Any time a student misses 50% or more of a class period, they will be considered absent.
- An Intervention Warning letter will be sent to the parent of any student with a 20% or greater cumulative absence rate.
- An Intervention Report to appropriate authorities will be made for any student with a 25% or greater cumulative absence rate IF a warning letter has been sent at a previous quarter check. If a warning letter has not been sent, a warning letter will be mailed and the absence rate will be checked again.

Unexcused Absences

A student has an unexcused absence when he/she is away from assigned classroom without parent/lawful custodian notification and administrative approval.

Significant Part of a School Day

A “significant part of each day” shall be defined as: “Any part of the school day between the opening of school and the closing of school each day.”

Make-Up Work

It is the student’s responsibility to obtain make-up assignments from teachers following an absence. The days a student is suspended shall not be counted as unexcused absences in allowing make up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension.

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 block must report to the office for an e-Hall pass before reporting to their first class. Excessive tardies may result in disciplinary action; tardies reset at the start of each semester.

College Visits or Job Shadow Absences

The first 4 college visits or job shadow days will be recorded as school activities so there will not be a penalty as related to the Finals Incentive, providing the proper documentation has been completed/approved from the Counseling Office. Additional absences for college visits or job shadows will be recorded as an excused absence.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child’s parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant student is returned to school by a law enforcement official, the principal shall notify the parent/guardian.

“MAKE-UP WORK” VERSUS “LATE WORK”

Make-up work relates to assignments, projects, or tests that were assigned or administered during a student’s absence from school. Students will have two days for every day absent to make arrangements to complete make-up work. It is the students' responsibility to contact teachers about make-up work. Students should make every effort to communicate (email, Landing Pages, phone calls) with teachers to collect materials & assignments anytime an absence occurs.

Late work is anything that has not been turned in by the assigned deadline. This takes into consideration any time allotted for making up work missed due to absences. Credit for late work is at the discretion of each teacher. Students should check with their teachers to find out if late work is accepted at all, and if so, if there is any penalty for turning in late work.

FINAL EXAMS AND INCENTIVE POLICY

The Final Exams and Incentive Policy is designed to motivate students to demonstrate academic, attendance and behavior success while still providing a measure of academic accountability and a strong college/career preparatory experience.

Final Exams

- All students will have semester tests (final exams) in each class.
- Final exams may be cumulative, summative, unit, project or performance based as deemed appropriate by the teacher and best suited to the nature of the course.
- Final exams will be administered over the last two days of each semester.
- Students will take final exams during the regular class period unless the principal has approved alternative scheduling arrangements in advance.

Final Exam Incentive

The weight of final exams in determining the semester grade is primarily at the discretion of the class teacher, except that final exams shall account for a minimum of 5% of the semester grade. A student who has earned a final exam incentive AND scores a 60% "D" or better on the final exam shall have the option to include or withhold the final exam score from their semester grade; whichever is of the most benefit to the student.

To be eligible for incentive from a semester final exam in a course a student must meet the following criteria in that course:

- Have a cumulative letter grade that is at least an "A," three excused absences or fewer, and two tardies or fewer.
- Have a cumulative letter grade that is at least a "B," two excused absences or fewer, and one tardy or fewer.
- Have a cumulative letter grade that is at least a "C," one excused absence or fewer, and no tardies.
- Must be passing Seminar

To use the exemption in the class for which the student qualifies, he/she must have:

- No unexcused absences. If a student has an unexcused absence in seminar, he/she will take all semester tests.
- No assignments to Night School, Saturday School, or OSS.

TELEPHONE MESSAGES TO STUDENTS

If an emergency situation arises, parents attempting to contact a student are to contact the office. Students may not ask to leave the classroom to use the telephone for personal reasons. Messages to students will be delivered so as not to disturb class.

SCHOOL BUS TRANSPORTATION

Students have the privilege of utilizing the transportation services of the school district. A student who fails to maintain appropriate conduct while on the bus, may be suspended from riding the bus or may be subjected to other disciplinary action.

SEAT BELTS

If a student is riding in a district vehicle equipped with seat belts, the seat belts must be correctly utilized.

HALLWAY DECORATIONS

All posters decorations, and bulletins to be placed in the school must have administrative approval/signature prior to posting. Posters receiving approval are to be placed on the bulletin boards near each restroom, not on hallway walls. Administration has final discretion regarding all hallway posters, bulletins, and decorations.

VISITORS

Visitors are welcome at EHS. All visitors are to register in the office and must leave a form of ID or car keys in the office. Guests may visit teachers or other staff during designation planning periods only and with prior administration approval. Students desiring to have guests visit classes are to obtain permission from the principal or assistant principal prior to the visitation. Should circumstances deem it not appropriate for a guest, the request will be denied.

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. EHS staff is not responsible for these belongings and reserves the right to deny acceptance of any gifts and/or deliveries at any time.

SCHOOL DANCES

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

1. Out of school dates will be allowed for prom and homecomings. All other dances will be for El Dorado High School students only.
2. Out of school dates must be signed up with dance sponsors before the dance. EHS students will be held responsible for the behavior of invited guests. Invited guests must meet all age and “good standing” requirements.
3. All school policies will be enforced.
4. EHS students must present their student ID to be admitted.
5. Students leaving the dance will not be readmitted.

CRISIS PLAN

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, drills may occur to better prepare students and staff members in the event of a crisis. At all times, students will comply with instructions/directions from staff members. Persons wishing to know more about the crisis plan should contact the building administrator.

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 DOG

One of the available resources to help ensure a drug-free environment at school is the use of drug dogs. These dogs are specifically trained to search for drugs, and may be used at any time deemed appropriate by school administration for that purpose. (JCAB).

TEXTBOOK/ONLINE RESOURCE RENTAL FEES

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. Graduates will not be allowed to participate in graduation exercises until all fees and materials have been paid for or returned.

- Textbook Rental Fees (Grades 9– 12) = \$45
- Laptop Insurance Premium: (Grades 9-12)= \$60
- For returning students, the insurance premium is reduced for each school year in which they have no claims for loss or damage to the computer (see “Laptop Policies and Procedures”).
- Elective Course Fees: (Grades 9-12)

Visual Arts Elective	Course Fee
Intro to Drawing, Crafts, Graphic Design Fundamentals	\$ 5.00
Principals of Illustration, Drawing 1, Drawing 2, Drawing 3	\$ 15.00
Painting 1, Painting 2, Painting 3, Ceramics 1, Ceramics 2, Ceramics 3, Sculpture 1, Sculpture 2, Sculpture 3	\$ 20.00
Independent Projects	project specific
Family and Consumer Sciences Elective	Course Fee
Nutrition & Wellness, Culinary Essentials, Clothing/Textiles	\$ 15.00
Independent Projects	project specific
Industrial Arts Elective	Course Fee
Mass Production	\$15.00
Introduction to Technology	\$ 20.00
Independent Projects	project specific

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

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.

CLASS DUES

Class dues of \$5 per student are collected each year to pay for class wide activities (ex. Freshman shirts, PROM, etc).

MEDIA CENTER

Books are checked out for three (3) weeks and back issues of magazines for overnight. Current copies of magazines and newspapers may be used only in the media center. Students are welcome to use the media center from 8:15 a.m. until 3:35 p.m. on school days. Students are encouraged to take advantage of the availability of the media center by making maximum use of its services. The library staff is available and willing to assist library users as much as possible.

COUNSELING SERVICES

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

FULL-TIME ENROLLMENT

Each student must be enrolled in at least eight classes and a seminar period during the freshmen, sophomore, junior, and senior years. Any exceptions must be approved by the principal and reviewed annually by the superintendent.

PART-TIME ENROLLMENT

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

SENIOR RELEASE

Seniors must qualify to get senior release time. Students must be on track to graduate. Seniors will indicate the desire for senior release at pre-enrollment in the spring. A parent signature will be required. Students will not be able to add more blocks of release without a parent signature. Seniors need to be aware that to have a school laptop they must be enrolled in at least four credit bearing classes. Also, to compete/perform in KSHSAA sponsored events they must be enrolled in at least five credit bearing classes. Senior releases are only offered during second semester. The expectation is seniors who are on senior release are not in the building without an approved appointment pass or direct involvement in an activity that is occurring during release time. If adequate

progress towards graduation is not maintained, senior release privileges may be replaced with academic supports.

ENROLLMENT IN COLLEGE CLASSES

High school students will be permitted to attend college classes for enrichment during the school day. Students wishing to attend courses at the college during the school day may make application to the principal to have these courses considered for dual credit. Applications for enrollment in a BCC Advanced Elective course are available in the Counseling Office.

Dual credit and GPA points will be allowed for courses taught by EHS faculty on the EHS campus. Students must have administrative approval if dual credit and GPA points are desired for course not taught by EHS faculty off campus.

Students must be enrolled in five hours of classes on campus at El Dorado High School. Students must have completed 16 credits with a minimum GPA of 3.0. Students must have taken all courses in the EHS curriculum in the discipline of which they enroll at college; off-campus college courses cannot be substituted for El Dorado High School courses.

DROP/ADD POLICY

There should be few requests to make a schedule change after the pre-enrollment process is completed. During pre-enrollment, students are requested to give careful consideration to course offerings. Students are encouraged to discuss their proposed schedule with their parents and parents must sign the pre-enrollment form. Schedule changes after the first six days (6) of any semester are at administrative discretion. Students changing courses within the first 6 days will be required to make up missing assignments. All add/drop policies apply to dual credit courses as well.

After the enrollment process is completed, changes in class schedules must meet one of the following criteria:

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

All add/drop policies apply to dual credit courses as well. Any dual credit course dropped after the first six days of any semester will result in a grade of "F". This grade will be recorded on the student's transcript and will affect the student's grade point average. No schedule change is final without administrative approval.

GRADE CARDS AND GRADE POINT AVERAGE

Letter grades at the end of each grading period will reflect each student's progress. All credits and grades earned will be recorded on the transcript in 1/2 unit increments. Semester and final grades will reflect only A, B, C, D, F, OR P. Points shall be computed on the following basis: A=4, B=3, C=2, D=1, and F=0. Pass (P) or fail (F) grades are used in certain courses. The Pass grade does not affect the student's grade point average.

INCOMPLETE GRADES

If a student has an approved reason to extend the time to complete a course, the grade will be considered incomplete, but will be recorded as it appears in the teacher gradebook. Grade point average will not be calculated

until the incomplete grade is changed to a letter grade. Incomplete grades for unfinished course requirements must be updated within two weeks after the close of the grading period. If the material is not handed in, the recorded grade will not be changed. For eligibility purposes at the end of each semester, an “incomplete” is considered an “F” per KSHSAA regulations. Incomplete grades cannot be made up for eligibility purposes after the close of the semester.

STUDENT INFORMATION POLICY

The Family Education Rights and Privacy Act (FERPA) requires school districts to give parents and students notice of their rights and the “directory information” categories it intends to release. The district also must allow ten (10) days after that notice has been given for parents to inform the school that any or all of the designated information may not be released without the parent’s prior consent.

Directory information includes the following: name, address, phone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received and the most recent school attended by the student. Under the Family Educational Rights and Privacy Act (FERPA), school districts are required to provide students and parents with annual notification of their rights under FERPA. Complete FERPA regulations are available in the high school office.

HIGH SCHOOL TRANSCRIPT INFORMATION

The information listed below is routinely placed on high school transcripts. When a student or parent requests that a copy of the student’s transcript be sent to a college/university, vocational school, a prospective employer, and/or any other agency as requested by the student or parent, the information listed below will be included on the transcript. If a student or parent does not want any of the standardized test records listed below sent to the above-mentioned institutions, the student or parent must sign a “request to delete information” form stating which test records are not to be sent. Requests to delete information can be made through the counseling office.

- Name Absences EHS course grades
- Date of Birth Tardies Grade point average
- Credits earned Standardized test scores--ACT, SAT

QUALIFIED ADMISSIONS

Accredited High School Graduate		
Emporia State University, Pittsburg State University, Fort Hays State University and Wichita State University	Kansas State University	University of Kansas
ACT: 21+ OR Cumulative GPA of 2.25	AT: 21+ or Cumulative GPA of 3.25	Cumulative GPA of 3.25 and ACT 21+ OR cumulative GPA of 3.0 and ACT 24+
Units of English, Math, Natural Science, Social Science, and Electives (but not specific courses) are recommended; units are not required		
2.0 Cumulative GPA on any college courses taken while in high school		2.5 Cumulative GPA on any college courses taken while in high school

GRADUATION REQUIREMENTS

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

SUBJECTS REQUIRED FOR GRADUATION

1. FOUR credits of Language Arts of which must include:
 - a. English 9 A/B/Honors English 9 A/B (1 Unit)
 - b. English 10 A/B /Honors English 10 A/B (1 Unit)
 - c. English 11/Honors English 11 (1 Unit)
 - d. English Electives/Comp I **or** II (1 Unit)
2. THREE credits of Mathematics
3. THREE credits of Science of which must include:
 - a. Integrated Science or Honors Integrated Science (1 unit)
 - b. Biology or Advanced Biology (1 unit)
4. THREE credits of Social Sciences of which must include:
 - a. World History (1/2 unit)
 - b. World Geography (1/2 unit)
 - c. American History A/B (1 unit)
 - d. Federal Government (1/2 unit)
5. ONE credit of Physical Education of which must include:
 - a. PE 9/Strength & Conditioning (1/2 unit)
 - b. PE 10/Strength & Conditioning (1/2 unit)
6. ONE-HALF credit of Business Information Technology elective.
 - a. Business Finance Pathway **or** Marketing Pathway **or** Web & Digital Communications Pathway
7. ONE-HALF credit of Practical Arts
 - a. 1/2 credit of Construction Pathway course, Human Services course **or** Production Pathway
8. ONE-HALF credit of Fine Arts
 - a. 1/2 credit of Art, Music, **or** Drama
9. ONE-HALF credit of Communications
 - a. 1/2 credit of Speech, Debate **or** Forensics
10. ONE-HALF credit of Health
11. ONE-HALF credit of Personal Finance
 - a. Consumer Education **or** Economics **or** Lifetime Math Applications
12. ONE additional credit of either Mathematics **and/or** Science

The above requirements total 18 credits. A minimum of an additional 8 units of elective credit must be completed to total the 26 credits required for graduation from El Dorado High School.

HONOR ROLL

The high school honor roll will be issued by the counseling office after each semester. Students qualifying will be named to one of the following honor rolls:

Superintendent's Honor Roll	3.8 - 4.0
Principal's Honor Roll	3.5 - 3.79
Red & Black Honor Roll	3.0 - 3.49

SUMMA CUM LAUDE, MAGNA CUM LAUDE, CUM LAUDE, AND HONORS GRADUATES

The determination of Summa Cum Laude, Magna Cum Laude, Cum Laude, and Honors graduates is made at the completion of the second semester of the senior year. Each student recognized in one of the above categories must have completed a minimum of 24 units of credit including the required subjects for each category. To be eligible for any of the above categories, students must meet El Dorado High School graduation requirements and earn no grade lower than a “C”.

Required Classes	Honors	Cum Laude	Magna Cum Laude	Summa Cum Laude
GPA	3.5	3.2	3.5	3.8
Honors English 9A/B			X	X
Honors English 10A/B			X	X
Honors English 11			X	X
Honors English Electives OR English Composition I (BCC) OR English Composition II(BCC)			X	X
Algebra II A/B		X	X	X
One Additional Math Credit above Algebra II			X	X
Science Courses-3 Credits			X (Chemistry or Physics)	X (Chemistry and Physics)
Foreign Language – 2 credits		X <i>may be different languages</i>	X <i>must be same language</i>	X <i>must be same language</i>

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.

USD 490 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. Students who violate the policy will be subject to appropriate discipline as outlined in BOE, JCDA and JCDAB policies. Refusal by students and/or parent(s)/guardian(s) to comply with this policy may result in an administrative recommendation to the Board of Education for long-term suspension from school and filing a child in need of care report with Social & Rehabilitation Services (SRS).

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

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

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

MEDICATION

When possible, students should take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed:

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

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.

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.

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.

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.

FIRST AID

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

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

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.

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.

INTERNET USE

Access to the Internet enhances educational opportunities for students. When used responsibly, the Internet provides students access to educational resources that may not otherwise be available; however, some parts of the Internet may contain material that is not appropriate for student or school use. The purpose of this policy is to provide guidance for proper use of the Internet and to explain consequences of inappropriate use.

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

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

Students will not:

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

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

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

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

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

El Dorado High School, USD 490 Laptop Policies and Procedures

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

Required Documents

- The student's parent/guardian must have signed and returned the Computer Loan Form Agreement and have paid the insurance premium.

Laptop Insurance Premium

- An insurance premium is required upon enrollment at El Dorado High School. This is non-refundable and NOT prorated if the student is enrolled for less than a full school year.
 - This premium is, however, adjusted based on financial need as follows:
 - Regular premium is \$60
 - Students who have completed the application and qualify for reduced lunch prices pay a premium of \$30.
 - Students who have completed the application and qualify for the free lunches will have their insurance premium waived.
 - For returning students, the insurance premium is reduced for each school year in which they have no claims for loss or damage to the computer.

Care of the Computer

- Students are expected to treat their laptop with care and respect. The computer and school-issued case are the property of the El Dorado Public Schools, USD 490, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and may result in loss of privileges.
- The protective cover should never be removed.
- When storing the laptop in a backpack, make sure that nothing is closed inside the case, as this can result in screen breakage.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car,

even if the car is locked.

- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cords, phone cords, and other peripherals.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.

General Use

- Students will follow the El Dorado Public Schools, USD 490 Acceptable Use Policy when using the Internet on the MacBook Air at home or at school.
- Each computer is assigned to an individual student. Students should never “swap” or “share” their computers.
- Laptops should be in a student’s possession or secured in a designated secure area at all times.
- Students will be allowed to recharge their laptops during the school day if additional charging is needed.
-

Outside Devices

- Only district computers/devices are allowed on the school network. All other computers/devices are prohibited.
- Student use of wireless hotspots is forbidden in USD 490 buildings.

Bringing Laptop to School

- Students are responsible for bringing their laptop, fully charged, to school each day.
- Loaner computers are not available for students who forget their laptops at home -

Files/Software

- Student loaded files will not consume hard drive space needed for instructional or educational requirements.
- Altering/modifying the original USD 490 pre-set software image is prohibited. Examples include, but are not limited to loading software applications not authorized by USD 490, changing the computer name, changing or removing operating system extensions, altering security software, altering the pre-loaded operating system or applications.

Games

- Students are prohibited from playing non-academic games, including Internet-based games, during the instructional day.

Backgrounds/Pictures/Music

- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures, are prohibited.

Attendance Issues and Computer Use

The district reserves the right to limit computer use for any student who develops attendance issues, including truancy.

Passwords

- Students should never share their password with another student. Passwords should always be kept confidential.

- Parents/guardians will be given the child's login name and password to supervise the student's use of the computer.

Ownership/Right to Privacy

- Internet access, e-mail, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the laptop computers or district network.
- The laptop belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.

Internet/Network/Email

- Accessing or attempting to access sites that have been intentionally blocked by USD 490 tech staff will result in disciplinary action.
- Email accounts are provided for every student. The email accounts are the property of El Dorado USD490 and are subject to review at any time.
- E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students should never share personal information about themselves or others while using the student laptops.
- Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action, which may include an arrest if state/federal law is violated. Ignorance of these regulations will not excuse an infraction.
- USD 490 filters the district's network. We do not filter on the devices.

In case of loss or damage

- If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair.
- To repair damage to a computer, the student will be charged a deductible of \$100. For students who qualify for free lunches, the deductible will be reduced to \$50, and for those who qualify for reduced lunches will be charged a \$75 deductible.
- A loaner computer may be checked out from the tech café while the computer is being repaired on a daily basis. Loaner computers are available only for computers that are being repaired and not for computers left at home.
- Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop. It is strictly forbidden for anyone to take apart the computer for access to internal parts.
- EHS tech hours are weekdays from 7:30 am to 3:30 pm. If a laptop malfunctions outside of school, the student will need to return the machine to the Tech department on the first school day following the malfunction. The school district does not have an evening or weekend technician.
- If a student's class work is lost because of a computer failure, the EHS Tech department will make contact with the teacher/teachers from the classes affected on the same day that the issue is brought to the department. Teachers will make the appropriate time adjustments for the student to redo the lost class work. A record of this will be kept in the Tech department and will be reported to the building administration.
- If the computer is lost or stolen on campus, parents/guardians should immediately report the loss or theft to the administration and the school resource officer. A police report will be completed.

- In the case that a computer is stolen while off campus, the police should be contacted and a police report filed immediately. A copy of that report should be given to the EHS Technology Coordinator and the El Dorado High School Resource Officer.

Consequences of Inappropriate Use

- Students are expected to use their computer in accordance with the Laptop Policies and Procedures, and District Acceptable Use Policy, and any applicable laws. Failure to use this computer in an appropriate manner may result in the following consequences, as determined by administration of El Dorado High School and USD 490:
 - Student conference /Tech Violation
 - Parent conference
 - Any and all school disciplinary actions
 - Civil or criminal liability under applicable laws

Students Enrolled Less Than Half-Time

For a student to be eligible to have a laptop checked out to them on a full-time basis, they must be at least a half-time student at El Dorado High School (enrolled in at least 4 blocks). Please note that Seminar is NOT counted as one of the 4 classes. Students that are not classified as at least half-time will be allowed to use the student laptop assigned to them as needed while they are at EHS. These computers will remain at the high school.

- Students will still be required to pay the insurance premium as they will still be responsible for any damage to the computer while in their possession.
- In the event that the student is given an assignment that cannot be completed without the use of the EHS laptop, arrangements will be made on a case-by-case basis, with the EHS Tech Dept., for the student to use the laptop overnight.

HIGH SCHOOL FOOD SERVICE

Students are issued a meal card (student ID Badge) at the beginning of the school year. They are expected to be responsible for the care and possession of this card through high school. Students, who for whatever reason, do not have their meal card (student ID Badge), or if the card is damaged to the extent it will not properly function in food service accounting equipment, will be required to obtain a replacement ID Badge and pay the required cost for a new badge. If a student does not have a meal card (student ID Badge), he/she will be expected to either bring their lunch or pay full price for the meal. Parents may contact the school food service manager or the Director of Food Service if special arrangements need to be made (322-4815). With approval of the food service manager, special arrangements may include a temporary card to be used only on the main line at meal time and only for the day of issue.

CHARGING MEALS

A student receives a notice when their account goes below \$5.00. The maximum negative balance allowed is \$5.00. 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 \$5.00 limit.

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

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

When a student continues to request a meal, and has no lunch money or sack lunch, the Manager will contact the parent, grandparent or guardian.

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

EXCHANGING TICKETS

Using another student’s lunch card is prohibited.

MEAL PRICES:

Breakfast	\$2.25 (\$2.65 adult)
Lunch	\$3.20 (\$4.00 adult)
Extra milk	\$0.40 per carton
2nd lunch on a card on the same day	=adult price

*No cash sales are accepted; all monies must be added to student accounts prior to the day of sale.

SAFE ROUTES TO SCHOOLS POLICY

Traffic Safety Education – The District supports the provision of traffic safety education and trainings 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, 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.

COMPLAINT PROCEDURE

Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act of 1990

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

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

Complaints by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. Formal complaints about discrimination will be resolved through the following complaint procedure:

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

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

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigation officer. In other instances, the investigation shall be

conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

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

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

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

CIVIL RIGHTS NOTIFICATION FOR USD 490

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

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.
 2. The district may disclose, without your consent, education records to officials of another district in which a student seeks to enroll or intends to enroll.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that USD 490 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
5. The right to obtain a copy of USD 490 policies for complying with FERPA. A copy may be obtained from the USD 490 Administrative Office, 124 West Central, El Dorado, KS, 67042.

Directory Information

For purposes of the Family Educational Rights and Privacy Act, USD 490 designates the following information contained in educational records as directory information, which may be disclosed for any purpose without your prior consent. This information would not generally be considered harmful or an invasion of privacy if disclosed.

The following information is considered directory information: name, address, telephone number, electronic mail address, photograph (including video and the internet), date and place of birth, major field of study, dates of attendance, grade level enrollment status (e.g. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams,

degrees, honors and awards received, and class designation. In addition, the district and/or any of its employees or agents may use the student's likeness, or voice, or all to be recorded and exhibited as still photographs, transparencies, motion pictures, television, videotape recordings or other similar media, including internet applications.

The custodian of records shall make student recruiting information (name, address and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

You have a right to refuse to permit the designation of any or all of the above information as directory information, video and still photograph information, or student recruiting information. If you refuse, you must file written notification to this effect with Unified School District No. 490 at the Central Office, 124 W Central, El Dorado, Kansas, 67042 on or before August 31, 2021. If a refusal is not filed, USD 490 assumes you have no objection to the release of the directory information or recruiting information designated.

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, 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 that may be taken under existing board policies or the negotiated agreement.

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) passed in 1986, El Dorado USD 490 hereby notifies parents/guardians, students, teachers and other school employees that the district has a Management Plan in effect and semi-annual surveillances are performed. The Management Plan is available for review at the USD 490 Administrative Office. If you have questions or concerns regarding this subject, please contact the district administrative office at 124 West Central, El Dorado, KS, 67042, 316-322-4800.

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 5/14/201

EHS EXTEND CAMPUS ADDENDUM 2021-22

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

MISSION STATEMENT

The El Dorado High School Extend Campus provides another flexible learning option for students in grades 9-12. It is available to residents of USD #490 as appropriate and by application process. A flexible learning environment is not the appropriate educational setting for every student. It is important to consider your student's needs and learning style to determine appropriateness of this program. Teachers and counselors are available to assist in making this determination.

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.

CAMPUS ENROLLMENT

1. All students must attend one full semester at EHS Main Campus before becoming eligible for enrollment at Extend Campus the following semester.
2. Students may not be enrolled in any other public school while enrolled in USD #490. After being accepted and course work has begun, the student is expected to complete the full school term in the program.
3. Enrollment will occur two times each year: at the end of Fall Semester for the upcoming Spring semester, and at the end of Spring Semester for the upcoming Fall Semester. After the enrollment deadline, students may be permitted to enroll based on administrative approval and space available.
4. All students interested in transitioning to Extend Campus must complete an application and participate in the interview process by the determined deadline each semester.
5. Enrollment decisions will be based on student progress, student need, available space, and additional factors as determined by administration.
6. Parents/guardians will be asked to participate in all enrollment processes with their student.
7. Student enrollment in Extend Campus will be reevaluated at the end of each semester.
8. Continuing students will not need to repeat the enrollment process.

CAMPUS REQUIREMENTS

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

1. There will be mandatory attendance days when students are required to attend classes at El Dorado Extend Campus. There will be two scheduled count days at the beginning of each semester and approximately two days for state assessments in the spring. Mandatory attendance days are required at the start of each semester to help students transition to the Extend Campus. Students are expected to stay for the entire count days.
2. Movement between Extend Campus, Virtual Program, and the Main Campus during a semester will be allowed only for unusual conditions and require approval from the administration.
3. Adherence to the Extend Campus Addendum, EHS student handbook, and USD 490 board policy is strictly enforced.

CURRICULUM

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

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

GRADES

Course credits are earned when a student has completed the course. However, posting to the student's official transcript will be done at the end of each semester. Pass/Fail grades will be assigned for all courses at Extend Campus. Students must complete all course work to earn a grade of "Pass". Credits will be shown on first and second semester report cards.

ATTENDANCE

Students will be required to complete necessary hours on campus each week from Monday-Thursday. One full 6.5 hour day of attendance is also required at Extend Campus each week; this full day will be assigned to each individual student. Students may be required to attend on Friday(s) to recover absent hours during the week. Students may also be required to attend on Friday(s) to complete missing assignments from the week.

Students may enter Extend Campus starting at 8:15 AM each morning and must arrive on campus by 9:15 AM each day in attendance to avoid tardiness. Student attendance will be taken during morning hours (8:15-11:45 AM) and during afternoon hours (11:45 AM-3:15 PM).

While in attendance, students will be expected to make adequate progress in their enrolled courses to earn instructor signatures each day. Signature checks will occur periodically throughout the day to ensure adequate course progress.

The student's school day concludes when all instructor signatures have been acquired and/or when a full 6.5 hour day of attendance is complete. If adequate progress towards graduation is not maintained, the student's flex schedule may be altered by administration to provide additional academic supports.

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.

EHS VIRTUAL PROGRAM ADDENDUM 2021-22

Unless specified below, all previous EHS Student Handbook Policies also apply to Virtual Program students.

MISSION STATEMENT

The El Dorado High School Virtual Program provides another learning option for students in grades 9-12. It is available to residents of USD 490 as appropriate. The curriculum is delivered to the student's home, via the internet. In order for the student to participate, the student must have a reliable internet connection. El Dorado Schools are not responsible for any connection issues associated with the delivery of virtual learning. A virtual 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 virtual program 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 that parents/guardians understand that when they enroll a student in the virtual program, they agree to participate in the program as designed.

PROGRAM ENROLLMENT

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

PROGRAM REQUIREMENTS

The virtual school operates outside the traditional classroom, but virtual students are expected to achieve adequate weekly progress. Students will also be expected to take the tests mandated by the State of Kansas and the USD490 School District. The curriculum is designed to meet or exceed State of Kansas College and Career Ready curriculum standards and a licensed teacher for each course is assigned to each student. Enrollment in the virtual program is contingent on the approval of the administration. The program requirements include the following:

1. There will be mandatory attendance days when students are required to attend classes at El Dorado High School. There will be two scheduled count days at the beginning of the year and approximately two days for state assessments in the spring. The final exams will be taken at the high school. A mandatory attendance day is required at the start of the year to help students enroll in each of the online programs, submit offline work, learn how to log in and access assignments and print work logs. Students are expected to stay for the entire day and work online to ensure students know all the necessary requirements to work successfully at home. The mandatory days will be scheduled on an individual basis.
2. There are no additional enrollment fees to attend the virtual program.
3. It is the responsibility of the enrolled student and family to have a consistent Internet provider prior to

the start of school. (High speed Internet is recommended). Should a student experience temporary loss of internet services at home when critical coursework must be completed, arrangements can be made with the program coordinator to work on-site at El Dorado High School on a temporary basis.

4. After being accepted and course work has begun, the student is expected to complete the full school term in the program.
5. Movement between the virtual program and the traditional school setting during the school year will be allowed only for unusual conditions and require approval from the administration.

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

STUDENT/FAMILY RESPONSIBILITIES

In order to achieve maximum benefit of the virtual program, students and families agree to:

- Regularly check the USD student Gmail account for communication.
- Read and understand the policies outlined in both the virtual program student handbook and the EHS student handbook.
- Establish a written schedule for study time.
- Organize the environment so it helps the student focus on study.
- Designate a specific study place to complete virtual work and assignments.
- Be online, engaged in academic work, a minimum 25 hours per school week. Complete a log sheet; this sheet will specify time on site at EHS.
- Complete one full-day of computer orientation to learn the online programs.
- Meet with the EHS Virtual Program Coordinator/counselors to develop an academic graduation plan.
- Attend parent/teacher conferences each year to re-evaluate the academic plan for the student. (One conference each semester.) Conferences will be held in conjunction with the EHS school calendar.

ATTENDANCE IN VIRTUAL PROGRAM

The administration will communicate with parents to insure every effort is made to encourage regular school attendance by all students. As virtual school students, students will be expected to spend a certain amount of time each week engaged in schoolwork. Letters will be mailed, per compulsory school attendance law, when students are not working adequately in the virtual program. Regular attendance is defined as a student working 25 hours per week and progressing approximately 10% toward completion of each virtual class per week.

1. The coordinator will notify the parent/guardian to arrange a conference. The goal of the conference is to identify the issues causing lack of engagement and develop a plan to re-engage and establish goals to ensure the success of the student. The student will be expected to show academic progress.
2. If the student does not show academic progress the following week, the student will be placed on academic probation and will be expected to meet with the coordinator on Fridays while school is in session for mandatory attendance.
3. If the student still does not show academic progress during the two-week probation, termination from the program will be considered if interventions are unsuccessful. A truancy report will be filed by the building principal as appropriate.
4. If a student is removed from the program due to lack of progress, he/she cannot re-apply to the virtual program until the following school year and will only be allowed to re-enroll the following year with administrative approval. Students may enroll in the traditional high school after termination from the virtual program if eligible.

ATTENDANCE ON MAIN CAMPUS

1. If it is necessary to report to Main Campus, the student will set up an appointment with the virtual instructor before arriving at the facility.
2. All Virtual student appointments will occur during the hours of 9:00 AM-2:30 PM. Virtual students should not be on the main campus during morning arrival or afternoon dismissal.
3. All arrival and dismissals from the Virtual Program will be through the single secure entrance located on the Southwest corner of Main Campus (near the library). Virtual students will not enter through any other Main Campus doors.
4. Virtual students will utilize downstairs bathrooms and water fountain immediately to the right of the Virtual Classroom. At no time should a Virtual Student enter any other area of the Main Campus.

STATE AUDIT

Audits of mandatory student attendance are conducted in September to determine program funding. Failure to fully participate and submit required documentation by the designated date; will result in automatic withdrawal.

CURRICULUM

The USD 490 virtual program curriculum is delivered through the computer program. The coursework is completed on a computer and credits are earned when a student has completed the course. However, posting to the student's official transcript will be done at the end of each semester. Grades shown on progress reports and report cards do not reflect credits earned. Credits will be shown on first and second semester report cards. Students may talk with the counselor about credits or graduation plans at any time by appointment. Students may be receiving a passing grade in the class, but may not have completed the required work to earn ½ credit in the class at the end of one semester. The expectation of the computer-based curriculum is such that students are able to earn ½ credit in each class at the end of each semester. Not all EHS courses are offered through the virtual school.

COURSE LENGTH

Courses are self-paced. Self-paced will be defined on an individual student basis; students will be expected to work at a pace that will allow students to remain on track for graduation with their cohort group. Students will need to complete 7 courses per semester to be considered full time. Students will earn ½ credit upon the successful completion of each course each semester. Because it is a self-paced program, students and parents must be vigilant concerning academic progress so students do not fall behind and get off track for graduation.

CHEATING, PLAGIARISM, OR FORGERY

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process and subject to disciplinary action and loss of credit.

Cheating shall include finding ways to advance through the curriculum without actually taking time to do the required coursework. Examples include but are not limited to opening multiple tabs in an internet browser so several lectures play at once and looking up quiz/test answers on-line via a search engine or website designed to provide answers. All situations will be examined individually but if advancement through a course or answers are derived by dishonest means, it will be considered academic dishonesty and the students will be required to redo activities or tests. In cases of multiple offenses of academic dishonesty students will receive a zero for any work on which they acted in a dishonest manner.

STUDENT EMAIL REQUIREMENTS / RESTRICTIONS

All high school students are assigned an El Dorado Schools student email account. Students enrolled in the virtual program are required to use the El Dorado Schools student email account for all online course communications. The online instructor will not accept student work if it is submitted via email. Students must submit the online assignments through the learning management system.

PROM

Virtual students are eligible for prom attendance if ALL the following requirements are met:

- Currently enrolled in the spring semester of the prom
- Classified as a junior or senior (3rd or 4th year in high school) or invited as a date with a junior or senior
- Have a good attendance record (i.e. no truancy during the current academic year).
- Enrolled/completed 5 courses for the current semester.

A virtual student meeting these requirements will make an appointment in the Main Office to purchase PROM tickets.

ATHLETIC/ACTIVITY ELIGIBILITY FOR VIRTUAL SCHOOL STUDENTS

With respect to KSHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities as allowed by USD 490 policy defined herein. It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

The following stipulations will apply:

1. Virtual classes must be taken through the USD 490 virtual school, fully accredited by the Kansas State Department of Education.
2. Students will be eligible at the public school in which they are enrolled.
3. Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
4. The student must be currently enrolled and physically attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, in addition to other minimum enrollment requirements.
5. Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
6. Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students. Failure to complete or pass an enrolled course will result in a Grade of "F" to be entered onto the student's transcript. Opportunity to complete classes after the end of the grading period will be determined on an individual basis.
7. All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
8. Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.

STUDENT CONTRACT

As a student enrolled in USD 490 Virtual Program and El Dorado Schools, I agree to the following terms and conditions of enrollment:

1. I understand it is my responsibility to promote academic integrity, and hereby promise to complete my own schoolwork using my own effort and abilities. I will not provide unethical academic assistance to other students, nor will I accept unethical academic assistance from anyone else while enrolled as a student in El Dorado Schools. I understand that any violation of academic integrity will result in disciplinary action by the school administration, and may be grounds for expulsion from the program.
2. I agree to complete all assignments and projects assigned for each of my classes, and will adhere to the posted due dates. Furthermore, I will participate in and complete each course listed on my Individual Learning Plan.
3. I understand that I must attend school in person for two days before, on and after September 20th as part of the mandatory count days for Kansas's schools. And I agree to complete the Academic Activity Log for each of the required days and submit them to the coordinator.
4. I understand that as a student of the virtual school, I may be required to take the Kansas State Assessments on specified days at the high school each Spring.
5. I promise to answer email, text or phone messages from my teacher or the school within 24 hours. I will adhere to the expectations of my teachers in terms of communicating with each of them through web conferences and email.

Rules for Technology and Internet Use

1. Obey rules of copyright. (Do not copy and paste information into documents and submit that work as your original thoughts and ideas. Include a bibliography to document the source).
2. Printing to school printers is limited to class work only.
3. Installation of peer-to-peer file-sharing programs is strictly forbidden.

I understand that failure to abide by the components of this Student Contract, Virtual Addendum, and EHS Handbook may result in academic probation for the next semester, and may result in suspension or expulsion from the virtual school. Any violation of these rules may result in disciplinary action. My signature below indicates that I understand the terms of this student contract and its policies concerning academic integrity, attendance, and technology usage as written above, and accept responsibility for adhering to this agreement.

Signature of Student:

Date: _____

PARENT/GUARDIAN CONTRACT

As a parent of a child who is enrolling in the virtual program, I agree to the terms and conditions of the Student Contract, and I have read and understand the following Parent Contract:

1. I understand the importance of supporting my child's effort to maintain academic integrity in regards to completing assignments, projects, papers, and exams online. I will not provide unethical academic assistance to my child, but will provide learning support by monitoring his or her online efforts to complete assignments, projects, papers, and exams in an honest and ethical manner. I understand that any violation of academic integrity will result in disciplinary action by the school administration, and may be grounds for suspension or expulsion from the school.
2. I understand that I will be responsible for checking student work each day, answering simple questions, verifying that the student has replied to any contact from the teacher or from the school and ensuring that the student is working each day.
3. I understand that it is my responsibility to provide and pay an Internet Service Provider (ISP) for a connection to the Internet for access to online lessons, email and web conferences. I also understand that a DSL or faster connection speed is required to be able to use the video component of web conferencing.
4. I understand that the school is not responsible or able to filter content streaming through my home Internet connection.
5. I understand that I must maintain an email address for school communication and that my student(s) must also have email accounts provided by my Internet Service Provider.
6. I understand that my student physically attends school on the set "count days" and state assessments days.
7. I understand it is my responsibility to provide support needed to allow my child to successfully complete the mandatory work days/count days and state assessment testing.
8. I will read and reply to contact (email, text, phone calls) from the school within 24 hours of receipt. I will read all announcements/calendar items and remain up-to-date with events and activities that my child has the opportunity to participate in.
9. I understand it is my responsibility to notify the school immediately in case of any problem with email, logging onto the network, accessing the curriculum, or attending web conferences.
10. I understand that personal software cannot be loaded onto the school's computer without prior consent of the administration.

My signature below indicates that I have read and understand the Student Contract, the Technology Use Policy, the EHS Student Handbook, and the Parent Contract as written above, and accept responsibility for adhering to them.

Signature of Parent/Guardian:

Date: _____

Academic Activity Log for EHS virtual students

Name of Facility / Program _____

Name of Student _____

Date that activity was logged _____

Total on-site minutes _____ Total on-line minutes _____ Total off-line minutes _____

This activity log must be completed on two separate count days.

ON-LINE VIRTUAL COURSES - Complete the following information

1. Course Name	Method of Time Spent	Total Minutes Spent
	<input type="checkbox"/> Time spent on-site	
	<input type="checkbox"/> Time spent on-line via software program	
	<input type="checkbox"/> Time spent off-line completing course requirements	
2. Course Name	Method of Time Spent	Total Minutes Spent
	<input type="checkbox"/> Time spent on-site	
	<input type="checkbox"/> Time spent on-line via software program	
	<input type="checkbox"/> Time spent off-line completing course requirements	
3. Course Name	Method of Time Spent	Total Minutes Spent
	<input type="checkbox"/> Time spent on-site	
	<input type="checkbox"/> Time spent on-line via software program	
	<input type="checkbox"/> Time spent off-line completing course requirements	
4. Course Name	Method of Time Spent	Total Minutes Spent
	<input type="checkbox"/> Time spent on-site	
	<input type="checkbox"/> Time spent on-line via software program	
	<input type="checkbox"/> Time spent off-line completing course requirements	
5. Course Name	Method of Time Spent	Total Minutes Spent
	<input type="checkbox"/> Time spent on-site	
	<input type="checkbox"/> Time spent on-line via software program	
	<input type="checkbox"/> Time spent off-line completing course requirements	

ON-SITE COURSES - Complete the following information

Course Name	Method of Time Spent	Total Minutes Spent
1.	<input type="checkbox"/> Time spent on-site	
2.	<input type="checkbox"/> Time spent on-site	
3.	<input type="checkbox"/> Time spent on-site	
4.	<input type="checkbox"/> Time spent on-site	
5.	<input type="checkbox"/> Time spent on-site	
6.	<input type="checkbox"/> Time spent on-site	

Signature

Date

This signature verifies that I am enrolled and participating in courses offered through the program and/or facility listed above. If I am below the age of 18, a parent/legal guardian signature is required to verify the time spent.