



### **MISSION STATEMENT**

The mission of El Dorado Middle School is to intentionally instruct learners in a rigorous curriculum of communication, problem solving and essential skills, and interpersonal skills for students to become productive, independent learners in a 21<sup>st</sup> century world.

### **BUILDING HOURS**

Breakfast is served each school day from 8:00 AM until 8:40 AM. These students have designated areas in which to wait until class begins. All EMS students are required to leave the building and grounds by 3:55 PM unless they are involved in a school related activity.

### **VISITORS**

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

### **ATTENDANCE REQUIREMENTS**

Parents are asked to notify the school as soon as possible in the event of a student being absent. The school administration is charged with determining whether the absence is excused. Notification and reason for the absence must be provided within five days of the absence in order to be considered for an excused absence.

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

At the conclusion of each school day, any absences remaining unexcused for the day will be noticed through the automated notification system to all parent 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 along with the **Release of Information for Truancy Intervention Form**. Seven calendar days later, a **Truancy Report** must be filed with the appropriate authority (County Attorney and/or DCF).

An **Intervention Warning letter** and **Release of Information for Truancy Intervention Form** 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 previously. If a warning letter has not been sent, a warning letter will be mailed and the absence rate will be checked again.

Copies of all letters and forms shall be maintained in the student's attendance file.

## **TARDIES**

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

## **MAKE-UP WORK**

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

## **PERMIT TO LEAVE THE BUILDING**

If it is necessary for a student to leave school during school hours, parents must notify the office. Students must have a signed excuse slip from the office. Once on the school grounds, students are not to leave until 3:00 unless proper arrangements are made. Parents or guardians are to come to the main office to sign the student out when it is necessary for them to leave school during the day. If they return to school the same day, the student is required to sign in with the office upon their arrival.

## **MAKE-UP WORK**

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## **SUPPLIES**

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

## **FIELD TRIPS**

Parents will be notified by electronic messaging at least 24 hours in advance if students are taking a field trip, either in-town or out-of-town. Parents are encouraged to complete the online permission form at enrollment to avoid completing individual permission slips for each event.

## **COMMUNICATIONS**

To ensure that the school system functions smoothly for our students, we believe most questions, issues, and problems can be solved at the school level. Therefore, we encourage students and parents to follow these steps when there is a problem:

**Concern Chain of Command**

<b>Area of Concern</b>	<b>First Level</b>	<b>Second Level</b>	<b>Third Level</b>	<b>Fourth Level</b>	<b>Fifth Level</b>
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 Athletic/Activity	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

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

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

The interpretation of the letter grades is as follows:

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

Grade cards will be issued on the following dates:

<u>Grading Period</u>	<u>Grading Period Ends</u>
1st six weeks	Sept. 29
2nd six weeks	Nov. 10
<i>1st semester</i>	Jan. 5
4th six weeks	Feb. 16
5th six weeks	Apr. 6
<i>2nd semester</i>	May 27

## **HONOR ROLL**

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

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

## **HALL PASSES**

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

## **LOCKERS**

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

## **ILLNESS AND MEDICATION**

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

## STUDENT HEALTH ISSUES

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

### WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

Children should not attend school if they have an illness that prevents them from participating in routine classroom activities. **If your child feels too sick to go to school, please keep him/her home.**

### WHEN YOUR CHILD WILL BE SENT HOME FROM SCHOOL & PROTOCOL

When a child complains of symptoms related to possible illness, it is the responsibility of the school nurse to note and communicate concerns to parents/guardians. The school nurses are not allowed by law to diagnose specific illnesses, and parents are responsible for picking up their child in a timely manner once they have been notified by the school. If parents are unable to come when notified, it is then the parent's responsibility to make other arrangements and notify the school who will be picking the child up.

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

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

## **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.

## **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.

## **WATER BOTTLES**

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

## **LUNCHROOM**

El Dorado Middle School has a "closed" lunch period, meaning that students must remain at school for the noon meal and eat in the lunchroom. Students may buy school lunches or bring in a sack lunch. For those who wish to bring a lunch, milk may be purchased. Lunch fees may also be paid using PowerSchool. The price for breakfast is \$2.25 and lunch is \$3.20. Extra milk is \$.40.

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.

Second Meals - Students are not allowed to use their meal account to purchase a second meal as long as they have a positive balance. Students must pay cash or charge the second meal at the Adult price. Only one lunch and breakfast may be claimed daily per account for state reimbursement.

Beginning in the month of May, and for the remainder of the school term each year, no charges of meals will be permitted. Any funds remaining in a student's account at the end of the school term will be credited to that student's account for the following school year.

## **OUTSIDE LUNCHES**

On the infrequent occasion that a parent needs to bring a fast food lunch for a student, it must be delivered by the parent or 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 the school building, outside turf, or vehicles.

## **FOODS SOLD IN SCHOOL**

All foods sold in school from midnight before to 30 minutes after the end of the school day must meet USDA Smart Snacks in Schools Standards. This policy applies to all food sold on the school campus at any time during the school day including a la carte in the cafeteria, in school stores, snack bars, vending machines, fundraising and off-site, school-sponsored venues. If concession stands are open during the "midnight before to 30 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.

## **DROP OFF OF GIFTS / DELIVERIES**

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

## **HALLWAY DECORATIONS REGULATIONS**

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

## **SPECIAL EDUCATION PROGRAMS & SERVICES**

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

El Dorado USD 490 is a member of the Butler County Special Education Interlocal Cooperative and in collaboration with the cooperative provides a comprehensive special education program, which adheres to the Federal Regulations, included within the Individuals with Disabilities Education Act (IDEA) and the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these

services is determined with parents at each building site, and the building principal or his/her designee supervises those services. If you believe your child may be in need of special education services, you may initiate a referral with your school's Student Intervention Team.

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

### **SCHOOL COUNSELING DEPARTMENT**

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

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

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

### **MEDIA CENTER**

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

### **SCHOOL RESOURCE OFFICER**

A School Resource Officer has been assigned to work with the faculty, staff, and community members to ensure a safe school environment. The officer is available during the school day to answer questions and to work with students in matters that may require police intervention.

### **DRUG DOGS**

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

### **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.

The \$45 textbook/online resource rental fee or other 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](http://www.eldoradoschools.org)

Fee Exceptions would be special project fees, such as in an Advanced Art or Carpentry class for a specific project that will belong to the student after the course is completed.

Outstanding fees at the end of each semester will be turned over to the Kansas Department of Administration



Setoff Program.

Fees are not prorated if a student enrolls after the first day of school. Partial refunds are only provided if a student leaves USD 490 on or before October 1 of the school year. Students with outstanding fees will not be able to participate in 8<sup>th</sup> grade recognition activities. Please contact the principal to arrange for payment as needed to make sure these obligations are met.

### **ATHLETIC PROGRAMS**

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

Before any 7<sup>th</sup> or 8<sup>th</sup> grade student may practice for any interscholastic sport or cheerleading, he/she must have a physical examination performed by a medical physician or a chiropractor, and must have a signed statement from the doctor filed with the Director of Middle School Athletics stating that the student is physically fit. The parents and student must also sign an Extra-Curricular Activity Consent Form and fill out an emergency medical card before they can participate. Only physicals dated on or after May 1, 2021 will be accepted for the 2021-2022 school year.

### **SCHOLARSHIP/ELIGIBILITY RULE**

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

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

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

A student involved in an extra-curricular activity that obtains In School Suspension (ISS) or Out of School Suspension (OSS) will be deemed a student not in good standing. As a result, that student will not be allowed to participate in any extra-curricular activities while they are in or out of school suspended. Students are expected to practice while serving ISS, but they are not be able to practice while serving OSS. A student will not regain their good standing status until the start of the school day following completion of the suspension.

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

## **DRUG AND ALCOHOL POLICY**

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of all students, USD 490 endorses a substance abuse prevention policy which will aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective action when necessary, and provide support for students.

Students are not to possess, sell, distribute, be under the influence of or use any illegal and controlled substances and/or any substance used in a manner for which it is not intended, as well as tobacco products, nor are students to be in possession of drug related paraphernalia. This policy is in effect on all school district property, at any district-sponsored activities, and while traveling to and from any school sponsored activity on school transportation.

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

## **ELECTRONIC DEVICES**

Cell Phones, personal electronic devices, such as, iPads, PSP, iPods, smartwatches etc. are not allowed from 8:35 to 3:40. Cell phones will be permitted in the Commons during the student's lunch period. At all other times, cell phones should be kept in lockers. Students are not to use laser pointers, cameras, or other type of electronic devices not associated with instruction during regular school hours.

## **CONCEALED OBSERVATIONS**

USD 490 Board of Education policy prohibits individuals from recording students, employees, and/or board members through the use of concealed audio and/or visual recording devices at school, on or in district property, and at meetings held for educational or disciplinary purposes. Exceptions include the use of district video surveillance, recording of meetings subject to the Kansas Open Meetings Act, due process or student disciplinary hearings, student evaluation, or recordings of programs and events which are open to the public.

## **BULLYING**

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

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

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

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

EMS School-Wide Expectations				
As a proud EMS PROS Student, I will be ...				
EMS	Prepared	Respectful	On-time	Safe
Commons	Money in account, seated in assigned area, Voice level 2, wait for instructions	Wait patiently, walking, food/drink stays in the commons, clean area, respect food	Eat and dump tray in a timely manner	Walk, wait patiently, clean up area, feet under tables
Classroom	Materials present, attitude ready to engage in learning	Comply with requests, maintain proper learning environment	Be in the room when the bell rings	Move appropriately through the room, keep aisles clear
Extended Learning Areas	Sanitize hands, bring appropriate materials, know passwords	Careful use of equipment, report misuse, observe learning atmosphere, Voice level 0 when in class, 2 when class not in session	Log in and out in a timely manner	Approved sites and software only, appropriate equipment use
Gymnasium	Understand environment and purpose for being there	Keep care of own belongings, stay seated, appropriate voice and language	Arrive and leave at appropriate times	Keep belongings secure, stay seated, hands and feet to self
Hallway & Stairs	Belongings secured, use approved hallways to travel	Quiet feet, Voice level 0 when in class, 2 when class not in session, hands and feet to self	Use most direct route, move by walking with a purpose	Walk, stay on the right side, one step at a time, use handrails, hands to self
Media Center	Hall pass, proper materials	Voice level 0 or 1, careful use of materials, wait patiently for assistance	Visit at approved times, know purpose of visit, get business done and go back to class	Feet under table, belongings out of walking aisles, push in vacant chairs
Restrooms	Hall pass, leave unnecessary belongings in the room or locker	Keep area clean, appropriate care of supplies and facility	Take care of business and get back to class	Report misuse or custodial issues, keep floor clean and clear
Outdoor areas	Understand environment and purpose for being there	Keep care of own belongings, appropriate language	Arrive and leave at appropriate times	When on walk: Stay off bleachers and turf. When on trail: Stay on pathway. All areas: hands and feet to self, no horseplay
School Grounds	Leave building with all necessary belongings	Respect landscape, traffic, and busses	Leave school grounds immediately after school, board bus in a timely manner	Wait in assigned area, respect traffic, stay off of equipment
School Activities	Know expectations of activity and facility	Follow expected guidelines of activity or facility	Appropriately arrive and leave area in a timely manner	Observe and follow safety guidelines of activity or facility

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

### STUDENT APPEARANCE

The primary purpose of the school program is education. The administration shall be responsible for determining the appropriateness of a student's attire relative to this policy. A student who is inappropriately dressed will be required to change his/her clothing and may be subject to disciplinary action. The dress code is in effect for concerts, field trips and all school activities.

Students are not allowed to wear the following:

- Spaghetti, halter, strapless, off the shoulder, midriff, or tank tops, shirts with no sides, as well as low/revealing necklines
- Underwear exposed or worn as outside attire (ex. boxer shorts, bras)
- See-through or fishnet clothing
- Any clothing or item that gives the impression of gang affiliation

- Clothing promoting or advertising drugs, alcohol, and/or tobacco, offensive slogans/pictures or explicit/implied meanings
- Pajama type pants, house slippers/shoes or bare feet
- Hats, caps, hoods, coverings/bandanas
- Chains, sunglasses, trench coats and blankets
- Any other item of apparel that administration deems disruptive or counterproductive.

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

## **DISCIPLINE CONSEQUENCES**

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

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

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

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

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

## EMS DISCIPLINE MATRIX

All students begin each school year with zero discipline points.

	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
<b>LEVEL 1 (1 point per infraction)</b>	Conference	Detention 30min-1hour	Detention 1-2 hours	Level 2 - #3
Citizenship Violations				
Dress Code				
Cafeteria Violations				
Failure to serve detention				
Other as Determined by Administrator				
<b>LEVEL 2 (2 points per infraction)</b>	1st Consequence Detention	2nd Consequence 1-3 ISS	3rd Consequence 3-5 ISS	4th Consequence Level 3 - #3
Failure to Comply				
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				
<b>LEVEL 3 (3 points per infraction)</b>	1st Consequence 1-3 ISS	2nd Consequence 3-5 ISS	3rd Consequence 1-3 OSS	4th Consequence Level 4 - #3
Profanity/Obscenity				
Open/Persistent Defiance				
Jeopardizing Safety of Self and Others				
Cheating/Altering Records				
Concealed Observation/Recording				
Other as Determined by Administrator				
<b>LEVEL 4 (6 points per infraction - Police may be notified)</b>	1st Consequence 1-3 OSS	2nd Consequence 3-5 OSS	3rd Consequence 5-10 OSS	4th Consequence Level 5 - #3
Pornography				
Acts of Discrimination				
Verbal/Written/Physical Threats				
Theft/Vandalism (<\$50)				
Other as Determined by Administrator				
<b>LEVEL 5 (12 points per infraction - Police Notification)</b>	1st Consequence 3-5 OSS	2nd Consequence 5-10 OSS	3rd Consequence Long Term Suspension	
Assault/Battery				
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				
<b>LEVEL 6 (18 points per infraction - Police Notification)</b>	1st Consequence Expulsion			
Assault/Battery of School Personnel				
Terroristic Threat				
Identification with Gang/Gang Activities				
Extortion				
Arson				
Possession/Under Influence of Alcohol/Controlled				
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

## **EMERGENCY SAFETY INTERVENTIONS POLICY**

The board of education is committed to limiting the use of **Emergency Safety Interventions (“ESI”)**, such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. **Definitions (See K.A.R. 91-42-1)**

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

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

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

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

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

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

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

*Prohibited Types of Restraint* - All staff members are prohibited from engaging in the following actions with all students:

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

*Training* - All staff members shall be trained regarding the use of positive behavioral intervention strategies, deescalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training

provided will depend upon the employee's position. Those administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

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

Such documentation must include all of the following:

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

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

*Reporting Data* - District administration shall report ESI data to the state department of education as required.

*Local Dispute Resolution Process* - The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the district compliance officer will review the complaint and report findings to the board as a whole. Such investigator shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education. Approved: November 11, 2013

## **SAFE ROUTES TO SCHOOL POLICY**

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

## **8<sup>TH</sup> GRADE RECOGNITION**

It is the intent of the school administration and staff at EMS to help students understand the need for high expectations in academics and behavior in school. In establishing the expectations for students who plan on promoting to the 9<sup>th</sup> grade, it is our desire to inform the student and the parents as early as possible of these expectations and the related rules. **All fees must be paid prior to leaving EMS at the end of the school year.**

## **COURSE COMPLETION**

EMS students must pass all four CORE classes; Math, Social Studies, Science and English Language Arts. The student's Final Grade in May is the determining factor for all of the CORE courses. Students who fail any



CORE class will not be recommended for promotion to the next grade level, and they will need to attend summer school in order to bring their grade to a passing mark.

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

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

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

## **E-MAIL MESSAGES**

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

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

## **iPAD INFORMATION**

All students at EMS will be issued an iPad to use during the school day. iPads are to be kept in the cases in which they are provided. Should the outer case or protective clear cover on the front of the iPad be destroyed by means other than normal wear and tear, then students will be responsible for the cost of replacement. iPads are to be returned to the appropriate cart prior to leaving school. iPads will not be allowed to leave the school. Should an iPad be missing, a police report will be filed with authorities.

## **iPAD POLICIES AND PROCEDURES**

The student iPad and case have been issued to you are the property of the El Dorado Public Schools, USD 490. These items are on loan to the student and must be used in accordance at school with the following Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. Use of these items, as well as access to the computer network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of El Dorado Middle School and El Dorado Public Schools, USD 490. **Only district computers and handheld devices are allowed in the school and on the school network. All other computers are prohibited. These iPads will remain at the school at all times.**

### ***Use of the iPad***

- Each iPad is assigned to an individual student. Students should never “swap” or “share” their iPad.
- Students should never share their password with another student. Passwords should always be kept confidential.
- Students are not to set a security code to lock the iPad.
- The iPad should be in a student’s possession, or secured in a designated secure area, at all times.
- Students are responsible for returning the iPad to their seminar teacher at the end of the day, or before they leave school.
- Students are not allowed to leave the iPad in their school lockers. If a student is participating in an activity that is not conducive to using the iPad (field trip, sporting event, assembly, etc.), they must leave the iPad in a secure area.
- Downloading music and videos is not allowed
- 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 iPad name -Altering security software
  - Taking apart the iPad for access to internal parts - Altering the pre-loaded operating system or application
- Students are prohibited from playing non-academic internet games.
- Accessing or attempting to access sites that have been intentionally blocked by USD 490 tech staff (Myspace, Facebook, Meebo, chat sites, instant messaging, proxies, etc.) will result in disciplinary action.
- 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 only share personal information about themselves or others while using the iPad for educational purposes.
- Internet access, e-mail, and other media that are accessed, created or stored on the iPad 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 iPad or district network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures, are prohibited.
- Violations that involve computer or iPad hacking or trespassing, fraud, harassment, bullying, or threats can result in disciplinary action, which may include an arrest if state or federal law is violated. Ignorance of these regulations will not excuse an infraction.
- Understand that the iPad belongs to the school and it can be checked at any time or taken away for disciplinary reasons.

### ***General Care of the iPad***

- Students are expected to treat the iPad with care and respect. The iPad 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 iPad or case are not allowed and will result in loss of privileges. The student may be responsible for the cost of repair or replacement.
- Take care when transporting the iPad during the day.
- Students should protect the iPad from extreme heat or cold, weather, water or other liquid, food, and pets. Students should never eat or drink while using their iPad, or use their iPad near others who are eating and drinking. Use during lunch time is prohibited.
- Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in the power cords or ear buds.

- Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member immediately.
- If the iPad is damaged or not working properly, it must be turned in for repair. The student may be responsible for the cost of repair or replacement.
- If a student's class work is lost because of an iPad failure, the EMS Tech department will make contact with the teacher/teachers from the class(es) 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 iPad is lost or stolen, students should immediately report the loss or theft to the administration and the school resource officer. A police report must be completed.**

### *Consequences of Inappropriate Use*

- The use of any district technology is a privilege and not a right. Students are expected to use the iPad in accordance with the iPad Policies and Procedures, and District Acceptable Use Policy, and any applicable laws. Failure to use this device in an appropriate manner will result in the following consequences, as determined by the staff and administration of El Dorado Middle School and USD 490:
  - Student conference
  - Parent conference
  - Cancellation of student use or access privileges
  - School disciplinary action, 10-day restriction of device for 1st offense, loss of device for remainder of semester for 2nd offense. Consequence starts over at semester.
  - Civil or criminal liability under applicable laws

### **BUS BEHAVIOR EXPECTATIONS**

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

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

- A. Be Prompt and Prepared
  1. Be on time for bus
  2. Have all materials
  3. Wait for bus in proper places
- B. Respect Authority
  1. Treat the bus driver with respect
  2. Follow directions promptly
  3. The bus driver is in charge
- C. Respect the Rights of Others
  1. Be polite
  2. Keep hands and feet to oneself
  3. Keep voice at an appropriate level
  4. No negative comments, threats, harassment, or inappropriate language
- D. Treat Bus with Respect
  1. Eating and drinking is allowed only with driver permission
  2. Tampering with or vandalizing the bus is not allowed
  3. Animals and insects are not allowed
- E. Display a Concern for Safety
  1. Remain seated while the bus is moving
  2. Keep all parts of body inside the bus

3. Wait for the bus in safe and orderly manner
  4. Allow driver to concentrate on driving
  5. Students will not open or close doors except in an emergency
  6. Glass containers and balloons are not allowed
  7. Keep aisles, doors and emergency exits clear
  8. Buses are equipped with video cameras
- F. Follow USD 490 Policy Covering Illegal Substances and Weapons

### **BEHAVIOR GUIDELINES FOR PRIDE DANCES**

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

1. Dances will be held at the El Dorado Recreation Center and are only for El Dorado Middle School (EMS) students. Brothers, sisters or students not enrolled at EMS are **not** allowed.
2. All school rules and behavior expectations will be enforced.
3. If a chaperone has to warn a student more than once that his or her behavior is not acceptable, the student may be removed from the dance. Every effort will be made to contact a parent or guardian, but if no contact is made the student will remain seated in a designated area until 10:00 p.m. at which time he or she will be escorted to the door.
4. Refunds will not be given to anyone who is asked by PRIDE to leave a dance.
5. Dances begin at 8:00 p.m. and end promptly at 10:00 PM, unless a parent or guardian comes to the door to pick up a student early. Students should be picked up promptly at 10:00 PM. Should a late pick up occur, the student may be in jeopardy of not attending the next dance.
6. PRIDE board members and chaperones have complete discretion in enforcing these guidelines and reserve the right to refuse entrance to any student who has been unable to follow these rules at prior dances.

Complete copies of USD 490 Board of Education policy may be accessed on the district website:  
[www.eldoradoschools.org](http://www.eldoradoschools.org).

**Mission Statement**  
**El Dorado Public Schools**

*Every day with excellence!*

**Family Educational Rights and Privacy Act**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD 490. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access. Requests to inspect records are to be made at the school of attendance.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited expectations. Disclosure of information from your educational records to other persons will occur only if:
  - a. the district has your prior written consent for disclosure;
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law. Including:
    1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
3. The district may disclose, without your consent, education records to officials of another district in which a student seeks to enroll or intends to enroll.
4. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
5. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that USD 490 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
6. The right to obtain a copy of USD 490 policies for complying with FERPA. A copy may be obtained from the USD 490 Administrative Office, 124 West Central, El Dorado, KS, 67042.

**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, Teresa Tosh, Superintendent of Schools, 124 West Central, El Dorado, Kansas, 67042, (316) 322-4800. Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 North Executive Hills Boulevard, Kansas City, MO 64153.

**Drug Free Workplace**

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

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

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

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

#### **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 5/14/12*

*Revised 5/8/13*