

El Dorado Schools – USD 490



El Dorado K-12 Virtual School Student Handbook 2023-2024

This Handbook is provided to inform parents and students of general policies, procedures, guidelines for USD 490 K-12 Virtual School. If you have specific questions, please contact the virtual school coordinator.

MISSION STATEMENT

The El Dorado Virtual Program provides another learning option for students in grades K-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 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 in person at the Extend Campus. There will be two scheduled count days at the beginning of the year and approximately two days for state assessments in the spring. 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, USD 490 student handbooks, 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 the virtual program 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.
- Complete one full-day of computer orientation to learn the online programs.
- Meet with the 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 USD 490 school calendar.

ATTENDANCE IN VIRTUAL PROGRAM

The administration will communicate with parents to ensure 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 once a week 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 school setting after termination from the virtual program if eligible.

ATTENDANCE ON MAIN CAMPUS (EXTEND BUILDING)

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 school hour. STATE AUDIT

Audits of mandatory student attendance are conducted in September. Failure to fully participate and submit required documentation by the designated date may result in automatic withdrawal from the virtual program and enrollment in the traditional high school if eligible.

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 $\frac{1}{2}$ 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 $\frac{1}{2}$ credit in each class at the end of each semester. Not all brick and mortar 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 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.

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 School 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 School Student Handbook, and the Parent Contract as written above, and accept responsibility for adhering to them.

Signature of Parent/Guardian:

Date:

Attendance Requirements

- The expectation of attendance is defined by our K-8 Virtual School as: Students are expected to complete the minimum percent of progress per week, as determined by the El Dorado Virtual School Yearly Progression. The hours per day on this may vary from student to student depending on their areas of strengths and/or areas they
- may struggle with.
- The expectation of attendance is defined by our 9-12 Virtual School as: Students are expected to complete the minimum percent of progress per week, as determined by the El Dorado Virtual School Yearly Progression. Students are also expected to obtain at least 25 hours per week.
- When a student's unexcused absences meet mandatory reporting requirements (any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first) a **Parent Truancy Notice** will be mailed. Seven calendar days later, a **Truancy Report** must be filed with the appropriate authority (County Attorney or DCF depending upon age of the student).
- **An Intervention Warning** 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.

Excessive Absences - In the case where a student has excessive absences, the principal may require parents or guardians to submit doctor's verification of student illness.



Acellus Grading On Report Cards for El Dorado Virtual School

Just like a traditional student, virtual students work at different paces and often have different completion percentages throughout the quarter. All virtual student grades in PowerSchool will be figured by taking the student's current Acellus Grade subtracted by the difference between the Expected Term Progress percentage and the actual Acellus Progress.

$$\text{PowerSchool Grade/Percentage} = \text{Current Acellus Grade} - (\text{Expected Term Progress} - \text{Actual Acellus Progress})$$

Expected Completion Rate For Classes			
Grade Term	Year Long Classes	Semester Classes	4X4 Courses
Quarter # 1 (Oct. 15)	25% Completion	50% Completion	100% Completion
Quarter #2/ Semester #1 (Dec. 21)	50% Completion	100% Completion or "I" for Incomplete	100% Completion
Quarter #3 (Mar. 10)	75% Completion	50% Completion	100% Completion
Quarter #4/Semester #2 (May 18)	100% Completion or "I" for Incomplete	100% Completion or "I" for Incomplete	100% Completion

Example

Class Name	Special Lessons	Teacher	Grade	Goals	Progress	Comments
8th Grade Language Arts/Reading-Mark.	14	Abbi Markowitz	83.5%	★	29%	
8th Grade Math-Markowitz		Abbi Markowitz	80.5%	★	15%	
8th Grade Science-Markowitz	9	Abbi Markowitz	82.6%	★	20%	
8th Grade Social Studies-Markowitz	6	Abbi Markowitz	75.2%	★	24%	
Collaborative Theatre-Markowitz		Abbi Markowitz	57.5%	★	12%	
Middle School Health-Markowitz	5	Abbi Markowitz	86.5%	★	30%	
Social Emotional Learning-Middle School		Abbi Markowitz	86.5%	★	38%	
Student Orientation			56.0%	🎓	100%	

[Print Certificate](#)

When looking at a student's report in Acellus, you will see the grade column (graded percentage for the work completed at this time). To the right of "Goals", you will see the Progress column (percentage of assignments completed in the class). See the example below:

Math Class for Quarter 1:		
Acellus Grade	-	(Expected Term Progress % - Actual Acellus Progress %)
80.5	-	(25% - 15%)
80.5	-	10%
	70.5	Grade entered in PowerSchool

El Dorado Virtual Schoool				
Yearly Course Progression				
		K-8 Virtual		9-12 Virtual
	Week Of:	Year Long Course	Semester Course	4X4 Courses
		Expect Progress %		
1	8/16-8/20	3%	6%	11%
2	8/23-8/27	6%	12%	22%
3	8/30-9/3	9%	18%	33%
4	9/6-9/10	12%	24%	44%
5	9/13-9/17	15%	30%	55%
6	9/20-9/24	18%	36%	66%
7	9/27-10/01	21%	42%	77%
8	10/04-10/08	24%	48%	88%
9	10/11-10/15	27%	54%	100%
End of Quarter 1				
10	10/18 -10/22	NO ACELLUS	60%	11%
11	10/25-10/29	30%	66%	22%
12	11/01 - 11/05	33%	72%	33%
13	11/08 -11/12	36%	78%	44%
14	11/15 -11/19	39%	84%	55%
15	11/22 - 11/26	NO ACELLUS	90%	66%
16	11/29- 12/3	42%	96%	77%
17	12/6 - 12/10	45%	100%	88%
18	12/13 -12/17	48%		100%
End of Quarter 2/ Semester 1				
19	01/03 -01/07	NO ACELLUS	6%	10%
20	01/10 -01/14	51%	12%	20%
21	01/17 - 01/21	54%	18%	30%
22	01/24 - 01/28	57%	24%	40%
23	01/31 - 02/04	60%	30%	50%
24	02/07 - 02/11	63%	36%	60%
25	02/14 -02/18	NO ACELLUS	42%	70%
26	02/21 - 02/25	66%	48%	80%
27	02/28 - 03/04	69%	54%	90%
28	03/07 - 03/11	72%	60%	100%
End of Quarter 3				
29	03/21 - 03/25	75%	66%	11%
30	03/28 - 04/01	78%	72%	22%
31	04/04 - 04/08	81%	78%	33%
32	04/11 -04/15	84%	84%	44%
33	04/18 - 04/22	87%	90%	55%
34	04/25 -04/29	90%	96%	66%
35	05/02 - 05/06	93%	100%	77%
36	05/09 - 05/13	96%		88%
37	05/16 - 05/18	100%		100%
Completion of School Year				

Bullying

Bullying is prohibited in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students, staff and/or parents who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students, staff and/or parents 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. Bullying may be reported anonymously on the USD 490 Website at: <http://www.eldoradoschools.org/students/bullyingform/>.

Cancellation of School

On rare occasions, it may be necessary to dismiss school due to emergency conditions. If it is necessary to cancel school, radio/TV stations will be notified. In addition, parents will be notified by the automated calling/texting system. Additional information regarding school cancellation procedures is available on the district website. Students will also receive notification via Acellus messenger.

Change of Address or Phone Number

In order to handle emergencies, maintain communication, and keep our records current, please notify the school office of address or telephone number changes, including emergency numbers, as soon as they occur.

Computer Usage

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application 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 on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

The Acceptable Use Policy for Internet/Computer Access is included in the addendum of this handbook.

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.

Discipline

Classroom teachers handle most school discipline. When it is necessary for the principal to become involved, consequences (loss of privileges, time-out, in-school suspensions, etc.) will be determined by the building administrator.

At all levels, the principal will exercise the option to implement a behavioral contract or make a Student Intervention Team referral. Teachers may exercise the option to request a student have an age-appropriate "time-out" as an alternative to referral for principal intervention.

El Dorado USD 490 has implemented a School-Wide Positive Behavior Support System [SWPBS]. Every student, preschool through adult, has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning.

This will be achieved through the implementation of a consistent school-wide positive behavior support discipline plan for every school in USD 490. All school level plans will include: teaching school rules and social emotional skills; reinforcing appropriate student behavior; using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.

Drug Free/Gun Free School Zone

El Dorado schools are declared Drug Free/ Gun Free areas. Board policy prohibits the presence and/or use of illegal substances including tobacco products and weapons on school property. If a student brings items to school which could be used in a threatening, intimidating, violent or improper manner, they will be taken from the student and consequences imposed. Consequences may include suspension from school for 186 school days. 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 and procedures. This policy is designed to aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for the student when necessary.

Electronic Devices

Students are not to use personal radios, MP-3 players, cellular phones, laser pointers, or any other type of personal electronic device when engaged in online learning.

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.

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.

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 investigators shall report the findings and recommend action to the board in executive session.

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

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.

Reporting Data

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

Training

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

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 bandages 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.

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.

Health Curriculum

The safety and health of our students is a top priority in USD 490. During this school year, we will be studying health and safety issues in your child's classroom and want to make you aware of the major content areas covered at each grade level so you can continue our classroom discussions at home.

A review of any health and safety curriculum materials, copies of procedures, and "Request to Be Excused" forms may be obtained from the school office. Any student whose parent or guardian so requests shall be excused from any or all portions of a health and safety lesson without penalty. Parents should contact the principal or classroom teacher with additional questions regarding the health & safety curriculum. The following major topics will be discussed at each grade:

Kindergarten

- Human Body [non-private body parts]
- Poison Prevention

1st Grade

- Personal Safety
- Human Body [private & non-private body parts; not using the anatomical terms]
- Blood Safety
- Poison Prevention

2nd Grade

- People as living things that grow & change
- Gun Safety

3rd Grade

- Dental Health
- Nutrition

4th Grade

- Personal Safety
- Human body growth & development [beginning phases of puberty]

5th Grade

- Human body growth & development [including sexually transmitted diseases]
- Drug Abuse Resistance Education [D.A.R.E.]

Leaving School Grounds

Students are not to leave the school grounds at any time after their arrival without permission from the school office. Parents who wish to take their children during the school day must notify and sign their child out through the school office.

Legal Restrictions

If a child has legal information pertaining to parental rights, a copy of the most recent court documents must be shared with the principal. Restrictions in the court documents will be followed accordingly.

New Students to USD 490

Students entering USD 490 or transferring within the district after the beginning of the school year will begin classes the day following their enrollment. This will allow time for the school to have all materials available for the student and to help make the transition as positive as possible.

Parent-Teacher Conferences

Parent teacher conferences will be held during the first and third nine-week periods. Parents will be scheduled to visit with their children's teachers to discuss grades and student progress.

Teachers will set schedules to make conference times as accessible as possible for all parents. Parents will receive notice of scheduled times from their child's teachers.

Parents who, at any time, wish to have a conference with their child's teacher are encouraged to call the office or the teacher to arrange for an appointment.

Personal Appearance

Appropriate clothing and good grooming are essential for a proper educational environment. Acceptable school clothing need not be expensive or new, but neat, clean and conducive to learning. Students may wear shorts to school, but they must be of an appropriate length and style.

Students whose appearance reflects a negative image, disrupts or interferes with the school environment may be subject to corrective and/or disciplinary action as deemed necessary.

Elementary students should plan and dress appropriately for P.E. classes. Clothing should be appropriate for physical activities. T-Shirt style tops; shorts, jeans or sweat pants for bottoms; and tennis shoes or running shoes are recommended to be worn on P.E. days. No shirts with thin shoulder straps or oversized arm openings; no dresses unless shorts are worn under them; and no sandals, flip-flops, boots, or hard soled shoes will be allowed. These suggestions will help ensure your child's safety during physical education classes.

Safety Drills

All USD 490 schools will conduct routine practice drills for fire, tornado, and other emergency situations including shelter-in-place and evacuation procedures

Student Enrollment Fees

Enrollment fees are not prorated if a student enrolls after the first day of school through the end of first semester. Students enrolling during the second semester will pay 50% of fees. Partial refunds are only provided if a student leaves USD 490 on or before October 1 of the school year.

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.

<i>EXCLUDE</i>	<i>RETURN</i>
Fever of 100 degrees, with or without other symptoms	Fever free for 72 hours
Eyes reddened, inflamed with discharge	Discharge has stopped, or 24 hours after initiating antibiotics, or note from health care provider stating not infectious
Head Lice	After pediculicide treatment is initiated
Diarrhea (2 or more loose stools in 24 hours)	No diarrhea for 24 hours
Vomiting	No vomiting within 24 hours
Impetigo	24 hours after administration of antibiotic (either oral or topical). Cover open wounds. Food handler staff is excluded until lesions are healed.
Ringworm	After administration of antifungal treatment
Scabies	24 hours after treatment or note from health care provider
Chickenpox	When fever is gone & all lesions are crusted or dried; Children who have not had chickenpox or vaccination may also be excluded from school from days 10-21 following exposure to chickenpox.
Strep Throat	24 hours of antibiotic treatment & fever free
Whooping Cough	Exclude all confirmed cases for 5 days following initiation of antimicrobial treatment and note from healthcare provider

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.

Report Cards or Progress Reports

Report cards will be given at the end of each nine-week period, for K-5 students. 6-12 students will receive report cards at the end of the first semester. They will be given a progress report at the end of quarters. Mid-period communication, notifying parents of low performance, may be sent out by individual teachers.

PowerSchool Information

Student grades, attendance and lunch balance are available through the Internet and by e-mail on PowerSchool.

To check your student's grades and to set up the email notification, access the USD 490 web site at www.usd490.org. On the district's home page, click on the Parent/Student button and then the link to PowerSchool. This will bring up the login screen that requires your ID number and password. This number and password are printed on your fee receipt. If you cannot locate them, please contact the school office.

To receive grades and attendance by email, log in to PowerSchool and click on the Email Notification icon at the top. In this screen you can choose the type of reports (attendance, grades or balances) you wish to receive and how often you wish to receive the emails (once a week, every two weeks, daily or once a month).

For more information about accessing grades and attendance through the Internet or by email contact the school office or Linda Larson (ph: 322-4800 or e-mail at llarson@usd490.org)

Respecting School Property

El Dorado wants to make every effort to maintain our facilities. Students are expected to care for and respect school property at all times. Any student destroying or defacing school property will be subject to consequences.

School Lunch/Breakfast Program

USD 490 Food Service Meal Prices

	<u>Elementary</u>	<u>Adult</u>
Breakfast	\$1.80	\$2.40
Lunch	\$2.60	\$3.75

Break/Extra Milk 40¢

Meals - USD 490 participates in the National School Nutrition Programs at all public schools in El Dorado. District meal prices are determined annually by the USD 490 Board of Education and the Kansas State Board of Education determines reduced prices.

Breakfast and Lunch are served daily Monday thru Friday at all El Dorado Elementary, Middle and Senior High Schools.

Nutritious, balanced meals are prepared daily and we have implemented the “offer versus serve” program to cut down on waste and increase satisfaction.

Accounts - Each student, upon enrollment in school receives an account number. Food service employees, using the lunchroom accounting computer program, record account balances at each school lunchroom. Positive and negative balances carried over from the previous year are applied to each account the following year.

Payment – Payments may be mailed or brought to the school office. Parents may also pay online by going to the district website. Payments can also be mailed or brought in person to:

USD 490 Food Service
124 West Central
El Dorado, KS 67042
Phone: 316-322-4800

All payments received will be applied to past due balances first. Information may be requested at any time pertaining to account balances by calling the Food Service department, at your child’s school, or by going to our web site (www.usd490.org).

Charging Meals - A student receives a notice when their account goes below \$4.00. 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. Elementary and Middle School Students will be served a Cheese Sandwich and Milk for lunch and Cereal and Milk for breakfast, 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 not allowed to use their meal account to purchase a second meal. 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.

Personal Check - USD 490 Food Service will accept your personal check. A \$30.00 insufficient funds fee will be charged for each check returned for insufficient funds.

Remaining Balances - All account balances will be applied to the student's account the following year. Eighth (8th) and twelfth (12th) grade students may not be allowed to participate in promotion or commencement exercises if balances are not paid from current and prior years.

Free Meal Status - Charges made before approval for FREE MEALS must be paid.

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.

Student Illness

When a student becomes ill at school, he or she is taken to the health room, checked for temperature and/or made comfortable. Parents will be contacted if it is determined that the student should go home.

Current information, such as home and/or business telephone numbers, is extremely important in emergencies. USD 490 nursing staff administers tests for hearing and vision. They make doctor referrals for students who have questionable health concerns and keep current records for all students.

When a student has been ill, his/her temperature should be normal (98.6) "fever free" for 24 hours before returning to school.

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.

Drop Off & Pick Up - The following guidelines have been established for drop off and pick up to promote student safety:

- Pick up and drop off students on the school side of the road or drive, so that they are not crossing traffic
- Do not double-park
- Cross only at crosswalks

Parent help is needed to ensure these guidelines are followed. It is important that parents discuss with their children the route they take to school. Remind students to walk on the sidewalks where provided or on the left-hand side when on or near a street.

Supplies

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

Telephone Use and Messages

The telephone in the office is a business phone to be used for school business. Students may use the phone in emergencies. When possible, after-school plans are to be made between the child and the parent before coming to school. Messages will be taken and return calls made when necessary.

Visitors at School

All visitors must check in at the office before going to a classroom. Please enter the building using the doors closest to the office. After 8:00 a.m. all doors will be locked. Visitors will need to use the buzzer to notify the office of their need to enter the building and will receive a visitor pass to wear while in the building. Parents are encouraged to visit their children’s classrooms. The best visit is one that is planned with the teacher but unannounced visits are also allowed with permission of the principal. However, all guests must check in with the office before going to the room.

Students with friends who would like to visit are asked to limit visits to the lunch period. Visitors may eat lunch by calling the office by 8:30 a.m.

Acceptable Use Policy For Internet/Computer Access

REMEMBER THE USE OF THE INTERNET IS A PRIVILEGE,
NOT A RIGHT.

El Dorado School District is pleased to offer computer and internet access to our students.

1. All use of the Internet and Computers must be in support of education and research, and consistent with the school policy of Unified School District 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 Use: Respect and take care of all technology equipment.
11. Students are not to load any software on district computers without a teacher’s approval.

CONSEQUENCES

Failure to abide by the “Acceptable Use Policy” in an appropriate manner will result in the following consequences, as determined by the staff and administration of USD 490:

- Student conference
- Parent conference

- Cancellation of student use or access privileges, including the privilege of taking the computer home.
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws.

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 Support Services	Superintendent	Board of Education
Bus Discipline	Driver	Principal or Assistant Principal	Director of Operations	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	Superintendent	Board of Education	
Discipline	Teacher	Principal or Assistant Principal	Exec Director of Support Services	Superintendent	Board of Education
Fees or Outstanding Accounts	Principal	Exec Director of Fiscal Services	Exec Director of Support Services	Superintendent	Board of Education
Facilities	Principal	Director of Operations	Exec Director of Support Services	Superintendent	Board of Education
Food Service	Kitchen Manager	Director of Food Service	Exec Director of Fiscal Services	Superintendent	Board of Education
General Student Concerns	Teacher	Principal or Assistant Principal	Exec Director of Support Services	Superintendent	Board of Education
Guidance & Testing	Counselor	Principal or Assistant Principal	Superintendent	Board of Education	
Maintenance or Custodial	Principal or Assistant Principal	Head Custodian or Director of Maintenance	Director of Operations	Superintendent	Board of Education
Social Media, Publications & Data	Teacher, Sponsor or Coach	Principal, Assistant Principal or District AD	Director of Community Engagement and Recruitment	Superintendent	Board of Education
Special Education	Teacher	Principal or Assistant Principal	Assistant Director of Special Education	Director of Special Education	Interlocal Board of Education
Transportation	Driver	Director of Operations	Exec Director of Support Services	Superintendent	Board of Education

Updated April 2023

****Complete copies of USD 490 Board of Education policy may be accessed on the district website:***
www.usd490.org.

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;
 - a) the information is considered “directory information” and you have not objected to the release of such information; or
 - b) disclosure without your prior consent is permitted by law. Including:
 - i. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 - ii. 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, 2018. 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.

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 5/14/2012