EL DORADO
PUBLIC SCHOOLS

El Dorado Schools – USD 490

Elementary Student & Parent Handbook

2025-2026

This Handbook is provided to inform parents and students of general policies, procedures, guidelines for USD 490 elementary schools. If you have specific questions, please contact your school principal.

Attendance Boundaries
Attendance Boundaries Students attending El Dorado elementary schools shall reside within the attendance boundaries established by the USD 490 Board of Education, or have approval to attend another school. USD 490 will not be transporting students under 1 mile from their residence school per Board approval.

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. Verification of an absence must be provided within five days of the absence in order to be accepted for an excused absence. After 10 excused absences in a school year, official documentation (doctor's note, etc.) will be required for an absence to be considered excused.

- When a student's unexcused absences meet mandatory reporting requirements (any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first) a Parent Truancy Notice will be mailed. Seven calendar days later, a Truancy Report must be filed with the appropriate authority (County Attorney or DCF depending upon age of the student).
- An Intervention Warning Process will begin when any student reaches a 10% or greater cumulative absence rate.
- When a student reaches 10 days of excused absences for the school year, doctor's notes or the equivalent will be required.
- Copies of all letters and forms shall become part of the student's educational record.

Elementary School Arrival Time - Breakfast is served each school day from 7:30 - 7:55 AM. School begins at 8:00 AM. Students should arrive prior to the 8:00 beginning bell.

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.

Tardies - Any student who does not report to class by the morning bell will be counted as tardy. Any student that leaves prior to the conclusion of the school day will receive an afternoon tardy.

Birthday Parties
Time for classroom instruction is limited during the school day. If treats are to be brought to school, the parent should first contact the classroom teacher to arrange for an appropriate time. All food should be individually packaged, and parents are asked to bring healthy alternatives for birthday treats. In addition, all birthday celebrations cannot exceed thirty minutes and must occur at the end of the school day. If you have questions, please refer to the USD 490 Wellness Policy or contact the School Nurse.

If a student wishes to distribute party invitations at school, *all students* in his/her class must be included in the distribution. The school does not require that private parties include the entire class; however, if the entire class is not included, parents will have to choose other avenues to distribute invitations.

Bringing Toys to School
Students are not to bring toys or electronic equipment to school. This includes all toys, cards and sports equipment. If toys and equipment are to be used at school, the school will provide them. There are two

exceptions to this policy:

1. If a student brings their toy for "Show and Tell"
2. Toys brought at the teacher's request

In both exceptions, the toys must be brought either in a backpack or bag until the teacher asks for them.

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 STOPit app.

Bus Behavior

Bus behavior expectations as defined by the Kansas Department of Transportation and USD 490 are included as an addendum in this handbook. **Parents are expected to review these rules with their child(ren).** 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, teachers and administrators to help ensure basic conduct standards.

Bus Safety

Students are expected to follow the rules and directions of the driver when riding buses. The principal may revoke a student's riding privilege for behavior which violates the school's conduct code or which does not follow rules of safety and orderliness.

All students must wear seatbelts when traveling in a district-operated vehicle where seatbelts are available.

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.

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. Email 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 may 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 <u>including tobacco products</u> 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, smart watches, laser pointers, or any other type of personal electronic device during regular school hours.

Emergency Safety Interventions **GAAF** (See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. 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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"**Area of purposeful isolation**" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

"**Campus police officer**" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

"**Emergency Safety Intervention**" is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

"**Incident**" means each occurrence of the use of an emergency safety intervention.

"**Law enforcement officer**" and "**police officer**" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"**Legitimate law enforcement purpose**" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"**Mechanical Restraint**" means any device or object used to limit a student's movement.

"**Parent**" means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

"**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.

"**Physical Restraint**" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"**Purposefully isolate**" when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

"**School resource officer**" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"**School security officer**" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

"**Seclusion**" means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and

- The student is prevented from leaving or has reason to believe that the student will be prevented from leaving the area of purposeful isolation.

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

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 treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
    - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
    - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
    - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such a medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the

school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

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 ESI. The intensity of the training provided will depend upon the employee's position. 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 written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

A. The events leading up to the incident;
B. student behaviors that necessitated the ESI;
C. steps taken to transition the student back into the educational setting;
D. the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
E. space or an additional form for parents to provide feedback or comments to the school regarding the incident;
F. a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
G. email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flier on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and

- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

<u>Local Dispute Resolution Process</u>

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, 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 written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

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Fees

Instructional Material Rental Fee:

- Grades Kindergarten - 5 = $40.

*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.usd490.org

Fee Collection Procedures

Outstanding fees at the end of each semester will be turned over to the Kansas Department of Administration Setoff Program. Fees are not prorated if a student enrolls after the first day of school. Partial refunds are only provided if a student leaves USD 490 on or before October 1 of the school year. Students with outstanding fees will be required to have payment made for all fees prior to promotion to high school. Please contact the principal to arrange for payment as needed to make sure these obligations are met.

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.

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.

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 - Nutrition (KSU Extension)

1st Grade

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

2nd Grade

- Gun Safety
- Nutrition (KSU Extension)

3rd Grade

- Dental Health

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.]
- Nutrition (KSU Extension)

Keeping Students After School
Students may be kept after school to complete unfinished work, receive additional teacher help, and/or as a consequence for inappropriate behaviors.

Arrangements will be made with parents whenever afterschool stay is expected to last more than ten (10) minutes. Students will not be kept after school more than ten minutes without parent contact.

Leaving School Grounds
Students are not to leave the school grounds at any time after their arrival without permission from the school office. Parents/Guardians 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.

Lost and Found Items
The school office will keep 'Lost and Found' items. Students and/or parents can check this box at any time. Marking items with a student name is a good practice to help locate lost items. Unclaimed items will be disposed of periodically.

Medications
School personnel (including the school nurse) are not authorized to diagnose and treat illnesses nor prescribe and administer any drugs, including aspirin. If a child must take prescription or non-prescription medication in order to remain in school, school personnel may cooperate with parents in the supervision of medication. Please contact your principal for these guidelines if your child is taking medication. A copy of the "Medication Request" form and "Self-Administration of Medication" form can be found on our district website (www.usd490.org) or in the nurse's office of each elementary building.

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.

PowerSchool Information
Student grades, attendance and lunch balance are available through the Internet and by email on PowerSchool.

To check your student's grades and to set up the email notification, access the USD 490 website at www.usd490.org. On the district's home page, click on 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 email at llarson@usd490.org).

Recess
Children enjoy recess time during the day. All children are expected to go outside. If it is unusually wet or wind chill less than 21 degrees, recess will be held inside. Please send your children to school appropriately dressed for the weather. If it is necessary for your child to stay inside due to health reasons, please send a note to school.

Report Cards
Report cards will be given at the end of each nine-week period. Mid-period communication, notifying parents of

low performance, may be sent out by individual teachers.

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.

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.

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.

Bicycles - Parents make decisions for children to ride bicycles to and from school. If a student rides a bicycle to school, he or she should:

1. Follow vehicle traffic laws safely.
2. Demonstrate safe riding practices.
3. Park bicycle in rack and use a lock.
4. Obey rules for bicycle use on the school grounds.
5. Not ride bicycles on school grounds.

The principal may prohibit a student from riding a bicycle to school for violating these rules.

Scooters, Roller Blades, Skateboards & Heelys - Scooters, roller blades, skateboards and Heelys are not to be ridden on school property. These items are to be left in the back of classrooms during the school day. If assembly is required, it must take place outside the school building and not ridden until students are off school property. Safety rules must be practiced and appropriate dress (helmets, knee pads, etc.) is recommended when operating these vehicles.

Walking to and from School - We ask that all students walking to school respect the property of others by staying away from private property. No student should threaten the safety of another person while going to or from school.

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.

Safety Drills

All USD 490 schools will conduct routine practice drills for fire, tornado, and other emergency situations following the Standard Response Protocol, adopted in Spring 2025.

School Lunch/Breakfast Program

Meal Prices

	Elementary	Adult
Breakfast	$2.35	$3.00
Lunch	$3.10	$4.20
Extra Milk	60¢	

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 Ave.
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 website (www.usd490.org).

Charging Meals - A student receives a notice when their account goes below $5.00.

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

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

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

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.

Serving Visiting Students - Meals served to individual, school-aged guests who are not participating in a school function, may not be claimed for reimbursement. Therefore, students eating a meal in a school cafeteria other than their own during a special school function (e.g., during vocal competitions, band day, etc.) will be charged full price for meals.

Serving Guests - Adults and preschool children who visit the school cafeteria must pay either the adult meal price or an established guest meal price. Please call the school office by 8:30 a.m. to order a meal.

Outside Food

On the infrequent occasion that a parent needs to bring an outside lunch for a student, it must be delivered during the student's regular lunch time by an adult designated as a contact in PowerSchool. This food must be for the student only and may not be a delivery from a restaurant or delivery service. The food must be brought into the Main Office by the adult. At no time are sunflower seeds allowed in school buildings or district vehicles.

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 Health Issues

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.

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.

Student Textbook/Online Resource Rental Fees

Textbook/Online Resource Rental fees are not prorated if a student enrolls after the first day of school through the end of first semester. Students enrolling during 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.

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.

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.

Text and Library Books

Basic textbooks are loaned to students for the school year and students are encouraged to check out books from the library. These books are to be kept clean and handled carefully. A fee will be charged for abused, misused or lost text and library books. This fee will remain on your child's PowerSchool account until paid. Students with lost or damaged library books on their accounts may not be allowed to check out from their school library until this has been paid. Decisions regarding library check out privileges will be made by the building principal.

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 student arrival time, 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. The **Observation Request** form at the end of this handbook must be filled out prior to the visit and this process must be followed before visitors to classrooms will be allowed. Please see this form for more information on visiting a child's classroom.

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.

****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.

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that El Dorado Public Schools USD 490, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, El Dorado Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised El Dorado Public Schools USD 490 to the contrary in accordance with El Dorado Public Schools' procedures. The primary purpose of directory information is to allow El Dorado Public Schools to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- School newsletters (including website and/or social media);
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In

addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want El Dorado Public Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify El Dorado Public Schools in writing or by filling out the form on the next page by August 31 of the current school year. El Dorado Public Schools has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

Directory Information Opt-Out Form

Please complete and return this form to the District Office (124 W. Central Ave., El Dorado, KS 67042) by August 31 of the current school year, or within a week of enrollment if enrolling after that date.

Section I: I do not want El Dorado Public Schools to disclose any or all of the types of information designated below as directory information from my child's education records without my prior written consent in school publications such as:

- A playbill, showing your student's role in a drama production;
- School newsletters (including school website and/or social media);
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

El Dorado Public Schools has designated the following information as directory information. Please indicate which items you would like to opt out of including in **school publications:**

_____ Student's name

_____ Address

_____ Telephone listing

_____ Electronic mail address

_____ Photograph

_____ Date and place of birth

_____ Major field of study

_____ Dates of attendance

_____ Grade level

_____ Participation in officially recognized activities and sports

_____ Weight and height of members of athletic teams

_____ Degrees, honors, and awards received

_____ The most recent educational agency or institution attended

Section II: Please indicate which outside organizations with whom you **do not** want El Dorado Public Schools to share your child's directory information without prior written consent.

_____ companies that manufacture class rings and/or yearbooks

_____ military recruiters who request names, address, and telephone numbers

Civil Rights Notification for USD 490

El Dorado Unified School District 490 does not discriminate on the basis of race, color, national origin, sex, age, religion or handicap/disability as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disability Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, 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*

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 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.

El Dorado USD 490

Artificial Intelligence Acceptable Use Scale

Level of AI Use		Description	Student Responsibility
0	**No AI Use**	• The task must be completed entirely without AI assistance. • AI must not be used at any point during task completion. • **Unless stated otherwise by their teacher, students should assume Level 0 AI use for their assignment/assessment.**	• Students must adhere to the expectations of no AI use.
1	**AI-Assisted Idea Generation**	• AI may be utilized for brainstorming, creating structures, and/or generating ideas for improving work in the early stages of the task. • **No AI content is allowed in the final product of the task.** • The teacher will provide additional expectations for clarity if needed.	• Students must use AI only as allowed by the teacher for brainstorming, structuring, and/or idea generation. • Students must provide references or links to AI chats if required by the teacher.
2	**AI-Assisted Editing**	• AI can be used to make improvements to the clarity or quality of student-created work during the editing process to improve the final output. • **No new content can be created utilizing AI** • The teacher will provide additional expectations for clarity if needed.	• Students must use AI only as allowed by the teacher for editing purposes. • Students must provide references or links to AI chats if required by the teacher.
3	**AI for Specified Task Completion**	• AI may be used to complete **certain elements of the task as specified by the teacher.** • This level requires evaluation and adaptation of AI-generated content, which requires critical thinking from the student(s). • The teacher will provide additional expectations for clarity if needed.	• Students must use AI only as allowed by the teacher for specific elements of the task. • Students must cite all AI-created content using the appropriate format (MLA, APA, etc.)as required by the teacher.
4	**Full AI Use with Human Oversight**	• AI may be used throughout the task to support student work. • AI should be considered a "co-pilot" to enhance student ability and creativity. • This level requires evaluation and adaptation of AI-generated content, which requires critical thinking from the student(s). • The teacher will provide additional expectations for clarity if needed.	• Students must cite all AI-created content using the appropriate format (MLA, APA, etc.)as required by the teacher.

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

USD 490 Chain of Communications

Areas of Attention	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Athletics or Activities	Coach/Sponsor	Athletic Director or Activities Director	Principal	Assistant Superintendent	Superintendent	Board of Education
Athletic or Performance Facilities	Athletic Director or Activities Director	Principal	Assistant Superintendent	Superintendent	Board of Education	
Bus Discipline	Driver	Principal or Assistant Principal	Director of Operations	Assistant Superintendent	Superintendent	Board of Education
Computer and Technology	Teacher	Principal or Assistant Principal	Executive Director of Technology	Assistant Superintendent	Superintendent	Board of Education
Curriculum, Academic Programs, Instruction	Teacher	Principal	Director of Instructional Supports	Superintendent	Board of Education	
Discipline	Teacher	Principal or Assistant Principal	Assistant Superintendent	Superintendent	Board of Education	
Fees or Outstanding Accounts	Building Bookkeeper	Principal	Assistant Superintendent	Superintendent	Board of Education	
Facilities	Principal	Director of Operations	Assistant Superintendent	Superintendent	Board of Education	
Food Service	Kitchen Manager	Director of Food Service	Assistant Superintendent	Superintendent	Board of Education	
General Student Concerns	Teacher	Principal or Assistant Principal	Assistant Superintendent	Superintendent	Board of Education	
Guidance & Testing	Counselor	Principal or Assistant Principal	Director of Instructional Supports	Superintendent	Board of Education	
Maintenance or Custodial	Principal or Assistant Principal	Head Custodian	Director of Operations	Assistant Superintendent	Superintendent	Board of Education
Social Media & Publications	Teacher, Sponsor or Coach	Principal, Assistant Principal or District AD	Director of Community Engagement and Recruitment	Superintendent	Board of Education	
Special Education	Teacher	Principal or Assistant Principal	Assistant Director of Special Education	Superintendent	Director of Special Education	Interlocal Board of Education
Transportation	Driver	Director of Operations	Assistant Superintendent	Superintendent	Board of Education	

EL DORADO PUBLIC SCHOOLS

Updated April 2025

#PartOfThePride Commitment

El Dorado Public Schools has a code of expectations for all coaches, parents/guardians, athletes, staff, and community members participating in all athletic/activity experiences. Your **PART** in adhering to the following obligations as a parent/guardian/guest at athletic events and as a member of our community is appreciated and necessary to promote **PRIDE** for every person participating.

AS a student athlete/participant, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials and spectators)
- Learning and **adhering to the policies** of the school district, school and program
- Doing my best to understand and appreciate the **rules of the contest**
- **Communicating** with my teammates, coaches, fans, referees, and administrators in an appropriate manner
- **Demonstrating sportsmanlike conduct** towards all officials, coaches, players, parents, staff members, and community members in all environments (practice, games, concerts, social media, emails, phone calls, etc)
- Engaging in **a safe and healthy environment** that is free from drugs, tobacco and alcohol
- Honoring **the decision and authority of officials** during competitions
- Respecting **the property and equipment** used at any sports or school facility
- Showing **appreciation for good effort** in both victory and defeat

AS a coach/sponsor, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials and spectators)
- Learning and **adhering to the policies** of the school district, school and program
- Teaching and appreciating the **rules of the contest**
- **Communicating** with all stakeholders (coaches, athletes, referees, parents, administrators) in an appropriate manner
- Modeling **good sportsmanship** by showing respect and courtesy to all stakeholders
- Providing **a safe and healthy environment** that is free from drugs, tobacco and alcohol
- Honoring **the decision and authority of officials** before, during, and after competitions
- Respecting **the property and equipment** used at any sports or school facility
- Promoting **appreciation for good effort** in both victory and defeat
- Emphasizing the **positive accomplishments** and **everyday growth**

AS a parent/guardian, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials, and spectators)
- Learning and **adhering to the policies** of the school district, school and program
- Helping **my child learn** that success is measured by the development of skills, not by winning or losing, or playing time
- Communicating **with the coach in an appropriate way** when I have a concern regarding my child and waiting an appropriate 24 hours after competition to communicate with the coach
- Supporting **sportsmanlike conduct** towards all officials, coaches, players, parents, staff members, or community members in all environments (practice, games, concerts, social media, emails, phone calls, etc)
- Reinforcing **the district's substance abuse policies** by refraining from use of alcohol/other drugs before/during contest
- Teaching **my child to respect the decisions** of administrators, coaches, and officials by positively modeling this behavior
- Respecting **the property and equipment** used at any sports or school facility
- Refraining **from overcoaching or ridiculing my child** or other players during games
- Placing the emotional and physical **well-being of my child** ahead of my personal desire to win

AS a spectator/fan, my #PartOfThePride includes:

- Making athletics and activities a **positive experience** for everyone involved (participants, coaches, officials and spectators)
- Supporting **sportsmanlike conduct** with all officials, coaches, players, parents, staff members, or community members in all environments (practice, games, concerts, social media, emails, phone calls, etc)
- Whispering criticisms but shouting praises from the stands towards all participants, coaches, officials, and other spectators
- Reinforcing **the district's substance abuse policies** by refraining from use of alcohol/other drugs before or during contest
- Respecting **the property and equipment** used at any sports or school facility

In the event an individual fails to adhere to and uphold their #PartOfThePride, the school administration and school district reserves the right to impose sanctions including disciplinary action that may include, but is not limited to, temporary and/or permanent removal from the activity and expulsion from all future events.

BOE Approved 7/10/23

Observation Request

Welcome to El Dorado USD 490! We value and encourage parental involvement. We also emphasize the value of focused instructional time for our staff and maximized learning time for all of our students.

Parents/Guardians who would like to observe their child in his/her educational setting during the school day must comply with the following requirements in accordance with Board of Education policy.

1. All observers must be approved by the building administrator or his or her designee at least 24 hours in advance of the observation. The observer may be subject to a background check prior to approval for a visit.
2. The observer must sign in at the office and wear visitor identification during the entire time. Observation periods must not exceed 90 minutes per day.
3. The observer should not interact with students, including the observer's child, or staff members during the observation.
4. The observer may request a time to meet with staff members outside of the observation time that is mutually convenient for the observer and the staff member and does not negatively impact the instructional day.
5. The observer will have an assigned area to sit and should remain in that area throughout the observation period.
6. The observer will respect the rights of confidentiality for all of the students in the learning area and will not discuss anything that is observed about other students with any outside party.
7. Recording and photographs of any kind are not allowed.

Observer Signature _____ *Date* _____

Purpose for Request of an Observation: (observer completes prior to approval):

_____

_____

_____

Administrator Signature _____ *Date* _____