

*El Dorado Schools – USD 490*



*Elementary Student Handbook  
2020-21*

*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***

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.

***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.
- The automated school notification system will be used to notify parents of absences for which the school has not received notice following daily attendance. This notice shall go to all parent contacts on the emergency system.
- At the conclusion of each school day, any absences remaining unexcused for the day will be noticed through the automated notification system to all emergency contacts.
- When a student's unexcused absences meet mandatory reporting requirements (any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first) a **Parent Truancy Notice** will be mailed. Seven calendar days later, a **Truancy Report** must be filed with the appropriate authority (County Attorney or DCF depending upon age of the student).
- At the conclusion of the first, second and third quarters of school, an **Intervention Warning** letter will be sent to the parent of any student with a 20% or greater cumulative absence rate.
- At the conclusion of the second and third quarters of school, 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 the following quarter.

Elementary School Arrival Time - Please refer to your school's daily schedule on the previous page for details regarding arrival times. Breakfast is served each school day from 7:30 a.m. until 7:55 a.m. Students not

participating in breakfast may arrive between 7:30 a.m. and 8:00 a.m. These students have designated areas in which to wait until class begins.

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.

### ***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. Parents are asked to bring healthy alternatives for birthday treats. 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 Website at: <http://www.eldoradoschools.org/students/bullyingform/>.

### ***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. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail 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, pre-school through adult has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This 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, smart watches, laser pointers, or any other type of personal electronic device during regular school hours.

### ***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 investigator shall report the findings and recommended action to the board in executive session.

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

#### 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.

## *Fees*

### Textbook Rental Fees

- Early Childhood / Role Model = \$25
- Grades Kindergarten - 5 = \$45
- Grades 6 - 12 = \$50
- Grades 9 - 12 Computer Insurance Fee = \$60

\*Fees can be paid by cash, check or credit card (in person or online). If your student is eligible for free / reduced meals when you apply, fees will be calculated based upon that status (free meals - textbook rental fee and computer insurance fee (if applicable) is waived; reduced meals - textbook rental fee and computer insurance fee (if applicable) is reduced by 50%). For your convenience, online payment for fees and lunches will also be available throughout the year on our USD 490 website, [www.eldoradoschools.org](http://www.eldoradoschools.org)

### Fee Collection Procedures

- Quarterly letters will be mailed to the parent by the principal notifying them of outstanding balances at the conclusion of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters.
  - Letters must state that outstanding balances will prevent participating in EMS / EHS promotion / graduation ceremonies.
  - Letters must also provide parents with the option of creating a payment plan.
  - Letters will also include information that unpaid balances will be turned over to the Kansas Department of Administration Setoff Program at the end of each semester.
- By June 1<sup>st</sup>, parents will be mailed the **4<sup>th</sup> Quarter** letter from the principal that remaining balances will be turned over to the Kansas Department of Administration Setoff Program at the end of each semester.
- 8<sup>th</sup> Grade Recognition and / or High School Graduation - one week prior to rehearsal for ceremonies, the principal will either make a personal phone call or face-to-face contact with the parent, informing them of ineligibility for participation in ceremonies due to failure to pay fees.
  - The conference will provide parents with dates and times of rehearsals, for which their student(s) will be excused.
    - Parents must be informed that they may opt for an excused absence for ½ day if it is a required attendance day.
    - If the parent does not wish the student to be excused from school on rehearsal day the student will be assigned to the school library during rehearsal time(s) only, without penalty.
- When a student withdraws from school and leaves the district for any reason other than graduation, the Building Secretary shall inform the Executive Director of Fiscal & Support Services of any outstanding balances in the student account. The outstanding balances will be turned over to the Kansas Department of Administration Setoff Program.

### *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

### *1<sup>st</sup> Grade*

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

### *2<sup>nd</sup> Grade*

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

### *3<sup>rd</sup> Grade*

- Dental Health
- Nutrition

### *4<sup>th</sup> Grade*

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

### *5<sup>th</sup> Grade*

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

### ***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 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 in the back of this handbook.

### ***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. When it is necessary to vacate the school building, the following sites indicate where children will be located:

- Blackmore***    1. Trinity Methodist Church  
                      2. First Southern Baptist
- Grandview***    1. El Dorado High School  
                      2. El Dorado Middle School
- Skelly***            1. Temple Baptist Church  
                      2. Park Avenue Baptist Church

***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 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***

<b>WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?</b>
Children should not attend school if they have an illness that prevents them from participating in routine classroom activities. <b>If your child feels too sick to go to school, please keep him/her home.</b>
<b>WHEN YOUR CHILD WILL BE SENT HOME FROM SCHOOL &amp; PROTOCOL</b>

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.

<b>EXCLUDE</b>	<b>RETURN</b>
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.

### ***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. The end of year report card will be mailed. 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.eldoradoschools.org](http://www.eldoradoschools.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 Kimberly Koop (ph: 322-4800 or e-mail at [kakoop@eldoradoschools.org](mailto:kakoop@eldoradoschools.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***

#### **Meal Prices**

	<u>Elementary</u>	<u>Adult</u>
Breakfast	1.95	\$2.55
Lunch	\$2.75	\$3.90
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.eldoradoschools.org](http://www.eldoradoschools.org)).

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

### ***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.

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.

### ***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.

### ***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 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.

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

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

**Mission Statement—El Dorado Public Schools**

The mission of USD 490 is to provide comprehensive educational programs and opportunities that:

- Prepare students to be successfully engaged citizens, employees, and lifelong learners;
- PARENTS prefer for their children;
- Inspire pride among employees, and;
- PATRONS are willing to support.

*Revised 5/1/2017*

**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, 2020. If a refusal is not filed, USD 490 assumes you have no objection to the release of the directory information or recruiting information designated.

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

El Dorado Unified School District 490 does not discriminate on the basis of race, color, national origin, sex, age, religion or handicap/disability as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disability Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, Superintendent of Schools, 124 West Central, El Dorado, Kansas, 67042, (316) 322-4800. Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 North Executive Hills Boulevard, Kansas City, MO 64153.

### **Drug Free Workplace**

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

As a condition of employment in the district, employees shall abide by the terms of policy, GAOA.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

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

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

### **Asbestos Notification**

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

### **Children's Internet Protection Act**

The USD 490 plan to comply with the Children's Internet Protection Act (CIPA) is as follows: The superintendent shall obtain a commercially available Internet filtering program designed to block access to pornography and other

obscene information on all district computers with access to the Internet. The district may monitor Internet use to determine compliance with this policy. All students and employees using any district computer shall comply with the district Acceptable Use Policy for Internet and Computer Access.

USD 490 is providing access for students and staff to the world-wide-web. The District is committed to providing student safety on the Internet, and will take all available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other inappropriate sites. On a global network, it is difficult to control all materials; therefore, USD 490 will not allow chat rooms and social networking sites to be accessed by students unless they are used specifically for instructional purposes and will not condone antisocial behavior at any time.

All staff members are responsible to educate students about appropriate online behavior and safety, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

This policy shall be on file with the board clerk and in each school office with Internet access, and copies of this policy and acceptable use policy shall be available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required and directing staff to monitor computer system use as needed.

See Policy IIBGA

*Created 5/14/2012*

## **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.

**Concern Chain of Command**

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