

**SUBSTITUTE TEACHER
HANDBOOK**

2018-19



**EL DORADO PUBLIC SCHOOLS
EL DORADO, KANSAS**

Directory

Grandview Elementary	PreK-5 th Grades
Blackmore Elementary	PreK-5 th Grades
Skelly Elementary	PreK-5 th Grades
El Dorado Middle School	6 th – 8 th Grades
El Dorado High School	9 th - 12 th Grades
EHS Extend Campus	9 th – 12 th Grades

Sue Givens, Superintendent of Schools322-4800
124 W. Central Avenue

Chad Schuetz, Principal, Blackmore Elementary322-4840
DeAnna Pierce, Assistant Principal
530 North Orchard

Susan Holthaus, Principal, Grandview Elementary322-4830
DeAnna Pierce, Assistant Principal
2702 North Country Club Road

Stan Ruff, Principal, Skelly Elementary322-4860
DeAnna Pierce, Assistant Principal
951 Skelly Street

Kevin House, Principal, El Dorado High School322-4810
Morgan Marsh, Assistant Principal
Scott Vang, Activity/Athletic Director
401 McCollum Road
Extend Campus – 500 West Central

Karla King, Principal, El Dorado Middle School322-4820
Jenifer Davis, Assistant Principal
Scott Vang, Activity/Athletic Director
440 East Wildcat Way

School Hours

Elementary Schools - 8:00 a.m. - 3:15 p.m.

Middle School - 8:00 a.m. - 3:00 p.m.

High School & Extend Campus - 8:00 a.m. - 3:00 p.m.

Administration Office Hours - 7:30 a.m. - 4:30 p.m.

All forms referenced in this handbook can be obtained in any school office.

Revised June 2018

EL DORADO PUBLIC SCHOOLS – USD 490

I. SUBSTITUTE TEACHERS PAY SCHEDULE

Elementary - Full day assignment for elementary teachers is considered to be a six (6) hour assignment – this may include planning.

Middle School and High School – Full day assignment for middle school and high school teachers is considered to be seven (7) periods or four (4) blocks a day which can include planning time.

Substitute Pay Structure

\$96.00	\$32.00
4 elementary school hours	2 elementary school hours
4 middle school periods	2 middle school periods
3 high school blocks	1 high school block
\$48.00	\$17.00
3 elementary school hours	1 elementary school hour
3 middle school periods	1 middle school period
2 high school blocks	

Paydays are on the 20th of each month unless the pay date falls on a banking holiday or weekend. In this event, pay date will be the last working day before the 20th.

At all levels, substitutes teaching over the lunch hour will be provided with a duty-free lunch. Planning periods are not guaranteed as a provision of short-term substitute assignments, but are provided for long-term substitutes (16 consecutive days, same assignment).

After 15 consecutive teaching days, if the substitute continues in the same assignment and thus begins to assume duties of the teaching assignment, the pay rate shall follow the regular schedule for the beginning teacher. The substitute teacher accepts the responsibility of the regular classroom teacher related to grading, attending meetings, and filing reports as requested by the administration.

Sick Leave Policy for a Substitute Teacher on Long Term Assignment

Sick leave is available to a substitute teacher who has accepted the regular classroom teacher’s full portion of duties after 15 consecutive teaching days.

After the first 15 days, substitute teachers will be granted seven (7) days of non-accumulative sick leave a year pro-rated each month according to the following chart:

First Month	0 days	Sixth Month	4 days
Second Month	0 days	Seventh Month	5 days
Third Month	1 day	Eighth Month	6 days
Fourth Month	2 days	Ninth Month	7 days
Fifth Month	3 days		

Communication Devices and Transporting Students

Unless there is an emergency **or the employee safely navigates to a stop off the roadway**, employees shall not use communication devices when:

- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

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.

Substitute Work Requirements When School is Cancelled

When school is cancelled for inclement weather or other reasons, area television stations (KWCH, KAKE, and KSN) are notified about closings as described in the Severe Weather Procedures available on the district website. Substitutes who may be scheduled to work on these days are not to report and, as a result of not working, will not be compensated.

First Aid

All accidents at school, on school property, or at a school-sponsored event 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.

Emergency Safety Interventions (ESI)

Board Policy Regarding Emergency Safety Interventions

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

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, 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: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) 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.

“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 in a location where all of the following conditions are 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 he or she will be prevented from leaving the enclosed area.

“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 effect such 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 medical condition must 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. Notwithstanding 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 be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room 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: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) 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 (4) 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. Such documentation must 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.

Local Dispute Resolution Process

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 recommended 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.

Lactation Accommodations

Nursing mothers will be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child. Each district facility shall identify a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

Photo Identification

Badges will be provided by the district to be worn as needed for identification.

Seat Belts

If the vehicle used by school staff is equipped with seat belts, the driver and all passengers will use the seat belts.

Sexual and Racial Harassment

The district will not tolerate any incident of sexual or racial harassment. All employees are expected to abide by the board policy on sexual and racial harassment. This policy is available in the attendance center's office. (Sexual Harassment Policy GAAC and Racial Harassment Policy GAACA).

Tobacco Use

The use of tobacco products in any form is prohibited in any school building, or any school vehicle owned, leased or rented by the district. The board prohibits the use of tobacco products on all school property and at all school-sponsored activities. The policy is available in each attendance center's office. (Tobacco Use Policy, GBRAB)

Worker's Compensation/Medcor

If an employee is injured on the job, the supervisor must be contacted immediately. Additionally, the employee (or supervisor if the employee is incapacitated) shall immediately call Medcor Injury Triage to report the injury. **Always call 911 first for any potential life-threatening situations.**

If possible, the employee and supervisor should call Medcor together. If the supervisor is unavailable, the employee can call the Medcor Injury Triage service directly. To be most beneficial, the call should be made as soon as possible after the injury occurs. After the call to Medcor, the central office should also be notified of the injury.

A nurse will answer the call and speak with the supervisor first and then privately with the injured employee. Following specially-designed protocols, the nurse will determine the seriousness and nature of the injury, and the best way to address it. Medcor can access interpreters to assist with over 200 languages when necessary. Depending on the situation, the employee may be guided in first aid ("self-care"), allowed back to work, or may be referred off-site to a designated medical facility for further evaluation or treatment.

If the injured employee can safely return to work, the nurse will provide first aid ("self-care") instructions to the employee. Self-care instructions may be faxed to the employee. If internet access is available at your work place, self-care instructions may also be available online. At the conclusion of the call, the nurse will speak with the supervisor again to explain any first aid recommendations.

Whenever a triage call is placed, certain information must be collected to properly identify the employee and to complete the reporting requirements. This information is kept confidential and is only released to those who have a right to access it. This information is typically forwarded to the employer's workers compensation claims administrator within minutes of the call so they can assume management of the case. The required information includes the same information reported on the Kansas Department of Labor Accident Report Form.

During the triage call, the nurse may determine that the employee should be referred off-site. If a referral is made, the nurse will encourage the employee to go to a designated medical facility pre-selected by the district. The nurse will speak to the supervisor at the end of the call to explain the referral recommendation. The nurse may also provide “interim self-care” instructions for the employee to follow until he or she sees a physician. The supervisor or employee should then call the workers compensation administrator for the district to have an appointment made for them with the district approved facility.

At the end of the call, the employee should be given the Medcor Injury Triage toll-free number so he or she can call back with any questions, or if symptoms change or worsen. This way, the employee has 24-hour access to a healthcare professional.

Medcor Injury Triage staff will provide the caller with a unique call confirmation number. This number can be used to validate that the call was placed, and it can be used for tracking and reference purposes. Supervisors who participate in a call to the triage center should not hang up without receiving a call confirmation number. The call confirmation number is also located on the triage incident report.

After each new injury call, Medcor Injury Triage will fax or email a triage incident report to the district’s central office . This service is performed whether or not the employee is referred off-site. If an off-site referral is made, additional reports may be sent to the district’s designated medical facility.

Medcor Injury Triage staff members strongly encourage employees to call back with any questions, changes in conditions, or concerns. Medcor Injury Triage is available 24 hours a day, seven days a week.

All calls are answered first by a digital phone system that plays a brief message for callers. Listening carefully to the entire message is very important. After the recording, callers are connected with a nurse. Most of the time, a nurse is available immediately with no waiting. In rare instances, a caller may have to wait for a few minutes because all nurses are busy with other callers. If this happens, the caller has the option to remain holding or to leave a voicemail message so the next available nurse can call back. If you decide to leave a message, please provide the following information:

- Your name
- Employers name
- Injured employee’s name
- Type of injury
- Phone number with area code where you can be reached.

If the injury appears severe, call 911 immediately! Do NOT wait on hold for a Medcor Injury Triage nurse.

If you do not get hold of the triage nurse, you have the option to call the central office for assistance.

A notice of injury must be given to your supervisor within 10 days of an accident or the claim may be barred. If the employee can show just cause, the reporting period can be extended to 75 days.

The Board of Education has designated workers’ compensation physicians. To schedule an appointment with a physician, the injured employee must contact the central office. The Board of Education may require an injured worker to be evaluated and treated by a designated workers’ compensation physician.

If an employee prefers to also visit their personal physician, the following restriction applies: Workers’ compensation will pay only the first \$500.00. Once that amount has been reached, the charges will become the employee’s responsibility. In either case, accident and eyewitness forms (if applicable) must be completed and returned to the central office.

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

Note—Kansas law specifically excludes injuries to employees while engaged in social and recreational events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or as specifically instructed to be performed by the employer. Injuries at social and recreational activities at which attendance is voluntary are not eligible for worker's compensation. Examples of this type of situation are: sports activities where the faculty challenges a specific group, games at lunch or after school, donkey basketball benefit games, etc.

Injuries Occurring When An Employee is “Under the Influence”

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling To and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

II. SOCIAL MEDIA

USD 490 discourages teachers, administration or other staff members from 'friending' active students on personal social media accounts (Facebook, Twitter, Instagram, Snap Chat, etc.). The El Dorado School District does ask staff to consider using your teacher webpage, Google Classroom, creating a fan page in Facebook, or a separate classroom/club twitter account instead of using your personal account.

III. SOLICITATIONS AND FUNDRAISING

School-Sponsored Fundraisers

All special sales projects by students are subject to the approval of the principal. This policy shall include sale of advertising, magazines, and merchandise.

Outside (Non-School) Solicitors

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

Commercial schools, colleges, or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the school district administration.

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities. The building principal may approve exceptions for specific cases.

Agents, solicitors, and sales representatives shall not be permitted to take time of employees or students from educational activities.

The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services. This includes social media fundraising sites for school-related projects or expenses. This rule applies to activities, promotions, and sales originating outside the school. Materials and projects submitted for consideration under this rule must be made in writing to the superintendent following approval by the principal. Requests will be considered in light of the proposal's direct contribution to the educational values in the school.

All solicitations of and by staff members during regular school hours and at school-sponsored activities is discouraged.

IV. WHEN A SUBSTITUTE TEACHER IS NEEDED

Substitute teachers are provided when the absence of the regular teacher is necessary because of illness or professional duties. Substitutes are employed by the Board of Education and are paid by the Board of Education.

In the event a substitute is required the teacher will notify the principal as soon as possible so that adequate time is allowed to make necessary arrangements. Lesson plans and seating charts will be available for the substitute so that work can proceed as near normal as possible. The preparations made for the substitute will, in large part, determine the opinion that the substitute has of the teacher and the school in general.

V. GENERAL POLICIES FOR SUBSTITUTE TEACHERS

Application Procedures

We must have on file: an application form, transcript, photo copy of your teaching certificate, W-4 Form, K-4 Form, a current health certificate, an Employment Eligibility Verification Form, photo copy of Social Security Card and driver's license (to complete the Employment Eligibility Form), an Oath of Office Form, a Contingency for Employment Form and verification of virtual compliance training. These forms may be obtained through the central office. It is the responsibility of the substitute teacher to notify the school district of any changes in name, address, or telephone number.

Building Assignment Procedures

- A school representative will call if you are needed to substitute at one of the elementary buildings or at the middle school.
- A high school administrator or secretary will make all substitute arrangements for the high school.

Assignments

All substitute assignments are temporary and the length of time in any given assignment may be adjusted depending upon the performance of the substitute and/or specific needs of the assignment. There is no guarantee of a minimum amount of work.

School Hours

The substitute's day is the same as that of the regular teacher. This requires arrival 20 minutes before school is in session and remain on duty 20 minutes after the last bell rings.

Reporting Procedures

IMPORTANT: Check in at the office immediately upon arrival to receive information regarding room assignment; where materials, lesson plans and records can be found; and other necessary instructions.

- **Arrival time for elementary substitutes should be no later than 7:45 a.m. (morning assignments) or 11:50 a.m. (afternoon assignments).**
- **Arrival time for middle school and high school substitutes should be no later than 7:45 a.m. for the morning assignments.**
- Refrigerators are in the teachers' lounge if you want to bring lunch. If you wish to eat school lunch, make arrangements in the office.
- Read notices on bulletin boards in the office before going to your assigned class. There may be special activities planned that will affect the usual procedure for that day.
- Become familiar with the rules and regulations pertaining to fire and safety drills in any building to which you are assigned. Crisis plans are available in each room. If you have questions, check with the neighboring teacher or the building principal for instructions.
- Become acquainted with the substitute folder and familiar with the rules and regulations of the school.
- Leave any necessary reports, papers, instructions, etc., in the regular teacher's mailbox or with the school secretary.
- Substitute teachers shall take over all duties of the regular teacher, including supervision of students in the lunchroom, playground supervision and noon duty. They shall observe regular teacher's hours. If you don't understand the lesson plans, check with the grade level teaching partner or classroom aide. If you're still having trouble, consult the principal. All schools use positive behavior support (PBS) as a strategy with students.
- Report to the principal's office when the teaching assignment is completed.
- Sign payroll voucher (Substitute Report Forms) in the school office when the teaching assignment is completed.

VI. PRACTICES THAT PROMOTE GOOD BEHAVIOR

1. Follow established classroom rules and lesson plans.
2. Praise in public, correct in private.
3. Be consistent.
4. Make expectations clear.
5. Follow the class routine as closely as possible.
6. Engage the students in learning and actively monitor student work by walking around the class.
7. Vary learning activities.
8. Be sensitive to student needs.
9. Listen to students.
10. Use humor appropriately.
11. Ignore minor incidents.
12. Remove temptations such as allowing students to change normal seating.
13. Gain control calmly and quickly if order is threatened: change seating arrangement, discuss incident with a student privately, use non-verbal clues.
14. Keep consequences and notes to the teacher objective and professional.

VII. POLICIES, PROCEDURES AND PRACTICES EVERY SUBSTITUTE EMPLOYEE MUST KNOW

As an employee of our schools, it is your responsibility to know, understand, follow and enforce school rules, policies and procedures. Your authority rests not only in your ability to handle a situation, but also in the system behind you. For a complete list of USD 490 policies and school handbooks, access them on line at www.eldoradoschools.org. Failure to follow Board policies and procedures could result in termination from substitute services.

1. Under NO circumstance is corporal punishment to be administered. Corporal punishment includes hitting, pushing, grabbing a student or using any other physical force.
2. The use of profanity will not be allowed.
3. No outside agency or person, including parents, is to question or interview a student except in the presence of the principal or his/her designee. Substitute employees have a responsibility to see that the rights of the student are not violated. There are no exceptions to this rule. No persons, including parents, should visit a classroom without the approval of the principal or his/her designee.
4. Accidents and injuries involving any student in a substitute's care must be reported to the principal or assistant principal immediately.
5. All medication is to be administered by appropriate personnel in the clinic or school office. Never give medicine to students, including aspirin, Tylenol, and other common over-the-counter drugs.
6. Students who appear to be ill should be sent to the clinic or school office.
7. Students may not be kept after school hours without the principal's permission.
8. Notes and other communications should not be sent to parents without approval of the principal/designee. Substitute teachers are not permitted to call parents regarding discipline concerns. Leave notes for the regular teacher regarding specific infractions and concerns.
9. Do not introduce controversial subjects or materials. Follow the teacher's lesson plans fully and completely.

10. Do not advertise products or services.
11. All school records and reports must be handled in a confidential manner. Be careful not to divulge any confidential information that has been received from contact with administrators, teachers, students or parents. Do not share information with, neighbors, friends or other teachers/students.
12. Verbal and physical acts of bigotry are prohibited, including racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment or other conduct directed toward another person's race, national origin, religion, age, gender or handicap.
13. All forms of sexual harassment are prohibited.
14. The use of cell phones and pagers is not allowed during instructional time.
15. Substitute teachers are not permitted to use a teacher's computer to check, download, or send personal email, forward chain letters, jokes, stories, hoaxes, urban legends, or to access data or information.
16. The use of tobacco products is prohibited on the campus of all schools.
17. The unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs and alcohol on school premises or at any school activity is prohibited.
18. Locker searches are not permitted. If you receive a tip or suspect a student is in possession of a weapon, drugs, or alcohol, notify the closest administrator as quickly as possible. Do not investigate on your own.
19. Students are to be supervised at all times. If there is an emergency and you must leave the room, call for assistance from the office or a neighbor on the hall.

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SUBSTITUTE CHECKLIST

APPENDIX A

In Morning

- ____ 1. Sign in with the main office.
- ____ 2. Collect room keys and class schedule.
- ____ 3. Secure class rolls or teacher's gradebook.
- ____ 4. Check teacher's mailbox.
- ____ 5. Check classroom and/or work area for lesson plans.
- ____ 6. Write your name and today's date on the board.
- ____ 7. Write a brief version of the day's lesson on the board for each class.
- ____ 8. Record attendance and do a head count for each class.

In Afternoon

- ____ 1. Throughout the day write brief notes on lessons covered and student behavior.
- ____ 2. With students' help, leave room orderly.
- ____ 3. Return teacher's materials to the office or work area.
- ____ 4. Close windows, turn off lights and lock door.
- ____ 5. Complete your report to the teacher. Put inside grade book.
- ____ 6. Return teacher's grade book to main office or other safe place.
- ____ 7. Ask in the office if you will be needed the next day.

El Dorado Public Schools
Unified School District #490
Use of District Computers/Privacy Rights

APPENDIX B

Created 7/7/04

Computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Software Copyright (See ECH)

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Downloading Copyrighted Materials (ECH)

Staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for “fair use exceptions” which may allow for limited use of copyrighted materials.

Copyrighted Material Posted on Websites (See KBA)

Any original materials created by staff are owned by those staff members. Original materials will not be posted on district or school web sites without prior written permission of the staff member who created the work. The Director of Technology or building principal shall be in charge of monitoring permission to post copyrighted materials.

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent’s approval to be installed on any district server or computer. Staff shall not install software on district computers or computer systems.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee-Produced Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Staff Handbook

Employees shall have no expectation of privacy when using district email or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

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

**USD 490
Bus Behavior Expectations**

A. Be Prompt and Prepared

1. Be on time for bus.
2. Have all materials.
3. Wait for bus in proper places.

B. Respect Authority

1. Treat the bus driver with respect.
2. Follow directions promptly.
3. The bus driver is in charge.

C. Respect the Rights of Others

1. Be polite.
2. Keep hands and feet to yourself.
3. Keep voice at an appropriate level.
4. No negative comments, threats, harassment, or inappropriate language.

D. Treat the Bus with Respect

1. Eating and drinking on the bus are not allowed.
2. Tampering with or vandalizing the bus is not allowed.
3. Animals and insects are not allowed.

E. Display a Concern for Safety

1. Remain seated while the bus is moving.
2. Keep all parts of your body inside the bus.
3. Wait for the bus in a safe and orderly manner.
4. Allow the driver to concentrate on driving.
5. Students will not open or close doors except in an emergency.
6. Glass containers are not allowed.
7. Keep aisles, doors and emergency exits clear.
8. Buses are equipped with video cameras.

F. Follow USD 490 Policy Concerning Illegal Substances and Weapons

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

APPENDIX D

Revised 6/2001

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, treatment of or employment in the district's programs and activities is prohibited. Sue Givens, Superintendent, 124 West Central, El Dorado, Kansas, 67042-2138, (316) 322-4800 has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided there under, are available from the compliance coordinator.

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

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

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

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

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

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

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 work days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies. 504--33--January, 1999

USD 490 SUBSTITUTE TEACHER TRAINING REQUIREMENTS

All USD 490 substitute teachers must complete online training modules in order to remain on the active substitute teacher list. These modules are made available free of charge through our SafeSchools Training System. Login information will be provided to you upon completion of payroll forms.

Please complete the modules listed below before the dates indicated. If you are employed after a due date, any modules with past due dates must be completed within the first week of your employment.

REQUIRED TRAINING MODULE	COMPLETION DATE
➤ FERPA: Confidentiality of Records	August 15
➤ Bloodborne Exposure Prevention: Teachers & Administration	September 1
➤ First Aid	September 1
➤ Bullying: Recognition & Response: Complete	October 1
➤ Restraint & Seclusion	October 1
➤ Suicide Prevention	November 1
➤ Sexual Harrassment	December 1

Additional tutorials are available for staff training as needed.

SafeSchools Training Log-in Instructions

1. Go to <http://www.eldorado.ks.safeschools.com>
2. Enter the username which is the first 4 letters of your last name and the first 4 letters of your first name. It can be caps or lowercase. No spaces, please.
3. Once logged in, you will see a list of your assigned courses with due dates.
4. To start a course, click on the course title and follow the prompts.
5. At the end of each course is an assessment section. You will need to complete this section with 80% accuracy in order to successfully complete your training in that area.
6. You will receive an e-mail notification weekly showing what courses you need to take along with the due dates.

Please take this training seriously. It is imperative our staff members know what to do when a crisis occurs.

Please call 316-322-4800 or e-mail Sherry Bilson at sbilson@eldoradoschools.org if you have any questions.

Absence and Substitute Management



LOGGING IN ON THE WEB

To log in to the absence management system, type signin.frontlineeducation.com in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.



Mission Statement—El Dorado Public Schools

Revised 6/8/2018

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

Family Educational Rights and Privacy Act

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

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

Directory Information

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

The following information is considered directory information: name, address, telephone number, electronic mail address, photograph (including video and the internet), date and place of birth, major field of study, dates of attendance, grade level enrollment status (e.g. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and class designation. In addition, the district and/or any of its employees or agents may use the student’s likeness, or voice, or all to be recorded and exhibited as still photographs, transparencies, motion pictures, television, videotape recordings or other similar media, including internet applications.

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

You have a right to refuse to permit the designation of any or all of the above information as directory information, video and still photograph information, or student recruiting information. If you refuse, you must file written notification to this effect with Unified School District No. 490 at the Central Office, 124 W Central, El Dorado, Kansas, 67042 on or before August 31, 2018. If a refusal is not filed, USD 490 assumes you have no objection to the release of the directory information or recruiting information designated.

Civil Rights Notification for USD 490

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

school district's ADA and Section 504 coordinator, Sue Givens, Superintendent, 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.