



**St. George Elementary  
Student Handbook  
2007-2008**

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**St. George Elementary**

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\* \* \*

**Faculty and Staff**

*Principal* ..... Debra Edwards  
*Pre-School* ..... Vicki Comstock  
*Kindergarten* ..... Aimee Ralph  
*Kindergarten* ..... Mendy Gehrt  
*First/Second* .....Debbie Hodges  
*First/Second* ..... Brenda Page  
*First/Second* .....Debbie Swoyer  
*Third/Fourth* .....Sheri Bell  
*Third/Fourth* ..... Kathy Huntzinger  
*Third/Fourth* ..... Charla Adcock  
*Fifth/Sixth* ..... Haley Carlson  
*Fifth/Sixth* ..... Brandey Nelson  
*Fifth/Sixth* ..... Dionne Loewen  
*Physical Education* ..... Jody Schneider  
*Vocal* .....Janet Armstead  
*Instrumental* ..... Scott Bradley  
*Library/Media/Comp* .....Wendy Willi  
*Title I* ..... Bridget Troyer  
*School Counselor* ..... Kate Hoffman  
*School Psychologist* .....Brienne Rome  
*SpEd Director* ..... Mike Bilderback  
*Extended Learning* .....Kristie Collins  
*SpEd* .....Sara Martin, Valerie Chandler &  
 Sara Edie  
*School Social Worker* ..... Galen Craghead  
*Speech/Language* ..... Kristen Jackson  
*Building Secretary* ..... Lynn Westgate  
*Lunch Clerk* ..... Paula Helget  
*Food Service* ..... Rosie Sender, Donna Carley  
*Custodians* ..... Richard Johnson,  
 Curtis Burgoon  
*Dist. Tech.* ..... Laurie Redding, Ruby Zabel  
*Dist. Groundskeeper* .....Mike Westgate

**Mission Statement**

The Rock Creek School Community dedicates itself to educational excellence by helping all students become successful and responsible lifelong learners in a changing global society.

## **INFORMATION**

This handbook is for your information. In order to run the school in an orderly, efficient, and legal fashion, some policies and guidelines are necessary.

If you do not understand a policy or procedure, or if your child is having a problem, please call the school and we will help you. If you have some ideas or suggestions of ways to improve the school, please come in and visit about them; this is your school. Please remember that these policies and guidelines are subject to change throughout the year.

With everyone's cooperation, consideration, and positive attitudes during the year, students should have a pleasant and rewarding education experience.

We ask that each student and parent read this handbook.

Students, their parents, and employees of U.S.D. 323 are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in its programs or activities as required by Title IX. Any person having inquiries concerning U.S.D. 323 compliance with Title IX is directed to contact Dr. Rick Doll, P.O. Box 70, Westmoreland, KS 66549, telephone 785-457-3732. The Superintendent will be responsible for coordinating the district's effort to comply with Title IX.

The student handbook, upon approval by the U.S.D. 323 Board of Education, becomes an addendum to the Board of Education Policies.

## **PHILOSOPHY**

U.S.D. 323 is dedicated to a basic mission which prepares learners to live, learn, and work in a global society. This basic mission strives for excellence in education by establishing high expectations for learning. While in many ways the district is traditional in its approach to learning, it remains receptive to new and proven educational methods and ideas that are effective. Monitoring of student achievement is accomplished through the use of multiple assessment techniques.

U.S.D. 323's primary function is to provide a diverse academic program for its students. These educational opportunities include, but shall not be limited to the areas of technology, reading, writing, communication, mathematics, science, social science, the arts, physical education, and the skills for living in a global society. U.S.D. 323 recognizes that in the information age students need to develop competence with the existing and emerging technologies. The students are expected to actively participate in the educational process to develop their potential for lifelong learning in this diverse society.

Educational activities are designed to develop wholesome attitudes and habits as well as to provide students an opportunity to experience self-satisfaction through commitment, hard work, participation, and accomplishments. These educational objectives are exercised consistently throughout the district.

U.S.D. 323 recognizes the uniqueness of each

individual. It is with this knowledge and understanding that the educational philosophy is to provide each student with the opportunity to develop intellectually, socially, emotionally, and physically to his/her maximum potential through an eclectic teaching approach.

U.S.D. 323 will provide the staff with an effective professional development program which is focused on the student. The staff development program will ensure that the teachers have the appropriate training needed to grow and develop professionally. This program will also provide administrators with the necessary skills to become better instructional leaders. Professional growth/development and instructional leadership will result in improved student performance which is a part of the effective school environment.

U.S.D. 323 recognizes its partnership role with students, parents, community, and other institutions in the total educational development of each individual. The students must accept responsibility for their learning. It is the parents' responsibility to send their children to school prepared to learn. Parents need to stress the importance of an education and motivate their children to work to their highest potential.

It is the school's responsibility to provide children with a quality education. It is essential that students conduct themselves appropriately at school in order to ensure a safe, orderly environment that is conducive to learning. U.S.D. 323 recognizes the need for discipline in school. A code of discipline that is fair, impartial, and consistent is essential for learning. The consequences of failure to adhere to the code will be understood by the students, parents, and faculty. The positive aspects of adhering to the code shall be emphasized. The student must be the center of the whole educational process, and this process is a joint effort of parents, the community, and the educational institution.

The Board of Education is elected to represent the community and act in a responsible manner when making decisions for U.S.D. 323. The effect and efficiency of the district should be the focus of such decision. Policies are established by the Board of Education and the administrators' responsibility is to carry out the policies.

U.S.D. 323 recognizes that the image projected by all involved within the educational process is extremely important in relation to students' achievements. U.S.D. 323 believes that all employees, community, and parents should be expected to exemplify basic values such as learning, honesty, and integrity by setting examples and abiding by the rules which reinforce high educational standards.

U.S.D. 323 recognizes that all employees, parents and students have rights. These rights shall ensure that they are safeguarded from abuse, violence, discrimination and will be treated with respect and dignity.

By operating in accordance with this philosophy and putting the highest priority on academic achievement, U.S.D. 323 dedicates itself to educational excellence.

**ADDENDA** Addenda or deletions to the Student Handbook, including but not limited to, guidelines for

athletics, clubs, organizations, special classes, etc., after approval by the Board of Education, shall be enforced as part of the Student Handbook. Copies of these special guidelines shall be distributed to all students involved in these special activities.

#### **ADMISSION REQUIREMENTS FOR STUDENTS**

1. All students entering school in this district for the first time must present immunization records. (See **Inoculations** section for requirements.)
2. All pre-school and K-6 students entering school in this district for the first time must submit an appropriate health assessment. (See **Health Assessments** section for requirements.)
3. Proof of identity must be provided for any child enrolling in U.S.D. 323 for the first time. Proof of identity shall be a certified birth certificate for Kindergarten, First, or Second Grade. Certified birth certificate, a copy of a court order placing a child in the custody of Social and Rehabilitation Service, or a certified transcript or other documentary evidence satisfactory to the Board of Education may be used at all other grade levels. School officials shall notify the law enforcement agency if proof is not provided within 30 calendar days.
4. All Kindergarten students must have reached the age of five years on or before August 31 of the school year, except any child who was a resident in another state and who, while residing in another state, had entered and was in attendance in Kindergarten in that state, would be eligible to attend Kindergarten in Kansas regardless of age.
5. Students may enter First Grade if they are six years of age on or before August 31 of the school year.

#### **ADMISSION PROCEDURES FOR NON-RESIDENTS**

A parent or guardian may apply to the B.O.E. for a non-resident student to attend school in U.S.D. 323. The application should be submitted to the attendance center principal during the enrollment period. Eligibility is based upon one of the following conditions.

1. A non-resident student enrolled in the district at the close of the previous school year.
2. Is a child of an employee in the school district.
3. Is admitted to school in the district under the terms of a tuition agreement (See BOE Policy JBC-R School Admissions, (Tuition). Copies of the policy will be provided with application forms.

The attendance center principal shall consider classroom space, transportation of the student, previous record of the student's educational experience, and reasons for desiring attendance in the district in the recommendation to the Board of Education.

#### **AFTER SCHOOL INTRAMURAL PROGRAM**

Programs will be more instructional in nature, rather than competitive. Areas identified at the present time may include volleyball, football, basketball, track, baseball, and softball.

#### **ASSEMBLY PROGRAMS**

A variety of interesting programs are presented by students, speakers, musicians, groups, and others during school. Students will attend assembly programs and conduct themselves in a courteous and attentive manner.

#### **ANIMALS/PETS**

Animals/pets are not allowed in the school building.

#### **ATTENDANCE POLICY**

1. Regular attendance as required by state law will be expected and enforced by officials of U.S.D. 323. Any child who meets the statewide definition of truancy and/or child in need of care shall be reported to the area SRS office and/or county attorney as prescribed by law.
2. Parents need to understand that parent approval for absences from school does not, in and of itself, constitute an excused absence. Absences are excused or un-excused as determined by school policy.
3. Types of absences:
  - Excused.** An absence will be classified as excused in cases of personal illness, family illness, death in the family, school-related activities, bonafide personal emergencies, religious observances of the student's own faith, or other special situations deemed excusable by the administration.
  - Un-excused.** An absence will be classified as un-excused when, in the judgement of the administration, the reason does not justify the absence or if the parent fails to send written communication to the school explaining the cause of absence. (Written confirmation of an absence does not necessarily excuse the student. It merely signifies that parents are aware of the absence.)
4. Absences for any reason other than those listed in the "Excused" section of this policy will be considered un-excused.

5. Students who receive an un-excused absence or out-of-school suspension will receive no credit for class or homework missed and a 15% penalty on any test missed.

6. Students with an excused absence shall be allowed the number of days absent plus one to complete all homework assignments and unannounced tests for full credit.

7. A student coming in after 9:05 a.m. will be considered absent one-half (1/2) day. A student coming in before 9:05 a.m. will be considered tardy. Excused absences after 2:35 p.m. will not be recorded as such.

8. Procedures for handling excessive absences by any one student during a current semester are found in the Administrative and K-12 Student Handbooks.

On the day a student returns to school after an absence, the student is required to bring a note explaining the absence. When a student knows in advance he or she will be absent, he or she should clear ahead of time with the office and his or her teachers. **Parents shall notify the school office by phone before 8:30 a.m. if a student will be absent or late.**

A review committee shall examine the reasons for absenteeism of any student missing 7 days of school in any

one trimester. After the tenth (7th) absence, the student and parent/guardian will be notified of the time and place of a review committee meeting. Absences with a doctor's note are not counted.

A review committee shall consist of three (3) teachers, counselor, and will be presided over by the building administrator. The teachers will be selected by the principal. The committee will decide the legitimacy of the reasons for absence and recommend one or more of the following.

1. Allow up to five (5) additional absences before another review of the committee is required.
2. Require the student to make up time after school, not to exceed the amount of time the student was absent.
3. Request a health examination by a qualified physician or appropriate health specialist.
4. Require contact from parent/guardian for each subsequent absence before 8:30 a.m. on the day of absence.
5. Confer with parent/guardian to determine if a need exists for assistance to resolve a family crisis or help them contact the appropriate resource.
6. Report to SRS as "child in need of care" for educational neglect, as outlined in the Juvenile Code of Kansas.

## COMPUTERS

U.S.D. 323 has purchased a variety of computer software. This software is copyrighted. The District does not have the right to copy the software or related documentation unless authorized by the software developer. Unauthorized reproduction of software is a violation of U.S. copyright law. Students, school personnel or any other person using equipment owned by the District shall not make, acquire, or use unauthorized copies of computer software. Prior approval from the District is required before any software is installed to school equipment.

Students, school personnel or any other person using school equipment 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. Appropriate language must be used in all messages. All users of school equipment are expected to use the system following guidelines established in the *U.S.D. 323 Acceptable Use Policy for Technology and the Internet* and by the District personnel.

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 any user 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, including **expulsion** from school.

## CONFERENCES

Parent/teacher conferences shall be held at each attendance center during the first trimester, with all

parents/guardians of students invited to participate. Conferences during the second trimester will be scheduled for students when deemed beneficial by the teacher, or requested by the parent/guardian.

Communication is the key between school and home. Conferences are a valuable means of communication. Parents are encouraged to write down questions and concerns so that the short conference time can be fully utilized.

Parent/teacher conferences are encouraged and shall be scheduled by teachers when academic or a behavioral change requiring corrective action becomes apparent.

Any parent and guardian with concerns about their child in the schools of U.S.D. 323 are encouraged to use the following procedures in the order listed:

1. Contact the child's teacher for a conference.
2. Contact the building principal if the parent/teacher conference does not resolve the concerns of the parent.
3. Contact the superintendent only if the problem cannot be resolved at the building level.
4. If the concerns are still not resolved, the parent may request, through the superintendent, permission to address the school board at its next regular meeting.

## DRESS

The attire for elementary school children shall be reasonable and prudent for the grade, occasion, and season. Clothing should be neat and clean.

The primary objective is to create an atmosphere in which each student can develop to the best of his or her individual potential. Basically, a student should appear in school in a manner which will allow functioning at the best level possible without interfering with the learning process of other students. The degree of formality will vary with each learning situation. The torso should be covered. For sanitary reasons students are required to wear some type of footwear. Hats will not be worn in the building except on special occasions as announced. Suggestive T-shirts should not be worn. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in school, the principal will ask the student to make necessary changes. Students should also be properly dressed for weather conditions.

## FERPA

### Directory Information - Section 1

For purposes of FERPA (Federal Educational Rights and Privacy Act), U.S.D. 323 had designated certain information contained in educational records as directory information which may be disclosed for any purpose without consent.

The following information is considered directory information: *name, address, telephone, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.*

## Directory Information - Section 2

For purposes of FERPA, U.S.D. 323 has designated *school bus videotapes to be directory information* which may be viewed for any purpose without consent.

Parent/guardians have a right to refuse to permit the designation of any or all of the above information as directory information. If a parent/guardian refuses to permit the release of this directory information, he/she must file written notification to this effect with the U.S.D. 323 school office at the student's attendance center within 10 days of this notification. If a refusal is not filed, U.S.D. 323 assumes there is no objection to the release of directory information as designated above. Additional information about FERPA can be obtained by contacting Darrel Stufflebeam, Superintendent, P.O. Box 70, Westmoreland, KS 66549 (785)457-3732.

## FIRE AND TORNADO DRILLS

State law requires that we have one fire drill per month and three tornado drills per year. Students are to go to designated areas quietly and quickly.

## GRADE PLACEMENT OF STUDENTS

The placement of students transferring to school in U.S.D. 323 from private schools, non-accredited schools, home-teaching situations, or from schools in other states shall be determined by the following procedures.

A committee consisting of three (3) certified staff members and the building principal staff shall determine proper placement from one or more of the following sources. The building principal shall make the final placement decision based upon the available information.

1. Past educational experience record.
2. Examination administered by the local district.
3. Successful performance at the level of assignment.

## GRADING SCALE

The grading percentage scale for students Grades 5 and 6 will be as follows: 90 - 100 = A; 80 - 89 = B; 70 - 79 = C; 60 - 69 = D; 59 and below = F.

## GYMNASIUM

Students are not to use the gym unless supervised by a teacher and/or coach. Tennis shoes will be worn at all times when on the gym floor. Shoes worn outside are not to be worn on the gym floor. No one is to walk on the gym floor except during gym class or other supervised events approved by the principal. The gym floor is not to be used as a shortcut to class.

## HOMEWORK

Homework assignments shall be expected for each academic course, as deemed necessary by the teacher, to meet course objectives. The amount of homework assigned to students shall be reasonable in length and the time allotted for completion should be in accordance with the grade level and ability of the students. During the first week of class, each teacher shall provide in writing to all

students in his or her class(es), and the building administrator, the rules and regulations which are to be implemented in regard to homework assignments for each course or grade level.

Students with an excused absence shall be allowed the number of days absent plus one to complete all homework assignments and unannounced tests for full credit. Students absent on the day of a previously announced test shall take the test upon returning to school. An unexcused absence will result in no grade given for homework and a 15% penalty on tests.

## HONOR ROLL

The principal (SGES only) will maintain and publish an Honor Roll of students for each trimester. Honor rolls will be based on GPAs of 4.0, 3.5, and 3.0. In no case will a student be placed on the Honor Roll with a grade lower than a "C".

## HEALTH

The District school nurse will schedule vision screening and hearing tests during the school year. Should they discover problems, referral forms will be sent home encouraging further testing by a doctor.

1. Medications may be administered during school hours by school personnel when it is necessary so that the student can remain in school. The drugs must be in their original container and be submitted with a permission form signed and dated by the parent/guardian requesting the school's cooperation and releasing the school district and personnel from liability. The form must also include the student's name, name of medication, dosage, and time and date(s) to be administered. **Prescription drugs may be administered only if authorized by a licensed medical person on an appropriate permission form.** Prescription drugs must be labeled by the pharmacy (or physician), and must state the name of the medication, the dosage, and times to be administered. One dose must have been administered prior to the first dosage administered by school personnel.

All medications maintained in the schools shall be kept in a locked container. The school shall not provide any medications. Administration of authorized medicines shall be logged by school personnel.

2. For minor injury, first aid will be administered by school personnel.

3. Children who exhibit symptoms of illness should not be sent to school. School personnel will reserve the right to decide whether or not the child will remain in school.

4. Parents should provide the school with up-to-date emergency information, including telephone number and names and numbers of other persons to contact in case they cannot be reached in the event of sickness or an emergency involving their child.

5. Students should not return to school until 24 hours after a fever has broken, or 24 hours after last vomiting episode.

## HEALTH/COMMUNICABLE DISEASES

*From the "Kansas Classroom Handbook of Communicable Diseases", prepared by the Kansas Department of Health and Environment.*

### Exclusion From School

No person afflicted with any infectious or contagious disease dangerous to the public health shall be admitted into any public, parochial, or private school, or licensed child care facility. It shall be the duty of the parent or guardian, and the principal or other person in charge of any public, parochial or private school to exclude therefrom any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease. If the attending person licensed to practice medicine and surgery, or local health officer, finds upon examination that the person is not suffering from an infectious or contagious disease, he may submit a certification to this effect to the school authority, and such person shall be readmitted to school or to the child care facility.

Within the meaning of this rule, principals or teachers shall exclude any child suffering from or exhibiting any of the following symptoms:

1. Sore throat or tonsillitis.
2. Any eruption of the skin, or rash.
3. Any respiration symptoms accompanied by a fever, or fever alone.
4. Pink eye or conjunctivitis.
5. AIDS - The following guidelines shall apply to placement in school of students known to be inflicted with Acquired Immune Deficiency Syndrome:
  - a. Once the condition known as AIDS has been confirmed by a physician, such student shall not be allowed to continue attending classes until the safety of all students can be assured.
  - b. Appropriate school placement shall be determined by the child's physician, public health personnel, parents or guardians, and school personnel in each case.
  - c. Minimum considerations for placement shall include the following:
    1. Risks and benefits to the infected child as well as others.
    2. Student behavior.
    3. Physical condition.
    4. Neurological development.
    5. Interaction with others.
    6. Control of body secretions.
    7. Open lesions.
  - d. Any student who can safely attend school in an unrestricted setting may do so.
  - e. Each case shall be re-evaluated on a regular basis to confirm placement. Minimum - once each semester.
  - f. Every precaution shall be taken to

preserve confidentiality by the persons aware of the child's condition.

- g. U.S.D. 323 shall cooperate with the public health department to provide the best care and education for infected children while minimizing the risk of transmission to others.
6. Head Lice - Students infested with head lice and/or nits shall be excluded from attending school by the building principal until such time as evidence is submitted to ensure the problem is corrected. Evidence required shall be a certificate signed by a physician, health officer, nurse, or other person deemed knowledgeable by the building principal. Any student suspected of having head lice shall be reported to the building principal, who shall either confirm the findings and remove the student, or contact the county health officer to make an additional inspection. If the health officer finds no lice or nits, the student shall be readmitted to school. Should the health officer confirm that lice or nits exist, the child shall be excluded from school. The building principal shall use the following guidelines in excluding students from school:
    - a. The building administrator shall contact the parent/guardian by phone to explain the health problem. Arrangements for removal and transportation home will be the responsibility of the parent/guardian.
    - b. Provided contact cannot be made with the parent/guardian immediately, the child will be isolated from other students, and the parent/guardian notified at the earliest possible time. Transportation home shall be provided by the parent/guardian.
    - c. The principal will provide the parent/guardian the procedure for dealing with the problem and what is required for readmission to school.
    - d. The principal shall inform the transportation director of the exclusion, who will then inform the bus driver. The bus driver shall not transport the student back to school unless he is shown the certificate signed by a physician, health officer, nurse, or is informed by a school official that the child may be transported.
    - e. The only people to be informed of the problem are the child's teacher, principal, school nurse, and parents or guardian. Provided the student rides a school bus, the driver and transportation director will need to be informed.
    - f. In all cases, the principal will use his best judgment in resolving the problem to protect all students.

## RESPONSIBILITIES OF PARENTS

Parents, guardians, or other persons having custody of any child or children, shall not permit such child or children to attend school if afflicted with or exposed to any infectious, contagious, or communicable disease that requires exclusion under the State Department of Health and Environment regulations. Whenever a person is known or suspected to be afflicted with a notifiable disease (this includes all contagious diseases) and no physician is in attendance, an immediate report of the existence of the case shall be made to the local health officer or other persons in charge of the patient. It is the parents' responsibility to consult a physician concerning a child's illness, and to keep home any child having cough, sore throat, fever, skin eruptions, or other signs of illness.

## HEALTH ASSESSMENTS

All pre-school and K-6 students shall submit evidence that they have undergone an appropriate health assessment prior to entering kindergarten or before enrolling in the District for the first time. Physical assessments completed within one (1) year prior to the date of enrollment will be accepted. Appropriate forms are available from the school office or the County Health Department.

Pre-school and K-6 students will be allowed 30 days from the date of enrollment to provide documentation of a physical assessment. For students participating in spring kindergarten round-up, a physical assessment will be due on the first day of class attendance in the fall.

Students who do not have documentation of a physical by 30 days after enrollment will be excluded from school until documentation of the assessment is provided to the school. Notice of exclusion shall be given to the parents/guardians, along with the conditions under which the student may return to school. Upon request, the parent may be given the opportunity for a hearing on the matter.

## INOCULATIONS

1. The Board of Education of U.S.D. 323 requires verification of immunizations as provided by K.S.A. 72-5209. The immunization record of each pupil shall indicate that inoculations have been accomplished by a licensed physician or a public health department in accordance with the following schedule:

**Vaccine:** Measles, Mumps and Rubella (MMR)

**Doses:** 2

**Administered:** Initial dose to be administered after 12 months old with second dose administered prior to school admission.

**Vaccine:** Oral Polio (OPV)

**Doses:** 3

**Administered:** Doses must be administered at least 6 weeks apart. An additional fourth dose will be required if third dose was received before fourth birthday.

**Vaccine:** Diphtheria, Tetanus & Pertussis (DTP)

**Doses:** 4

**Administered:** Doses must be administered at least four weeks apart with fourth dose 6-12 months following. An additional fifth dose will be required if fourth dose received before fourth birthday.

**Vaccine:** Diphtheria, Tetanus (TD)

**Doses:** 1-10 year booster

**Administered:** Dose must be administered within ten years of date of last or previous DTP or TD immunization.

**Vaccine:** Hepatitis B (HBV)

**Doses:** 3

**Administered:** Initial dose at birth or elected date. Second dose one-two months after initial dose. Third dose 6 months after initial dose. Required for all students entering Pre-K or kindergarten fall 2004 and after.

**Vaccine:** Varicella (chicken pox)

**Doses:** 2 doses required for any student entering kindergarten in the fall of 2006 and after. One dose is required for any student who entered kindergarten in the fall of 2004 or 2005.

**Administered:** Initial dose administered after 12 months of age, with second dose after 4 years of age.

2. Students who fail to provide documentation that they have been inoculated as required, and have not claimed religious exemption or provided a medically approved exemption or postponement, will be given 30 days from the date of enrollment or date of notification that a booster shot is required because of age to provide documentation to the school that the most recent appropriate inoculation in all required series has been received. After 30 days from the date of enrollment or date of notification that a booster shot is required because of age, students will be excluded from school until such documentation is provided.

3. Parents whose children need additional inoculations shall be informed at the time of school entrance. A written notice of pending exclusion will be mailed within 30 days of the date of enrollment, informing them of the reason for the student's exclusion, the conditions under which the student may return to school, and the opportunity for a hearing on the matter upon request of the parent/guardian.

4. Neither the law nor the regulation makes allowances for disease histories to be accepted in lieu of vaccine histories, unless a history of disease has been verified in writing by a physician. The only exception to this is varicella where parents may sign verification of month and year their child had chicken pox disease.

## INSTRUMENTAL MUSIC - BAND

Instrumental music and participation in band classes is offered to students in grades five and six. Beginning

band will be for students in grade five. Students are responsible for obtaining their own instruments, however instruments are available on a limited basis through the school at a cost of \$10 per year. When a student plays a school-owned instrument, the student and/or parent is responsible for its care, maintenance, and any repair cost as outlined on the instrument contract. The school district carries insurance on band instruments. The instruments must be properly stored in the assigned area.

### **INSURANCE**

U.S.D. 323 strongly recommends that all students enrolled in school be covered with some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available at each attendance center.

### **LEAVING SCHOOL**

Students are not to leave the school premises during school time without permission. When parents see fit to personally take their children from the classroom, they must stop by the office, or when possible, have their child bring a note in advance. In cases where the student will be expected to leave on his or her own, a note or telephone call from the parent will be required. In case of illness, school personnel will notify the parent/guardian to pick up the child. Parents/guardians of all students must present a written request to the school office if they wish their child to leave school with another child.

### **LOST AND FOUND**

All articles found on the school premises should be taken to the *Lost and Found* box located on the stage in the gym. Children should search the box thoroughly when missing an article. Parents can help by clearly labeling all items of personal property, including wearing apparel.

### **LUNCH PERIOD**

Students are expected to conduct themselves in a courteous, mannerly fashion at all times and are responsible for cleanliness in the lunchroom. **No pop in the lunchroom.**

**Charging of school lunches is discouraged.** To ensure that parents are kept aware of their child(ren)'s lunch balance, a notice with the current amount will be given to the student on the first school day of each week. If an unpaid account balance reaches \$7.00, the student(s) must (1) bring payment, or (2) bring a lunch from home. If the parent fails to send money or a lunch, the child(ren) will be provided a gratis peanut butter sandwich and a carton of milk, *not to exceed 3 days*. Free/Reduced Lunch Applications are always available upon request.

### **MILK/JUICE - GRADES K-2**

Special milk/juice for morning or afternoon snacks may be purchased during the first full week of each trimester. Refunds will not be issued for purchase of trimester milk/juice unless the student withdraws.

### **NONDISCRIMINATION**

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance office.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including expulsion from school.

### **PERSONAL PROPERTY**

Bicycles are to be parked in the racks provided. Bicycles are not to be ridden during school hours.

Label your child's property, including clothing, outerwear, and possessions with his or her full name. This is important even for older students. Misplaced or stolen articles are more easily returned when properly labeled.

Students should not bring money to school unless there is a reason for doing so.

### **POSTERS**

Only posters relating to school or community events may be posted in the school. Before putting posters up, they are to be cleared through the office. Persons or groups putting up posters are responsible for taking them down.

### **RETENTION POLICY**

If retention of a student is under consideration, parents/guardians will be notified between January 15 and April 15. The building administrator, counselor, classroom teacher, and other professional staff members involved in the student's educational development shall determine whether retention is in the best interest of the student's educational progress.

Factors to be considered in the retention of a student are: academic progress, performance on standardized tests, ability, parent involvement, motivation, maturity, age, and previous retention. Determination of retention shall be based on widely accepted educational philosophy and research regarding the impact of the above factors and shall be made on a case-by-case review of what is best for the individual student.

Parents/guardians will be notified by registered mail prior to the last day of school if their child is being retained and given reasons for the retention. The final decision as to promotion or retention of a student rests with the professional staff of each educational site.

### **RECESS AND PHYSICAL EDUCATION**

All students will be required to go through physical education class and go out at recess. A statement from a parent/guardian is required before a student is excused

from physical education.

## REPORT CARDS

Grades K through 6 - There will be three grading periods during the school year. Report cards will be delivered to parents at conference time during the first trimester and sent home with the students during the second trimester. A conference will be scheduled at this time if deemed necessary. Report cards for the third trimester will be mailed.

## SCHOOL BUS SERVICE & REGULATIONS

Students riding the school bus must cooperate with the bus driver and obey the rules as posted in the bus.

1. Students must be on time; the bus cannot wait for those who are tardy.
2. While waiting for the bus, students should not stand in the roadway. Wait for the bus off the traveled portion of the road. Students are reminded to wait for the bus in an orderly fashion.
3. Upon entering the bus, be seated promptly and do not save seats.
4. Students are not to extend any part of the body out of the bus window.
5. Students are not to get on or off the bus or move about within the bus while it is in motion.
6. Students will not throw waste paper or other items on the floor or out of the bus windows.
7. Outside or ordinary conversation, classroom conduct is to be observed on the bus. Any distraction to the school bus driver is a safety hazard.
8. Always depart the bus in an orderly fashion.
9. Students are responsible for any damage done to the bus by themselves.
10. When leaving the bus, students are reminded to observe the directions of the driver. If crossing the road, do so in front of the bus after making sure the road is clear.
11. Students are prohibited from eating or drinking pop or beverages on a.m. or p.m. bus routes.
12. The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully obey the bus laws as posted in the bus. Refusal of permission to ride the bus may be made if the student does not cooperate.

Students planning to ride a bus home with another student must present a written request to their respective school office from their parent/guardian giving specific details. School personnel will approve or disapprove the request depending upon space available on the bus.

Students riding an activity bus will be expected to return on the bus unless they have a signed note from a parent/guardian.

## BUS SAFETY RULES:

1. **Prior to loading:**
  - a. Students must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
  - b. Bus riders should conduct themselves in a safe

- c. manner while waiting for the bus.
- c. Wait for the school bus to come to a complete stop before attempting to board
- d. Students must have parental permission in writing in order to ride home from school with another student. The building administrator (or his/her designee) will then notify the bus driver of the change (also in writing). Students are not permitted to ride a bus other than their regular bus without prior permission

### 2. **While on the bus:**

- a. The driver is in charge of the students and the bus. Students must obey the bus driver promptly.
- b. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
- c. The driver may assign a specific seat to a student whenever necessary.
- d. Keep arms and head inside the bus at all times
- e. Assist to keep the bus clean and free of trash.
- f. Anyone caught causing damage to a bus will pay for those repairs.
- g. Students should never tamper with the controls or the equipment on the bus.
- h. Do not throw anything inside the bus or out of the bus window.
- i. Keep books, packages, coats, feet, and all other objects out of the aisle. Any object that cannot be contained under the seat area will not be allowed on the bus.
- j. Students shall not board, exit, or move about while the bus is in motion.
- k. Absolute quiet is necessary when approaching a railroad crossing.
- l. No glass containers, **animals**, firearms, explosives, or other dangerous objects are permitted on the bus.
- m. Possession or use of tobacco, liquor or illegal drugs is prohibited.
- n. Students are not permitted to eat or drink on the bus.
- o. Inappropriate or offensive language will not be tolerated on the bus.

### 3. **After leaving the bus:**

- a. Cross the road at least ten feet in front of the bus. Observe the driver's directions, then look to be sure no traffic is approaching.
- b. The driver will not discharge students at places other than the regular bus stop unless authorized by proper school officials.

### 4. **Extracurricular trips:**

- a. The above rules apply to any trip under school sponsorship
- b. Students shall follow the directions of a teacher or sponsor appointed by the school
- c. Eating on an activity may be necessary if approved by the sponsor who is in charge of

being sure the bus is clean at the end of the trip.

### U.S.D. 323 BUS ACCIDENT PROCEDURE

This procedure is modeled after the safety manual provided by the Kansas State Board of Education Transportation Division. In case of an accident:

1. The driver immediately notifies the director of transportation of the accident by radio and walks through the bus checking for injuries. First aid is administered if necessary.
2. The driver informs the director of transportation if there have been injuries and the perceived severity of the accident. The director notifies the sheriff and the ambulance, if necessary.
3. The driver places reflective triangles at appropriate places on the roadway.
4. Students stay on the bus until the sheriff and/or EMT's arrive. Evacuation procedure shall be implemented if in the judgement of the driver the safety of the passengers will be jeopardized if they remain on the bus.
5. While the bus driver is waiting for emergency personnel to arrive, he/she secures the accident scene, writes down all of the names of the students on the bus including age/grade and where each was seated, and re-checks for injuries that require immediate first aid.
6. When the sheriff and EMT's arrive on the scene of the accident, they become responsible for the accident scene. The EMT's check out the students and make the decision on whether any student needs transported by ambulance. Only the EMT's, in cooperation with the sheriff's department, can make this decision.
7. The director of transportation, or their designee, immediately comes to the scene of the accident to help coordinate emergency activities. If necessary, another bus is called to the scene to transport students back to school. The director of transportation, or designee, assists bus driver in keeping students calm, orderly, and comfortable.
8. When the EMT's and sheriff's department have released the students to be transported, the students are taken back to the school where they are met by the school nurse, school counselor, and principal. The school nurse examines the students for injuries and the counselor and principal assist with any emotional trauma.
9. Parents of all children on the bus are called by the secretary, or designee, from the school at which the students attend, regardless of whether the EMT's or the school nurse have found an injury.
10. Parents are strongly encouraged to come to the school and examine their children. Parents shall make the decision on whether medical examination and/or treatment is necessary.
11. Parents are informed that medical expenses related to the accident will be covered through the District's \*\*insurance carrier, and are encouraged to contact

the insurance carrier.

12. When students are physically and emotionally ready, they return to class.
13. All faculty and staff are informed of the accident and of the students that were involved.
14. Students are watched the rest of the day for evidence of injury.
15. The District's \*\*insurance carrier is notified by the director of transportation.
16. A letter is sent home with students that were riding the bus describing the possible injuries that may have occurred and explaining symptoms to watch for. Parents are informed in writing that medical expenses related to the accident will be covered by the District's insurance carrier\*\*.
17. School principal notifies all parents about the accident through the school newsletter or with notes sent home with students.
18. If the accident occurs on an activity trip, the driver will notify the director of transportation, principal, or superintendent. The school's Crisis Team will then be notified to assist in coordination of steps 2-17.

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| **Farm Bureau Insurance Co.<br>1003 Lincoln, Wamego 66547 |
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### SCHOOL BUS DISCIPLINE PLAN

Safety is the most important part of bus transportation in USD 323. One of the components of a safe bus is the conduct of the students on the bus. For that reason this two-part discipline plan will be in effect for all transportation on USD 323 vehicles. Each time a student misbehaves on the bus, the driver will follow the discipline action set forth below. Once a student receives a Bus Discipline Report form it will carry with him/her for the school year. Copies of Bus Discipline Reports will be sent to 1) Parent, 2) Administration, 3) Bus Driver.

Behaviors listed under the title Immediate Action will constitute an infraction that will result in the immediate action of five (5) school days off the bus or the next report after student's last suspension of bus privileges under the Discipline Plan. The driver will file a Bus Discipline Report for immediate action incidents to the administrator and transportation supervisor as soon as possible.

#### Immediate Action

- Fighting
- Obscene behavior, seen by driver
- Throwing objects inside of the bus or out of the windows
- Use or possession of any form of tobacco
- Vandalism or destroying bus property-- damage paid for by offender
- Possession of drugs or alcohol
- Refusal to obey driver
- Leaving school property when changing from bus to bus
- Violation of Bus Safety Rules that warrants the bus driver to give a student a verbal warning or a Bus Discipline Report slip will result in the action listed under

the title "Disciplinary Plan." Warnings or reports will be issued if the student violates the district bus rules.

**Activity shuttle bus services** by U.S.D. 323 are provided as a courtesy and convenience. Both the Immediate Action and the Disciplinary Plan will apply to the shuttle.

### Disciplinary Plan

#### **Verbal Warning:**

Bus driver warns student that the action of the student violates the rules. No administrative action

#### **First Report:**

Bus driver fills out discipline slip and gives to the principal. Administrator meets with student and informs parent and student of 1 day suspension from the bus..

#### **Second Report:**

Bus driver fills out discipline slip and gives to the principal. Administrator meets with student and informs parent and student of a 5 day suspension from the bus.

#### **Third and All Additional Reports:**

Bus driver fills out discipline slip and gives to the principal. Administrator meets with student and informs parent and student of a 20 day suspension from the bus. Parents, driver or administrator may request a meeting at any point to discuss the discipline issues.

Activity Shuttle Bus services by U.S.D. 323 are provided as a courtesy and convenience. Both the Immediate Action and the Disciplinary Plan will apply to the shuttle.

### **SCHOOL CLOSING**

When weather seems questionable, students and parents should listen to either of the following TV/radio stations: KMAN or WIBW. Notice will be called in before 7:00 a.m. if it is necessary to call off school.

In the event that early dismissal is deemed necessary, every attempt will be made by school personnel to notify parents prior to such dismissal. Again, monitor KMAN or WIBW for dismissal information.

Rock Creek U.S.D. 323 will keep schools open during cold and inclement weather whenever possible. Parents who consider temperatures and/or weather conditions unsafe for their children can keep their children home. Student absences because of weather conditions will be excused. Parents should excuse their children by calling the school.

### **SCHOOL PARTIES**

Normally, each classroom has three parties during the school year: Halloween, Christmas, and Valentine's Day. Parents are asked by the teachers to help at one of these parties, if possible.

Birthday treats/parties may be planned for the classroom on the day of the child's birthday or as near to it as convenient for the parent and teacher, but they are not

mandatory. Treats will normally be served toward the end of the day, however prior arrangements should be made with the teacher.

If party invitations are distributed in the classroom, they should be given to all children. If all children are not to be included in the activity, then the invitations must be distributed outside the school setting.

Students/families with religious convictions that are contrary to classroom parties/school events may pick up their child(ren) prior to the announced activity. In this case the absence will not be recorded.

### **STUDENT CONDUCT**

Students will be expected to behave in such a way that they will be a credit to themselves, their parents, the school, and the community. Basic rules for behavior while under the jurisdiction of school and school personnel are: 1) Keep your hands to yourself. 2) Walk, don't run, in the school building. 3) Respect the rights and property of others. 4) Be courteous at all times. 5) Respect and obey all adults, and 6) Respect all students.

Kansas law provides adequate authority for the principal and teachers to establish a school atmosphere in which learning is not disrupted by student misbehavior. If a student feels he or she has been unjustly treated, he/she must first obey, then request to discuss the matter with the teacher and/or principal.

Conduct that warrants in-school or out-of-school suspension shall be at the discretion of the building administrator and shall be based upon past discipline referrals or severity of the behavior.

### **Infractions to be considered for suspension include:**

- Fighting --Computer Abuse
- Classroom misconduct\*
- Profanity\*
- Possession of explosive devices
- Theft\*
- Possession of weapons (guns and knives - real or toy)
- Sexual Harassment
- Drug, alcohol, tobacco abuse or possession
- Vandalism\*
- Insubordination

\*Note: Computer/Technology equipment included

### **SUSPENSION/EXPULSION OF STUDENTS**

Behaviors by students that could result in suspension or expulsion are outlined below as defined by the U.S.D. 323 B.O.E. Policies, Article XII.

**Section 2.** The principal of any attendance center or their designee, such designee to be a certificated employee within the principal's attendance center, shall have the authority to suspend for a short time any student within his attendance center who shall:

1. Willfully violate any published regulations for

student conduct adopted or approved by the Board of Education, or,

2. Engage in conduct which substantially disrupts, impedes, or interferes with the operation of any attendance center within the district or any extracurricular activity, or,

3. Engage in conduct which results in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or,

4. Engage in conduct which substantially impinges upon or invades the rights of others, or,

5. Disobey an order of a certified employee, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantially and materially impinges upon or invades the rights of others.

**Section 3.** In addition to the violations referred to in Section 2, the following acts of behavior, engaged in by students during classes, while on school grounds, or at extracurricular activities, are deemed to be grounds for suspension (long- or short-term) or expulsion:

1. Conduct which describes an offense under Chapter 21 of the Kansas Statutes Annotated, and any amendments thereto;

2. Failure to comply with a reasonable request (willful disobedience) of a certified employee or other school authority;

3. Possessing, consuming, or being under the influence of alcoholic or cereal malt beverages;

4. Possessing, consuming, selling, delivering, dispensing, or using any controlled substances as defined in Chapter 65 of Kansas Statutes Annotated and amendments thereto, in such a manner as to constitute a misdemeanor or felony crime under the aforesaid Chapter 65 and amendments thereto;

5. Profanity;

6. Smoking;

7. Excessive tardiness;

8. Excessive unauthorized absences;

9. Unruly conduct which is disruptive in nature;

10. Violation of any published regulations for student conduct adopted or approved by a principal for the attendance center he administers, and;

11. Matters covered by K.S.A. 72-8901 et seq., and amendments thereto.

### **SUSPENSION, IN-SCHOOL**

In-school suspension may be imposed by the principal or designee for infractions of the stated regulations which are not deemed so serious as to warrant out-of-school suspension. A student receiving an in-school suspension is not entitled to a formal hearing. However, prior to the imposition of an in-school suspension, the student will be informed of the charges against him/her and be given the opportunity to present his/her side of the story. The student and his/her parents will be informed in writing of the in-school suspension and the reasons within 24 hours of the suspension.

Students placed on in-school suspension are expected

to complete all of their work in the same manner as though they were attending regular classes. Failure to do so will result in a loss of credit for the work not completed.

### **SUSPENSION OR EXPULSION, SPED**

The suspension (short or long-term) or expulsion of a Special Education student is to be considered on an individual basis and shall be considered only after a staffing of student has been scheduled by the building administrator.

### **TARDIES**

A tardy refers to a student being a few minutes late for a class or activity. In all cases, students tardy to school will be referred to the office for a tardy slip admitting them to class. If a student is detained by a teacher and consequently is late to his next class, the detaining teacher shall issue a pass and no record of tardiness will be made.

### **TELEPHONE**

Parents should feel free to contact the school staff concerning any matter dealing with their children and the school. The office telephone is for conducting such school business. **Only in cases of serious need will students be allowed to use the telephone.** Many calls can be averted if child and parent will discuss plans before leaving home.

Should you desire to contact a teacher or student by telephone, we encourage you to leave a message or leave your name and telephone number for call-backs at a convenient time. In this manner, classroom instruction will be least interrupted.

### **TEXTBOOKS AND SCHOOL PROPERTY**

All consumable and non-consumable textbooks will be furnished by the school district. The textbook rental fee covers the use and normal wear of the textbooks. The teachers will note the condition of the texts when they are issued. If a pupil destroys damages, or loses a textbook, he or she will be required to pay for the book (this applies to library materials also). If a desk or any school property is destroyed or damaged by a student, he will be required to pay for the repair or replacement of the property.

The cost of all materials purchased and furnished by the school for student projects shall be reimbursed to the school by the student and/or parent/guardian upon completion of the project by the student.

Textbook fees and supplemental charges shall be set by the B.O.E.

### **TRANSFER - WITHDRAWAL**

Parents of students who are transferring to another school should notify both the teacher and the school office. They should indicate a forwarding address and sign a release for transfer of records. All financial accounts must be paid before leaving. Refunds will be given on a prorated basis dependent upon the semester in which the student withdraws. No refunds will be made if students withdraw during the second semester.