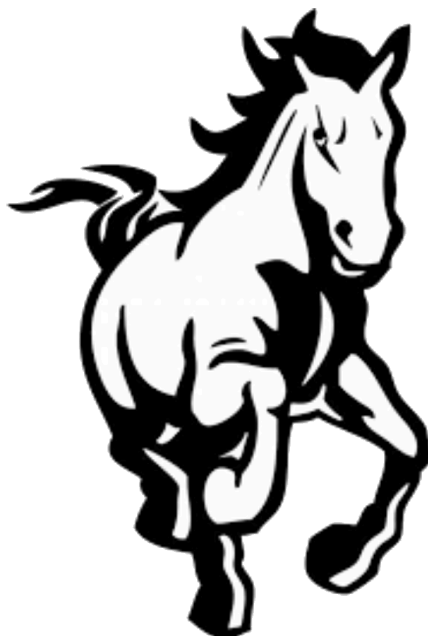


St. George Elementary School Student and Parent Handbook 2025-2026



**200 Blackjack Road
St. George, KS 66535
Phone: 785-494-2982**

www.usd323.org

**Megan Umscheid, Principal
Kathleen Paulman, Counselor
Jessica Steel and Lindsay Keazer, Secretaries**

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Welcome Mustangs!

We are so excited to have you start your learning journey with us here at St. George Elementary School! During your time with us, you'll build academic, personal, and social skills that you'll carry with you throughout all your years of schooling. Together we create a safe and positive place where we can all help each other overcome challenges and celebrate successes. We can't wait to spend the year with you!

Sincerely,
The Staff and Faculty of St. George Elementary School

Our Mission

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

Our Guidelines for Success

St. George Elementary School's guidelines for success describe basic attitudes, traits, and behaviors that will help our students be successful both inside the classroom and out! We ask our **Mighty Mustangs** to

Be Kind, Be Strong, Be Well.

Handbook Introduction

The purpose of this handbook is to inform the students and parents/guardians of St. George Elementary School of the policies and regulations of our school. We ask that each student and parent/guardian read and become familiar with this handbook. Please remember that these policies and guidelines are subject to change throughout the year. If you do not understand a policy or procedure, please contact the building principal for an explanation.

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

Addendums or deletions to the U.S.D. Board of Education Policy Handbook after approval by the Board of Education shall be immediately enforceable as part of the Student Handbook.

Equal Opportunity Statement

Students, their parents/guardians, 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 in accordance with Title IX. Any person having inquiries concerning the non-discrimination policies is directed to contact Mr. Steve Splichal, Superintendent of Schools at 9353 Flush Road, St. George, KS, by email at splichals@usd323.org, or by telephone at 785-494-8597.

U.S.D. 323 Board Members

Position 1: Nate Meile

Position 4: Jody Wick

Position 2: Brandi Miller

Position 5: Dawn Henry

Position 3: Sarah Keatley

Position 6: Dan Moser

At large: Jared Meitler

Superintendent, Steve Splichal

Board meetings are held the second Monday of each month at 7:00 p.m. in the District Office Board Room.

Faculty and Staff

We are fortunate to have an amazing faculty and staff at St. George Elementary School and Rock Creek USD 323 as a whole. Below you will find a list of our team members along with the role in which they serve our students.

Principal.....	Megan Umscheid
Counselor.....	Kathleen Paulman
Nurse.....	Katy Ryan
Secretary.....	Lindsay Keazer
Secretary.....	Jessica Steel
Preschool.....	Christina Rogers
Preschool.....	Kalli Roy
Preschool SPED.....	Nichole Feldhausen
Kindergarten.....	Danelle Badura
Kindergarten.....	Elly Geyer
Kindergarten.....	Cheyenne Manly
First Grade.....	Erin Allen
First Grade.....	Melinda Base
First Grade.....	Jamie Prokish
First Grade.....	Melissa Smith
Second Grade.....	Faith Beikman
Second Grade.....	Kat Davidson
Second Grade.....	Anna Suther
Third Grade.....	Charla Adcock
Third Grade.....	Alex Cook
Third Grade.....	Anna Failer
Third Grade.....	Tiffany Shaheen
Third Grade.....	Katie Wolfe
Fourth Grade.....	Tim Corbett
Fourth Grade.....	Mendy Gehrt
Fourth Grade.....	Corrine Jennings
Fourth Grade.....	Megan Meile
K-4 SPED.....	Emma Morris
K-4 SPED.....	Lacy Schreck
K-4 SPED.....	Jessica Slama
Music.....	Valerie Fanning
Art.....	Erin Pittenger
Library/Media.....	Susan Huddleston
Physical Education.....	Jody Miller
Parents as Teachers.....	Danielle Heideman
Custodian.....	Kirby Rogers
Custodian.....	Jeremy Weir

Kitchen Staff.....	Nick Adcock
Kitchen Staff.....	Jamie Fritzson
Kitchen Staff.....	Kristen Sheppard
Kitchen Staff.....	Marilyn Myers
Interventionist.....	Charlee Clinesmith
Interventionist.....	Reanna Crumpton
Speech Pathologist.....	Melissa Ginavan
District Gifted Teacher.....	Julie Meinhardt
District SPED Social Worker.....	Annie Frank
District School Psychologist.....	Wayne Gros
District Mental Health Liaison.....	Kayleigh Macko

Student School Hours

7:30 AM	Doors open to students, breakfast begins
8:00 AM	Students are dismissed to classes
8:10 AM	Classes begin Students who arrive after 8:10 AM are considered tardy
9:00 AM	Contact school for visitor hot lunches
10:55 AM -1:05 PM	10:55-11:25 Kindergarten 11:25-11:50 First Grade 11:50-12:15 Second Grade 12:15-12:40 Third Grade 12:40-1:05 Fourth Grade
2:30 PM	Contact office by 2:30PM for dismissal changes
3:27-3:31 PM	Dismissal for all grades

Staff Hours

7:30 AM - 3:45 PM	Office staff on duty
7:45 AM - 3:45 PM	Professional teaching staff on duty

Admission Requirements for Students

- All students entering school in this district for the first time must present immunization records (See Immunizations section for requirements).
- All preschool and Kindergarten - Sixth grade students entering school in this district for the first time must submit an appropriate health assessment.
- Proof of identity must be provided for any student enrolling in USD 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 Services, or a certified transcript or other documentary evidence satisfactory of 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.
- 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 resident in another state 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.
- Students may enter First Grade if they are six years of age on or before August 31 of the school year.

Animals/Pets

Animals and pets are not allowed in the school building without prior approval of the principal with the exception of service animals when proper documentation is provided.

Arrival at School/Breakfast Program

The doors open at 7:30 AM. The breakfast program begins on the first day of school. Children may participate in the program under the same guidelines as the lunch program. Breakfast is served from 7:30 AM to 7:55 AM. Students who are finished with breakfast should enter their designated areas for morning dismissal. Breakfast will not be served on days with a 2-hour delay.

Attendance

Regular attendance as required by state law will be expected and enforced by officials of USD 323.

State Statute

The state of Kansas requires schools to have an attendance rate above 90%. By Kansas Statute 72-111, all children between the ages of 7 and 18 are required to attend school on a regular basis. By law, five unexcused absences a semester, three unexcused absences in a row, or seven unexcused absences in a year will lead to referral to the appropriate authority.

Absences

Absences and late arrivals to the classroom can disrupt the continuity of student progress and instruction. The benefits of classroom instruction include but are not limited to class discussion, teacher presentation, project-based learning and active student participation. The power of these instructional strategies is lost when there are extended or frequent absences or tardies and cannot be regained even by means of make-up assignments.

In the case of student absence, **a parent or guardian should call the school office at (785) 494-2482 no later than 9:00 AM** stating the reason for the absence. If a parent is unable to call for any reason, they can email the office using **sgesoffice@usd323.org**. If the school has not received a call by that time, school staff will attempt to contact the family to ensure student safety and determine the reason for the absence. An unexcused absence will be recorded for the student until proper notification or documentation for the absence has been received.

Building administration, with appropriate documentation may excuse the following examples of absences: student illness, student doctor appointments, family emergencies, death in the family, family military leave, religious observations of the student's own faith or other situations deemed excusable. An absence will be classified as unexcused when, in the judgement of the administration, the reason does not justify the absence. Absences for any other reason than those listed as excused will be considered unexcused.

Parents and guardians should be advised that their approval of absences does not, in and of itself, constitute an excused absence. The principal or their delegate will be responsible for determining whether an absence or tardy is excused or unexcused.

Chronic Absenteeism and Truancy

Students are required to be in school 90% of the time. Absences which do not count against the 90% include prolonged illness during which time the student is hospitalized or under the documented care of a physician. The building principal may exclude any or all pre-approved absences which are deemed to have educational merit for students (parents must have made contact with the principal before this absence occurred to receive exemption for the missed time).

Students who are not in attendance 90% of the time will receive a letter of notice. If the situation does not improve, a second letter will be sent that requires written documentation for all further absences to be excused. If no written documentation is provided, the absence will be counted as unexcused. Students with unexcused absences of three in a row, five in a semester, or seven in a year will receive a third notice and be referred to the County Attorney for truancy. If the situation fails to improve at that point in time, there will be an attendance hearing to determine whether the student will receive credit for class work that was completed.

Late Arrival and Tardies

If a student will be arriving late to school due to an appointment or other need, parents or guardians should contact the school prior to 8:10 AM. When the student arrives at the school, they are to check in at the office and get a pass before heading to class. If a student arrives before 9:45 AM, they are considered tardy. If they arrive after 9:45 AM, they will be considered absent for the half day.

Tardies are a substantial disruption to the school environment and the classroom. Five tardies, excused or unexcused, shall constitute one unexcused absence.

Intervention

St. George Elementary School is committed to supporting our students for school attendance - both absences and tardies. We will work with students and families with attendance concerns through early intervention to try to identify any barriers that may be causing a challenge with school attendance. We will monitor data and create plans to support individuals in need.

Birthdays

Students' birthdays are recognized in a variety of ways. Due to the severity of possible allergic reactions, parents or guardians must contact their student's teacher and/or the school nurse before bringing in edible treats. Students will not be allowed to share edible treats outside of their homeroom.

Building Security

To provide a safe environment for students and staff, SGES is a secured building. The front doors are locked at 8:10; all other doors remain locked throughout the day. If a student or adult needs to enter the building after that time, they will need to ring the bell by the front door and then check in at the office. As the safety of our students and staff is our first priority, interior doors remain locked and adults will not be allowed down student hallways without prior approval.

Bullying and/or Harassment

All Rock Creek students, faculty and staff should be treated respectfully at all times. As well, they should feel safe and comfortable in their everyday school environment. Bullying and/or harassment will not be tolerated and is strictly prohibited. Any repeated unwanted behaviors toward another will be considered to fall under the heading of "Bullying and/or Harassment". Any person who believes that he/she has been subjected to bullying and/or harassment should discuss the alleged incident(s) with a parent and report it to an administrator, guidance counselor, or a certified staff member. Any person who witnesses what they believe to be bullying and/or harassment are strongly encouraged to report it to a school administrator, guidance counselor, or a certified staff member. In addition to reporting these events, witnesses to bullying and/or harassment are also strongly encouraged to positively support those individuals they felt may be the subject of bullying or harassment.

Isolated incidents of poor behavior do not necessarily constitute bullying or harassment but should nonetheless be promptly reported to an administrator, guidance counselor, or certified staff member so that it does not become a bullying or harassment situation by being repeated.

Computer and Technology Use

USD 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 the 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 USD 323 Acceptable Use Policy for Technology and the Internet and by the District personnel.

Any email or computer application or information in district computers or computer systems is subjected 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. Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District. Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District website or otherwise make unauthorized changes to website shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate. See Addendum 2 for policies regarding the use of AI.

Concerns

Any parent or guardian with concerns about their student in the schools of USD 323 are encouraged to use the following procedures in the order listed:

1. Contact the student's teacher for a conference.
2. Contact the building principal if the parent/teacher conference does not resolve the concerns.
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.

Cool Care Club

Cool Care Club provides after school care for students in Kindergarten through Fourth grade, on site at St. George Elementary School. More information can be found at www.coolcareclub.com or by emailing Chris Payne at mr.c.payne@gmail.com

Counselor Services

Each elementary school is served by a member of USD 323's elementary counseling program. Student involvement with the counselor is considered an integral part of a student's educational experience. Along with individual and small group counseling, crisis intervention and family support, counselors provide classroom instruction in career, academic, and personal/social (character education) content areas.

Detentions

Teachers may withhold privileges or use a student's recess time to complete work. Students may be assigned lunch or after school detentions as deemed appropriate by school staff and/or the principal. If after school detentions are assigned, arrangements will be made with the parents ahead of time.

Discipline

See Addendum 1 for the Behavior Expectations matrix. Students are expected to comply with reasonable adult requests, regardless of the staff member giving the request. Non-compliance, disruptive behavior, and/or fighting/physical aggression are grounds for being referred to the principal for disciplinary action up to and including suspension per Kansas Statute 72-8901.

Dismissal from School

After-school arrangements need to be made prior to 2:30 PM in order to allow adequate time for teachers to be notified. Arrangements for a student to stay after school need to be confirmed with the teacher and the parent. Police will be called if students are still at school by 4:00 PM and we have not been able to contact a parent or emergency contact. Students are dismissed in a staggered manner beginning at 3:27 PM, with all students arriving at the correct dismissal location by 3:31 PM. Students are expected to behave themselves in a manner consistent with normal school expectations during dismissal and while on school property following school hours.

Dismissal Options:

- Car Line: Cars will enter the parking lot and pull up alongside the north side of the building. Staff will radio into the building for students to come out and get into their designated vehicle. The students will wait in the cafeteria until called.
- ABC Doors: Parents may park and walk up to the front of the building to pick up their student(s). Students will be waiting in the front lobby area until called outside by the staff.
- Bus: Students riding the bus will be held in the gym until their bus arrives, then be walked out by a staff member to load the bus. Buses leave promptly after loading.
- Walk/Bike: Students may ride their bike, scooter, or walk home from school. These students are dismissed from the east door between yellow and red wings.
- Cool Care Club: Students attending Cool Care Club will be dismissed to the green lobby.

Dress Code (Dress and Grooming)

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. 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.

Please send an extra set of clothing with students for emergencies.

Emergency Safety Interventions

Definitions: As used in this regulation and in K.A.R. 91-42-2, each of the following terms shall have the meaning specified in this regulation:

- a. "Chemical restraint": the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- b. "District": a school district organized under the laws of this state that is maintaining a public shall include the governing body of any accredited nonpublic school.
- c. "Emergency safety intervention": the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- d. "Mechanical restraint": any device or object used to limit a student's movement.

- e. "Physical escort": 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.
- f. "Physical restraint": bodily force used to substantially limit a student's movement.
- g. "School": any learning environment, including any nonprofit institutional day or residential school and any accredited nonpublic school, that receives public funding or over which the Kansas State Department of Education has regulatory authority.
- h. "Seclusion": used with a student, means that all the following conditionals are met:
 - 1. The student is placed in an enclosed area by school personnel.
 - 2. The student is purposefully isolated from adults and peers.
 - 3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.
- i. "Time-Out": behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

FERPA

Directory Information-Section 1

For purposes of FERPA (Federal Educational Rights and Privacy Act), USD 323 had designated certain information contained in education 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, USD 323 has designated school bus videotapes to be directory information which may be viewed for any purpose without consent.

Parents/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 USD 323 school office at the student's attendance center within 10 days of this notification. If a refusal is not filed, USD 323 assumes there is no objection to the release of directory information as designated above. Additional information about FERPA can be obtained by contacting Mr. Steve Splichal, Superintendent of Schools at 9353 Flush Road, St. George, KS, by email at splichals@usd323.org or by telephone at 785-494-8597.

Health

Responsibilities of Parents:

Parents, guardians or other persons having custody of any child or children, shall not permit such a child or children to attend school if afflicted with or exposed to any infectious, contagious, or communicable disease that requires exclusions 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 contagious disease) 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 or guardians responsibility to consult a physician concerning a child's illness, and to keep home any child having a cough, sore throat, fever, skin eruptions, or other signs of illness.

Students must be fever free for 24 hours before returning to school. A fever is 100 degrees F or greater. Fever free means **without** the use of fever reducing medication such as Tylenol (acetaminophen) or Motrin (ibuprofen) products.

Students should not return to school until 24 hours **after** the last episode of vomiting or diarrhea, without the use of symptom-reducing medication.

Pink eye: Student may return 24 hours after prescribed eye drops have been started, unless their behavior is such that close contact with other students cannot be avoided, or a physician note stating earlier return.

Strep throat: Student may return 24 hours after prescribed antibiotics have been started and student is fever free and feeling well enough to attend classes.

Influenza, CoVid, or other Communicable Disease: such as measles, mumps, MRSA/Staph infections, Chicken Pox, ect- per physician and/or CDC guidelines and/or Pottawatomie County Health Department. Please call the school nurse to discuss further before returning your student to classes.

Following the above guidelines helps prevent the spread of illness but also assures that your child feels ready to learn. Students who are absent from school for more than 3 consecutive days with illness may be asked to provide a note from a healthcare provider upon return to school.

Remember that the best protection from illness is prevention! Wash your hands regularly with soap and water, stay home when you are ill, and get your yearly influenza shot.

Head Lice: USD 323 will follow the guidelines set by KDHE and the CDC. Children will not be excluded from school for head lice or nits. Head lice can be a nuisance, but they have not been shown to spread disease and are not considered a public health hazard. Should a student be identified as having head lice, the school nurse will notify parents/guardians and will provide instructions concerning how to check for lice and nits, how to treat the student and their belongings, and encourage starting treatment to get rid of lice as soon as possible. The only people to be informed are the child's teacher, school nurse (or designee), and parents/guardians.

Medications At School

Elementary aged students (grades PreK- 4th grade) are **not** allowed to self carry into the classrooms any type of medications- including inhalers, cough drops, and other over the counter products. If your student needs a medication available to them during the school day, please complete the appropriate medication form and return along with the medication in its original packaging labeled with your student's name to the elementary school nurse or main office.

During enrollment, parents and/or guardians have the option to sign an authorization for the school nurse to administer select over-the-counter medications. If you have any questions, please speak to the school nurse.

Please deliver all medications directly to the school nurse or main office along with appropriate paperwork.

Homework

Students who are struggling with turning in classwork regularly may be assigned to the after-school homework helpers program for tutoring at the discretion of their math or reading teachers. Students who are absent for any reason will receive a number of days equal to the number of days absent plus one to make up any missing work. Very effort should be made to pick up this work as soon as possible or in advance for known absences.

The following suggestions may be helpful:

- Determine a suitable place for work or study.
- Provide access to resource materials as needed.
- Assist with drill and routine work.
- Exercise patience in helping your child
- Give encouragement and show interest, avoiding undue pressure.
- Help and encourage, but do not do the work for the student.

Homework Helpers

Students who need additional academic support or those who are not completing their classwork may be referred to the after school tutoring program, called Homework Helpers. Your child's teacher will reach out to you if your child is being recommended for this additional support.

Immunizations

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

Vaccine: Diphtheria, Tetanus and Pertussis (DTdap)

Dose Required: 5 doses required for grades K-6th.

4 doses are required for Preschool.

Administered: 4 doses acceptable if dose 4 is given on or after 4th birthday.

Vaccine: Tetanus, Diphtheria, Pertussis (Tdap)

Dose Required: Booster

Administered: All grades 7th-12th are required to have one dose of Tdap regardless of the interval since the last dose of TD (Tetanus/Diphtheria).

Vaccine: Oral Polio (OPV) or Injectable Polio (IPV).

Dose Required: 4 doses required for grades K-12th.

3 doses are required for Preschool.

Administered: 3 doses acceptable if dose 3 is given on or after the 4th birthday.

Vaccine: Measles, Mumps and Rubella (MMR)

Doses Required: 2 doses required for grades K-12th.

1 dose required for Preschool.

Administered: Initial dose to be administered after 12 months old with second dose administered prior to Kindergarten.

Vaccine: Hepatitis B (HBV)

Doses Require: 3 doses required or grades PreSchool-12th.

Administered: Initial dose at birth or elected date. Second dose 1-2 months after initial dose. Third dose 6 months after initial dose.

Vaccine: Haemophilus influenza type b (Hib)

Doses Required: 4 doses required for ages 4 years and under for Preschool.

Administered: Doses given at 2, 4, and 6 months of age and 12-15 months. Total doses needed depend on the age when dose is given.

Students who fail to provide documentation that they have been immunized 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 immunization 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.

Parents whose children need additional immunizations shall be informed at the time of school entrance. Notice of pending exclusion will be given 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.

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 documentation claiming religious exemption from immunizations must be completed every school year, signed by the parent/guardian, and turned into the school office or nurse.

Insurance

USD 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.

Library

At SGES, we want students to learn to appreciate all the materials in the library. If a student loses or damages a book, the family is expected to reimburse the school for the loss of damaged item. Ordinary use, & wear and tear on our materials is expected and allowed.

Lost and Found

All articles found on the school premises should be taken to the Lost and Found tubs located across from the gym or in their respective lobbies. Children should search the tubs thoroughly when missing an article. Parents can help by clearly labeling all items of personal property, including coats and jackets. All lost and found items will be taken to a local charity at the end of each semester.

Lunch Policy

USD 323 encourages its students to maintain an adequate, healthy diet. Students are expected to conduct themselves in a courteous, mannerly fashion at all times and are responsible for cleanliness in the lunchroom. Charging of school lunches is discouraged. Students may purchase breakfast and lunch at school each day or bring their own meals. Students wishing to eat breakfast and/or lunch may put money into an account. An alert will be sent home as students approach a zero-balance, and these will continue until the balance is paid. Lunch balances can be seen in Powerschool daily. Payments can be sent to the office in the form of a check or cash with the student's name or can be made online at EZSCHOOLPAY.com. Free and reduced lunch applications are always available upon request or online. Pop is not allowed at lunch without prior approval of the building administrator.

Moving/ Change of Address or Phone Number

If, during the school year, you must move your child, please let us know as soon as you can. If you are moving out of the district, it allows us to get your student's records to their new school in a timely manner. Should you move, change your telephone number or email address and remain at our school, please let us know that information as well. That will keep important communication lines open between school and home.

Newsletter

Each grade sends home a weekly parent newsletter. The principal will periodically send out a family newsletter as well. Additionally, you can keep up with what is happening at SGES by checking out our school Facebook Page- SGES Elementary School.

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 or 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 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.

Out of District Students

Per Board Policy, we are currently in Phase II of the Out of District student policy.

Phase II: Only the following out-of-district applicants will be considered:

1. The children of employees
2. Out-of-District students who have attended USD 323 for at least one year.

This policy shall be reviewed annually and any changes submitted to the Board of Education for consideration.

Parent/Teacher Conferences

Parent/teacher conferences are a great way to stay up to date on how your child is performing in school. These conferences will be held in the fall and spring. The building principal will send out sign-up sheets for each class.

Parent Litserv

School and district-wide announcements will be distributed using district-approved software.

Parent Visitation and Involvement

The success of the child can be measurably increased if his/her parents/guardians show an active interest in his/her work. You are cordially invited to visit the school at any time. Should questions or misunderstandings arise, parents/guardians are urged to contact the teacher first, then principal if necessary, in order for a better understanding and cooperative solution can be reached.

There are many ways that parents/guardians can become actively involved at SGES: PTO, parent volunteers (classroom helpers), room parent, Watch D.O.G.S and committees. Contact your student's classroom teacher or the principal about your ideas or for more information about these programs.

Parking and Passenger Loading Zones

Traffic flow and student safety is enhanced if the following guidelines are followed:

- The front area is only for buses loading and dropping off students. Please do not enter this front loop area.
- If you are dropping off your child, please use the northeast sidewalk corner outside of the gym. A crossing guard will be posted there each morning. All students will enter the building through the front entrance.
- If you wish to park and enter the building to drop off your child, please use either the front parking lot or the rock lot.
- Do not park in, stop in, or in any way block the handicap parking spaces unless you have a tag visible at all times.
- Please use courtesy and patience when navigating the parking lots.

Personal Property

Students are encouraged to bring only items from home that relate to topics they are studying. Skateboards, scooters, and skates of any kind are not allowed inside the school during the school day. Any toys, trinkets, radios, computer games, electronic devices, or other items that distract from the educational process will be kept in the office or classroom until the end of the instructional day. While we do not encourage the use of cell phones, we understand that parents might feel they are necessary for the student to have after school. Cell phones, smart watches, and other technology that allows for communication must remain off and in a student's backpack during the school day from the moment they enter the building. If a student uses a personal phone or communication device during the school day, the device will be taken away and parents will need to pick it up from the office.

The school is not responsible for personal property that is lost, stolen, or broken. Please mark each child's belongings, such as school supplies and clothing, to assist in identifying them when they are left in the building or on the playground.

Pre-School

SGES offers universal preschool for all four year olds. Please see separate handbook for information specific to this program.

Physical Education

All children are expected to take part in the physical education activities. Students must wear tennis shoes for PE. Please send a doctor's statement if there is a health problem which prevents your child from participating in physical education.

Posters/Signs

All posters or signs being placed in the building must be approved by the principal prior to being hung up. This includes groups, students, parents, PTO, etc. These groups or individuals are also responsible for removing the posters or signs in a timely manner.

Parent-Teacher Organization

All parents are encouraged to become active members of the SGES Parent-Teacher Organization. The group has a vital, supportive role in the school and is actively involved in nearly all facets of school life.

Recess/Weather

Students should come to school dressed prepared for the weather that day. Students should expect recess to be outside except for the following circumstances:

- Extreme heat/heat index over 100 degrees
- Wind chill temperatures 25 degrees or below
- Other weather conditions such as excessive wind, rain, severe weather, lightning, etc.
- In the event of a crisis situation
- Other situations as determined by the building principal or their designee.

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 make a recommendation whether retention is the best interest of the student's educational process.

Factors to be considered in the 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.

Per Board Policy, the final decision as to promotion or retention of a student rests with the school principal.

School Bus Service and Regulations

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

Daily Bus Routes

Prior to Loading:

- Students must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
- Bus riders should conduct themselves in a safe manner while waiting for the bus.
- Wait for the school bus to come to a complete stop before attempting to board.
- 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.

While on the bus:

- The driver is in charge of the students and the bus. Students must obey the bus driver promptly.
- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
- The driver may assign a specific seat to a student whenever necessary.
- Keep arms and head inside the bus at all times.
- Assist to keep the bus clean and free of trash.
- Anyone caught causing damage to a bus will pay for those repairs.
- Students should never tamper with the controls or the equipment on the bus.
- Do not throw anything inside the bus or out of the bus window.
- 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.
- Students shall not board, exit, or move about while the bus is in motion.
- Absolute quiet is necessary when approaching a railroad crossing.
- No glass containers, animals, firearms, explosives, or other dangerous objects are permitted on the bus.
- Possession or use of tobacco, liquor or illegal drugs is prohibited.
- Students are not permitted to eat or drink on the bus.
- Inappropriate or offensive language will not be tolerated on the bus.

After leaving the bus:

- 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.
- The driver will not discharge students at places other than the regular bus stop unless authorized by proper school officials.

Extracurricular Trips:

- The above rules apply to any trip under school sponsorship.
- Students shall follow the directions of a teacher or sponsor appointed by the school.
- Eating at 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.

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:

- 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.
- 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.
- The driver places reflective triangles at appropriate places on the roadway.
- Students stay on the bus until the sheriff and/or EMTs arrive. Evacuation procedure shall be implemented if the judgment of the driver is that the safety of the passengers will be jeopardized if they stay on the bus.
- While the bus driver is waiting for emergency personnel to arrive, he/she secures the accident scene, writes down all the names of the students on the bus including age/grade and where each was seated, and re-checked for injuries that require immediate attention.
- When the sheriff and EMTs arrive on the scene of the accident, they become responsible for the accident scene. The METs check out the students and make the decision on whether any student needs to be transported by ambulance.

Only the EMTs, in cooperation with the sheriff's department, can make this decision.

- 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.
- When the EMTs 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.
- 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 EMTs or the school nurse have found an injury.
- 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.
- 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.
- When students are physically and emotionally ready, they return to class.
- All faculty and staff are informed of the accident and of the students that were involved.
- Students are watched the rest of the day for evidence of injury.
- The District's insurance carrier is notified by the Director of Transportation.
- 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.

- The School Principal notifies all parents about the accident through the school newsletter or with notes sent home with students.
- If the accident occurs on the 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.

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 for, it will carry with him/her for the school year. Copies of the 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

Verbal Warning: Warning, Parent Contact

1st Report: 1 day off bus, Parent Contact

2nd Report: 5 days off bus, Parent Contact

3rd Report: 20 Days off bus, Parent Contact

4th and Subsequent Reports: 20 Days off bus, Parent Contact

Parents, driver or administrator may request a meeting at any point to discuss the discipline issues.

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

School Closings

In the event that it becomes necessary to cancel classes or delay the start of school day, announcements will be made via district approved software, phone calls, social media postings, and/or emails. Announcements will also be made on WIBW-13 TV, KSNT-27 TV, KTKA-49 TV, KMAN 1350 radio, and WIBW 94.5 radio.

In some cases, school may be in session with limited or no bus service provided. View Limited Bus Schedule at www.usd323.org under the District Information section. Rock Creek USD 323 will keep schools open during cold and inclement weather whenever possible. Parents who consider temperature 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.

SITE Council

The building SITE council shall meet regularly throughout the school year. They will share concerns, ideas, and suggestions with the building principal as well as provide feedback to the principal when he/she seeks their input. The council will not serve as a decision-making team, but rather provide recommendations.

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, including school sponsored activities, and school personnel are:

- Keep your hands to yourself.
- Walk, don't run, in the school building.
- Respect the rights and property of others.
- Be courteous at all times.
- Respect and obey all adults.
- 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/she has been unjustly treated, he/she must first obey the 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
- Bullying
- Drug, alcohol, tobacco use or possession
- Vandalism*
- Insubordination

*Note: Computer/ Technology equipment included

Suspension/ Expulsion of Students

Section 1: Behaviors by students that could result in suspension or expulsion are outlined below as defined by the USD 323 Board of Education Policies, Article XII.

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

- Willfully violate any published regulations for student conduct adopted or approved by the Board of Education.
- Engage in conduct which substantially disrupts, impedes, or interferes with the operation of any attendance center within the district or any extracurricular activity.

- Engage in conduct with results in conviction of the pupil 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.
- Engage in conduct which substantially impinges upon or invades the rights of others.
- Disobey an order of 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) expulsion:

- Conduct which describes an offense under Chapter 21 of the Kansas Statutes Annotated, and any amendments thereto.
- Failure to comply with reasonable request (willful disobedience) of a certified employee or other school authority.
- Possessing, consuming, or being under the influence of alcoholic or cereal malt beverages.
- 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
- Bullying
- Profanity
- Smoking
- Excessive tardiness
- Excessive unauthorized absences
- Unruly conduct which is disruptive in nature
- Violation of any published regulations for student conduct adopted or approved by a principal for the attendance center he/she administers.
- Matters covered by K.S.A. 72-89-01 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/guardians 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.

Student Improvement Team (SIT)

SGES has a Student Improvement Team (SIT) that meets monthly to provide interventions and support for students who need it. This team consists of the representative from each grade level, principal, counselor, and Special Education staff as needed. Prior to a student being referred to the team, your student's classroom teacher will reach out to you to notify you as well as to share the rationale for the referral. Following the meeting, your student's teacher will follow up with you about the outcome of the meeting and any supports being put in place for your student to help support their success at school.

Summer School and Extended School Year (ESY)

Students who are considered at risk for falling behind academically, not retaining critical academic skills, or who need additional practice may be referred to summer school. Teachers will notify parents during spring conferences if their child is being considered for summer school and provide the rationale. Summer school typically takes place in June, is three weeks long, Monday through Thursday mornings.

Extended School Year (ESY) is for students receiving special education services who have shown a pattern of regression while not in school. Your child's special education teacher will let you know if your child is

eligible for ESY during their annual IEP meeting. This summer school typically takes place for three weeks during the summer, Monday through Thursday mornings.

To and From School

In order to provide better safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

- Cooperative with school staff supervising dismissal and/or arrival.
- Walk on sidewalks.
- Bicycles, scooters, etc. should be walked until past the school buses.
- Students are to be loaded and unloaded from the designated areas.

Telephone Use by Students

Students will be called to the telephone only in cases of emergency. When necessary, messages will be delivered to students.

Students will not be allowed to use the telephone to call out unless it is very important. Teachers will permit the students to come to the office to use the phone when they deem the reason a necessity. Students are encouraged to make after school plans before they leave home in the morning.

Addendum 1

St. George Elementary School Behavior Expectations & Discipline Procedures 2025-2026

Overview

At St. George Elementary School, we expect all students to abide by the following basic rules:

1. Keep your hands, feet, and objects 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 and use school-appropriate language.
5. Respect all students and staff members while following directions quickly and appropriately.

Philosophy

- Behavior is communication
- Behavior expectations must be taught and reinforced on a regular basis
- The best intervention for problematic behaviors is prevention. This can be accomplished through appropriate supervision and structure in our classrooms and common spaces
- Every adult in the building should be correcting behavior fluently
- Consequences should be linked to the behavior when at all possible and should be teaching in nature

Staff Responsibility

It is the responsibility of all adults at SGES to teach and reinforce school behavior expectations, consistently enforce school rules, and create an environment where students feel valued, supported, and where high-level learning can occur.

When possible and appropriate, it is an expectation that teachers respond to problematic behavior in the classroom before sending students to the office. The steps for doing so are shown below in a progressive order. However, depending on the behavior, it may be necessary to move to a later consequence and an office referral more quickly.

- Restate the expectation, verbal reminder
- Reteach the expectation and practice as appropriate
- Conversation in the hallway
- Loss of privilege
- Office referral

Documentation and Family Contact

When student behavior does not meet expectations and you move ahead with a consequence from your classroom, that should be logged. Please keep a detailed note in your own paper or electronic folders. Be sure to include the consequence assigned if necessary.

In addition to documenting the minor incident, major behavior incidents require more documentation.

If a behavior problem took place in your room and was handled by you, the final step is to contact parents. **There should never be a major incident documented by you and/or the Principal without some kind of parent contact.** Depending on the incident, this may be best done through a phone call instead of an email. This is the responsibility of the teacher who handled the behavior and it should be done in a timely manner (within the same day, preferably, or 24 hours of the incident). **If the Principal had final contact with the student and administered a consequence, the Principal will make contact with the parent(s) and document the incident and consequence.**

Office Referral

- Send student to the office with an office referral sheet
- Behavior noted by teacher in their own documentation
- Student has an approximate ten minute “cooling off” period in office
- Student completes a developmentally-appropriate reflection sheet
- Principal meets with student to discuss teacher account and student reflection
- Consequence assigned by principal as warranted - complete the back side of referral sheet
- Principal completes a behavior log for the student
- Principal follows up with teacher immediately about the conversation, consequence, and outcome of the office referral and parent interaction

Minor/Major Behavior Matrix

St. George Elementary School strives to create a safe and respectful learning environment for students and staff. This matrix is designed to identify levels of misbehaviors that may be demonstrated by students in the school, though the list is not all-inclusive. The matrix also outlines appropriate consequences and actions that support using misbehavior as an opportunity to teach students important behavioral concepts and skills. These misbehaviors are prohibited on school grounds as well as off school grounds at school-sponsored events. It is important to remember that each situation is unique and handled individually at the discretion of the staff after all circumstances are taken into consideration.

	<u>Minor Behaviors</u> <i>Teacher Managed</i>	<u>Major Behaviors</u> <i>Office Managed</i>
Definition		
	<p>Behaviors in this category are typically brief and low in intensity, non-serious but not appropriate. These behaviors can be corrected by staff at the time and in the environment that they occur. They do not require documentation and should be teachable moments for students to learn from their behavior.</p> <p><u>Minor behaviors that are repeated 3x or more may move to a major behavior.</u></p>	<p>Behaviors in this category are more serious in nature as well as minor behaviors that have become more intense and persistent. These behaviors require administrative involvement and written documentation. They are disruptive to the learning environment and could pose a threat to the physical or emotional safety of students or to adult authority.</p>
Behaviors		
Disruptive Behavior	<ul style="list-style-type: none"> • Shouting out/blurting • Note passing • Distracting noises • Out of seat/wandering • Hiding under furniture 	<ul style="list-style-type: none"> • Screaming/Yelling • Throwing objects with intent to harm • Eloping from the classroom
Disrespect	<ul style="list-style-type: none"> • Lying • Teasing/tormenting • Rude language or gestures • Name calling • Wearing earbuds during instructional time when not approved by teacher 	<ul style="list-style-type: none"> • Arguing inappropriately with staff • Inappropriate and socially rude interactions with peers • Blatant disrespect of any staff member
Non-compliance	<ul style="list-style-type: none"> • Refusing to work • Not following directions • Sleeping in class • Not having supplies/being unprepared 	<ul style="list-style-type: none"> • Verbal refusal to work • Blatant disregard for directions of staff

Cheating	<ul style="list-style-type: none"> • Copying the work of others 	<ul style="list-style-type: none"> • Plagiarism • Turning in the work of someone else as your own • Repeated cheating on a test • Stealing a test
Inappropriate Language	<ul style="list-style-type: none"> • Mildly inappropriate words (shut-up, sucks, crap, etc.) • “Slip-up” profanity not directed at others • Unintended harmful words, shows remorse 	<ul style="list-style-type: none"> • Intentional use of profane language • Inappropriate language that is directed at others • Language that is abusive in nature • Language that is racial or sexual in nature • Verbal threats • Inappropriate hand gestures
Physical Aggression	<ul style="list-style-type: none"> • Horseplay/rough-housing • Intentionally bumping into another • Pushing in line • Throwing object with no intended harm 	<ul style="list-style-type: none"> • Hitting • Punching • Slapping • Kicking • Biting/spitting • Any assault that leaves a mark or injury • Throwing objects with intent to harm • Threatening gestures with dangerous object • Fighting – <i>may be grounds for suspension or expulsion</i>
Public Display of Affection (PDA)	<ul style="list-style-type: none"> • Holding hands, arms around shoulder/back/waist 	<ul style="list-style-type: none"> • Inappropriate physical interactions
Theft	<ul style="list-style-type: none"> • Taking another’s property (minor value) • Refusing to return a “borrowed” item 	<ul style="list-style-type: none"> • Taking another’s property (significant sentimental or monetary value)
Personal Technology	<ul style="list-style-type: none"> • Brought to classroom or other restricted area without teacher approval 	<ul style="list-style-type: none"> • Refusal to immediately follow policy or repeated offenses with personal technology

School-Issued Technology	<ul style="list-style-type: none"> • See acceptable use policy 	<ul style="list-style-type: none"> • See acceptable use policy
Vandalism/ Property Misuse	<ul style="list-style-type: none"> • Not using school property/supplies for intended purpose • Non-permanent writing on desk without teacher permission 	<ul style="list-style-type: none"> • Intentional damage or defacing of school property or materials • Graffiti of any kind on school property • Intentional damage or defacing of the property of others
Dress Code	<ul style="list-style-type: none"> • Any violation of the dress code but student complies with request to change/cover up inappropriate clothing 	<ul style="list-style-type: none"> • Student refuses to remedy dress code violation • Repeated dress code violations
Non-physical/ Verbal Bullying (behavior repeated over time and using an imbalance of power either in person or via technology)		<ul style="list-style-type: none"> • Teasing, taunting • Purposeful exclusion • Intentionally embarrassing • Spreading rumors • Sexual harassment • Any of the above in digital form
Physical Bullying (behavior repeated over time and using an imbalance of power)		<ul style="list-style-type: none"> • Hitting • Punching • Slapping • Kicking • Biting/spitting • Pushing
Possession of...	<ul style="list-style-type: none"> • A toy gun, knife, or other weapon 	<ul style="list-style-type: none"> • Drawing a gun, knife, or other weapon capable of causing harm <p><i>Any of these may be grounds for suspension or expulsion:</i></p> <ul style="list-style-type: none"> • A real gun, knife, or other weapon • Drug paraphernalia,

		alcohol, tobacco, vapes, or drugs <ul style="list-style-type: none"> • Pornographic material
<u>Action/Response</u>		
	<ul style="list-style-type: none"> • Teacher handles the misbehavior within the educational setting and assigns consequence as needed • Student will remain in the classroom • Behavior should be corrected immediately and fluently • Opportunity to teach students about their actions • Family contact as needed • No documentation necessary 	<ul style="list-style-type: none"> • Teacher alerts administration of the situation • Student may/may not remain in the classroom • Administration assigns appropriate consequence • Family contact required • Documentation required in PowerSchool
<u>Possible Consequences</u>		
	<ul style="list-style-type: none"> • Proximity/Redirection • Take a break in the classroom • Break out of the classroom in a designated area • Student conference • Loss of privilege • Restitution 	<ul style="list-style-type: none"> • Restitution • Loss of privilege(s) • In-School Suspension (ISS) • Out-of-School Suspension (OSS) • Expulsion – possession of a weapon of any kind is grounds for expulsion

Addendum 2

USD 323 Rock Creek District Guidance Use of Artificial Intelligence in the Classroom

Purpose and Scope

- To establish guidelines for the ethical and effective use of Artificial Intelligence (AI) in the classroom.
- Applies to all students, teachers, and staff in the school district.
- Supports the Rock Creek student skills of collaboration, interpersonal skills, integrity, and communication.
- Highlight the importance of integrity, critical thinking, and responsible technology use, ensuring AI is a tool for enhancement rather than replacement of human skills.

Definitions

- **Artificial Intelligence (AI):** Technologies capable of performing tasks that typically require human intelligence, including machine learning, natural language processing, and automated decision-making.
- **Educational Use:** Use of AI to enhance teaching, learning, and administrative efficiency.
- **Ethical Use:** Adherence to privacy, security, and fairness in AI interactions.

Guidelines for Student Use

1. Permitted Uses

Students are encouraged to use AI tools in ways that align with academic integrity and enhance and personalize their learning experience when allowed or encouraged by their teacher, including, but not limited to:

- **Research Support:** Using AI-powered search engines or tools to gather information and generate ideas.
- **Writing Assistance:** Employing AI for grammar checks, formatting suggestions, and idea organization, ensuring that the work is completed primarily by the student when expected by the teacher.
- **Study Enhancement:** Leveraging AI-driven applications for personalized learning, such as flashcards, language translators, or tutoring chatbots
- **Collaboration Tools:** Using AI to facilitate teamwork, such as real-time transcription or brainstorming platforms.
- **Creative Exploration:** Exploring AI in art, coding, or multimedia projects to develop problem-solving and technical skills.

2. Prohibited Uses

Students are expected to avoid using AI in ways that undermine academic integrity or the

ethical standards of the school, such as:

- **Academic Dishonesty/Plagiarism:** Submitting AI-generated work as their own without attribution (e.g., essays, projects, or homework).
- **Cheating:** Using AI tools during tests or quizzes or for writing/content creation unless explicitly allowed by the teacher.
- **Misinformation:** Employing AI to fabricate false data or misleading content in assignments or discussions.
- **Unauthorized Access:** Using AI to attempt hacking, bypass restrictions, or engage in any unethical technological behavior.
- **Inappropriate Content:** Generating or sharing harmful, offensive, or inappropriate materials using AI tools.
- **Other:** Future prohibited uses to be outlined in school handbooks

3. Consequences of Misuse

Students found misusing AI tools will face disciplinary actions to be outlined in each school's handbook.

Guidelines for Teacher Use

1. Permitted Uses

Teachers are encouraged to integrate AI to enhance classroom effectiveness and student outcomes, such as, but not limited to:

- **Lesson Planning:** Using AI tools to design personalized, engaging, and inclusive lesson plans.
- **Assessment Support:** Employing AI for grading assistance, analytics, and formative assessments.
- **Student Support:** Using AI to provide targeted interventions and track student progress.
- **Professional Development:** Engaging with AI to explore innovative teaching strategies and improve their practice.

2. Ethical Considerations

Teachers must ensure that AI use respects student privacy, intellectual property, and adheres to data protection laws. Teachers should review AI outputs for accuracy and fairness before implementation.

Professional Development and Support

- **Training:** The district will provide workshops and training for teachers and students on the effective and ethical use of AI.
- **Resources:** Access to vetted AI tools that align with district goals and academic standards.
- **Support:** IT and instructional support teams available to assist with the integration of AI

in classrooms.

Monitoring and Review

- This policy will be reviewed as needed to ensure it remains relevant and effective in promoting educational integrity and innovation.
- Feedback from teachers, students, and parents will be taken into account as we provide ongoing support and professional development.

This guidance document underscores the importance of integrity, critical thinking, and responsible technology use, ensuring AI is a tool for enhancement rather than replacement of human skills. Rock Creek Administration reserves the right to make adjustments to this guidance as necessary. Administration interpretations of this guidance are final. Adjustments to the guidance will be presented to the BOE at the earliest possibility.

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Artificial Intelligence Acceptable Use Scale

Level of AI Use		Description	Student Responsibility
0	No AI Use	<ul style="list-style-type: none">• The task must be completed entirely without AI assistance.• AI must not be used at any point during task completion.• Unless stated otherwise by their teacher, students should assume Level 0 AI use for their assignment/assessment.	<ul style="list-style-type: none">• Students must adhere to the expectations of no AI use.
1	AI-Assisted Idea Generation	<ul style="list-style-type: none">• AI may be utilized for brainstorming, creating structures, and/or generating ideas for improving work in the early stages of the task.• No AI content is allowed in the final product of the task.• The teacher will provide additional expectations for clarity if needed.	<ul style="list-style-type: none">• Students must use AI only as allowed by the teacher for brainstorming, structuring, and/or idea generation.• Students must provide references or links to AI chats if required by the teacher.

2	AI-Assisted Editing	<ul style="list-style-type: none"> AI can be used to make improvements to the clarity or quality of student-created work during the editing process to improve the final output. No new content can be created utilizing AI The teacher will provide additional expectations for clarity if needed. 	<ul style="list-style-type: none"> Students must use AI only as allowed by the teacher for editing purposes. Students must provide references or links to AI chats if required by the teacher.
3	AI for Specified Task Completion	<ul style="list-style-type: none"> AI may be used to complete certain elements of the task as specified by the teacher. This level requires evaluation and adaptation of AI-generated content, which requires critical thinking from the student(s). The teacher will provide additional expectations for clarity if needed. 	<ul style="list-style-type: none"> Students must use AI only as allowed by the teacher for specific elements of the task. Students must cite all AI-created content using the appropriate format (MLA, APA, etc.) as required by the teacher.
4	Full AI Use with Human Oversight	<ul style="list-style-type: none"> AI may be used throughout the task to support student work. AI should be considered a “co-pilot” to enhance student ability and creativity. This level requires evaluation and adaptation of AI-generated content, which requires critical thinking from the student(s). The teacher will provide additional expectations for clarity if needed. 	<ul style="list-style-type: none"> Students must cite all AI-created content using the appropriate format (MLA, APA, etc.) as required by the teacher.

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