

Rock Creek Jr/Sr High School 2017 / 2018

Rock Creek Jr. / Sr. High School
9355 Flush Road
St. George, KS 66535
Phone: 1.785.494.8591
Fax: 1.785.494.8595
Website: www.rockcreekschools.org

Name: _____

Grade: _____

An Equal Employment/Educational Opportunity Agency

The USD 323 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries

regarding the non-discrimination policies:

Superintendent of Schools

201 S 3rd Street Box 70 Westmoreland, KS 66549 785-457-3732 Fax: 785-457-3701

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Table of Contents

FOREWORD	5
ROCK CREEK JR/SR HIGH SCHOOL	5
Mission Statement	5
ROCK CREEK U.S.D. 323.....	5
Mission Statement	5
Philosophy Statement	5
GENERAL INFORMATION	6
Admission Policies	6
Communicable Disease Policy	6
Federal Educational Rights and Privacy Act	6
Foreign Exchange Student	7
Immunization Policy	7
New Students	7
Non-discrimination Statement	7
Out-of-District Students	8
Parental Grievance Procedures	8
Transfer Students	8
STUDENT INFORMATION	8
ACT Work Keys.....	8
Assessments and Remediation.....	8
Class Substitutions	9
Classification of Students	9
College Classes	9
Course Fees	9
Dual Credits	9
Enrollment.....	9
Fire and Tornado Drills	9
Graduation Requirements	10
Grading and Credit Policy	10
Hall Passes	11
Honor Roll	11
Honors (Senior Graduation).....	11
Early out Policy	11
Eighteen Year Old Students.....	11
Incompletes	12
Insurance	12
Job and Educational Visits.....	12
Leaving the Grounds	12
Locker.....	12
Medical	12
Medication	12
Parking Regulations	13
Progress Reports.....	13
Report Cards	13
Retention Policy 7-8 Grade.....	13

Schedule Changes.....	13
School Closings	14
Student Records.....	14
Visitor Regulations.....	14
Withdrawal from School.....	14
STUDENT SERVICES.....	14
Counseling	14
HELPS Program.....	15
Media Center.....	15
Meals Policy	15
Special Education Services.....	15
Textbook Policy.....	15
Student Improvement Team.....	15
Tutoring	15
Vocational Technical School.....	15
STUDENT ACTIVITIES.....	15
Advisor Period	15
After School Activities.....	16
Class Rings, Letter Jackets, and Letters.....	16
Dances and Parties.....	16
Earning a Letter	16
Eligibility (Daily/Weekly)	16
Eligibility (Semester)	17
Homecoming.....	17
Organizational Fees	17
Physical Examinations	17
Prom	17
Sportsmanship.....	17
STUDENT REGULATIONS	18
Affection (Public Display).....	18
Alcohol and Drugs.....	18
Alcohol and Drugs (Activity Policy)	19
Absentee (Make-Up Work).....	20
Absentee Make-Up Work (Suspensions).....	20
Absentee Make-Up Work (Parent Requests).....	20
Attendance and Tardies.....	20
Attendance (Excessive Absences).....	21
Attendance (Hearings)	21
Attendance (Tardy).....	21
Bullying and/or Harassment	22
Classroom Rules	22
Cheating/Plagiarism	22
Detention.....	22
Disciplinary (Classroom Referrals).....	22
Disciplinary (Immediate Action).....	23
Dress Code.....	24
Drink / Food Items	24
Due Process and Acts Leading to Suspension or Expulsion	24
Short-term Suspension, Long Term Suspension, Expulsion	25
Long Term Suspension	25
Long Term Suspension or Expulsion.....	25
Fighting	26
Gambling	26
Gaming	26
Hazing	26
Insubordination.....	26

iPads	26
Knives	25
Profanity and Vulgarity	26
Sexual Harassment	26
Telephones	27
Theft	27
Threats	27
Tobacco / Vapes	27
Vandalism	27
Violation of Civil/Criminal Statutes	27
Weapons	27
Bus Safety Rules and Regulations	27
Accident Procedure	28
Discipline Plan for Bus Students	29
Immediate Action	29
Plan (Disciplinary)	29
Service and Regulations	29
Shuttle Bus Students	31
Technology	31
Electronic Devices	31
Electronic Devices (Camera Use)	31
Electronic Devices (Computers and Technology)	31
Agrmt. Authorizing Student Use of a District-Owned Mobile Device (Enrollment Review)	32
Acceptable Use of Mobile Device	32
Loss of or Damage to Mobile Device	32
Self-Insurance/Usage Fee	32
Chargers, Charging Cables, and Cases	32
Caring for the Mobile Device	33
Using the Mobile Device at School	34
Classroom Privacy	34
Technical Support	34
Using the Mobile Device Outside of the District	34
Managing Your Files and Saving Your Work	34
Accessories	34
District Required Software	34
Personal Software	34
Personal Content on the Mobile Device	34
Compliance with Copyrights	34
iPad or other Apple Device	35
No Expectation of Privacy	35
Returning the Mobile Device	35
Mobile Device Data as Records	35
Parents' Responsibility for Child's Compliance	35
Waiver of Mobile Device-Related Claims	35
Indemnification for Mobile Device-Related Claims	35
Mobile Device Acknowledgement (Review of Document Signed at Enrollment)	35-36
Changes to Handbook	36

FOREWORD

This handbook is provided by U.S.D. 323 to inform students and parents of its policies, regulations, and procedures. By reading and becoming familiar with the contents of this handbook, students should be able to make the proper decisions concerning their conduct and activities.

Upon approval by the U.S.D. 323 Board of Education, this handbook becomes an addendum to the U.S.D. 323 policy handbook. If you do not understand a policy, regulation, or procedure, you can receive an explanation from the building principal.

ROCK CREEK JR/SR HIGH SCHOOL

Mission Statement

Rock Creek Jr./Sr. High School will provide an orderly, supportive, quality learning environment to challenge all students to achieve, believe, dream, produce, and relate to others with responsibility and integrity in a manner that credits themselves and society.

ROCK CREEK U.S.D. 323

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.

Adopted: March 10, 1993

Philosophy Statement

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 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 decisions. 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.

Adopted: November 23, 1992

General Information

Addendums or deletions to the U.S.D. 323 Board of Education Policy Handbook after approval by the Board of Education shall be immediately enforceable as part of the Student Handbook.

Admission Policies

Communicable Disease Policy

To minimize the risk of communicable disease to the students of U.S.D. 323, the Board of Education has established guidelines for administrators to follow. Details of this policy may be found in JGCC of the Board of Education Policy Handbook. This policy applies to all forms of communicable disease including the disease known as Acquired Immune Deficiency Syndrome. In all cases, the principal shall use his best judgment in resolving the problem to protect all students.

Federal Educational Rights and Privacy Act

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. 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 District Superintendent, P.O. Box 70, Westmoreland, KS 66549 (785.457.3732).

Foreign Exchange Students

All foreign exchange students must receive prior approval from the building principal before being allowed to enroll. Requests for enrollment must be made in writing. Foreign exchange students are required to be proficient in English upon arrival at Rock Creek HS. All requests to attend must include a transcript in English and all requests must be received at Rock Creek by June 1st prior to each new school year. Furthermore, the student must be enrolled and in attendance prior to September 20th of each year. Diplomas will not be granted to foreign exchange students and they will not go through graduation exercises. Exchange students will be awarded a certificate of completion and a certified transcript for their completed coursework. All foreign exchange students will enroll in a full schedule comprised of an appropriate RC standard for Core and Elective classes. The counselor will work directly with the FE student designing a class schedule to their liking and building administration will grant final approval of all scheduled classes for foreign exchange students.

Immunization Policy

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: Diphtheria, Tetanus and Pertussis (DTaP)

Doses Required: 5 doses required for grades K-6th 4 doses required for Pre-School

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

Vaccine: Tetanus, Diphtheria, Pertussis (Tdap)

Dose: 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)

Doses Required: 4 doses required for grades K-12th 3 doses required for Pre-School

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 Pre-School

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

Vaccine: Hepatitis B (HBV)

Doses Required: 3 doses required for grades Preschool-11th

Administered: Initial dose at birth or elected date. Second dose one-two months after initial dose. Third dose 6 months after initial doses.

Vaccine: Varicella (chickenpox)

Doses: 2 doses required for grades K-12th. 1 dose required for grades Pre-School..

New Students

Proof of identity must be provided for any child enrolling for the first time in U.S.D. A birth certificate, copy of a court order placing the child in the custody of the Social Rehabilitation Service, a certified transcript, or other documentary evidence satisfactory to the Board of Education may be used at all other grade levels.

Non-Discrimination Statement

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.

If you have questions regarding the above, please contact the Title IX/Section 504 Coordinator, Superintendent of Schools, U.S.D. 323, Westmoreland, Kansas 66549, telephone 785.457.3732. This policy also applies to federally funded vocational programs.

Out-of-District Students

The parents or guardians of a student residing outside the boundaries of U.S.D. 323 may make application for the student to attend a U.S.D. 323 attendance center. All applications must be in the office of the building principal by September 1. The building principal shall consider classroom space, transportation of the student, previous record of the student's educational experiences, and reasons for desiring attendance in this district. The principal shall forward the application to the superintendent with recommendations to approve or disapprove the request. The superintendent will indicate his decision on the application along with comments deemed appropriate, and return the application to the attendance center principal for action.

The Board of Education reserves the right to suspend any or all out-of-district students from the privilege of attending school in U.S.D. 323 if the Board determines it to be in the best interest of our schools.

Parental Grievance Procedures

Any parent or guardian with concerns about their child in the schools of U.S.D. 323, are encouraged to follow these 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 permission through the superintendent to address the school board at its next regularly scheduled meeting.

Transfer Students

The placement of students transferring to a school in U.S.D. 323 from private schools, non-accredited schools, home teaching situations, or schools from other states shall be determined by the guidance counselor and building principal. The building principal shall make the final placement decision based upon the available information.

STUDENT INFORMATION

ACT Work Keys

Juniors will be required to take the ACT Work Keys Assessment as a Junior year assessment. Make up dates will be scheduled for those who are not in attendance. Seniors who would like to take/retake the Work Keys will be able to take the assessment during the same testing window(s) as scheduled for Juniors.

Assessments and Remediation

When student assessment results (state, standardized, or classroom) demonstrate the need for remediation, student's enrollment permissions can/will be limited the following semester. Students can/will be required to enroll in coursework that is designed to assist in improving the skills that

have been demonstrated as lacking. Possibilities are as follows:

- Taking an additional non-required course in the assessed area(s)
- Re-taking a course in the assessed area(s)
- Electronic remediation coursework in the assessed area(s)
- Credit Recovery
- Summer School

Student privileges/choices can/will be limited in the areas of Teacher Aiding, Home Hour, Work Study, and any other areas deemed necessary by a student advisory team made up of administration, counseling, testing coordinator, and subject area teacher. **Class credits will be awarded only after remediation has been successfully completed.**

Class Substitution

Rock Creek High School students electing to repeat classes other than strength, aerobics, multimedia, band, choir, debate, forensics, extended core, and study skills, in order to enhance their academic status, are reminded that both the original and updated course title/s and grade/s will appear on the academic transcript, while course credit and GPA value will accompany the higher grade.

Classification of Students

Students shall be classified in accordance with the following minimum credits. Classification will be based on the number of credits at the beginning of each semester.

Freshman	Satisfactory completion of the 8 th grade core units
Sophomore	6 units of high school credit
Junior	12 units of high school credit
Senior	18 units of high school credit

College Classes

Seniors and second-semester juniors will be permitted to take college classes during the school day with the permission of the principal. To be eligible for participation, a student must maintain a "B" average in his high school classes.

College classes will not be considered in calculating a student's grade-point average or class standing. College classes taken will count toward the student's eligibility for participation in extra-curricular activities at the following rate: 3 college hours equal 1 high school credit; 5 college hours equal 2 high school credits. All costs associated with college classes will be the financial responsibility of the student.

Course Fees

It may be necessary in certain classes to collect fees for supplies. In laboratory classes a lab fee for loss or breakage of equipment may be assessed.

Dual Credits

Rock Creek High School offers Highland Community College concurrent credit for interested/qualified juniors and seniors. College courses offered during the normal school day can count for both high school and college credit. College credit will be awarded only if the student pays the tuition for the college credits.

Enrollment

Enrollment for classes the next school year is done each spring. Parents are strongly encouraged to participate in the enrollment process with their student. Enrollment into freshmen classes is extremely important as it sets the program for all the high school years.

Fire and Tornado Drills

State law requires that the school conduct at least one fire drill each month and three tornado drills per year. Procedures are posted clearly in each room. Students are to proceed to the designated areas quickly and quietly.

Graduation Requirements

Eligibility for receiving a certificate of high school graduation shall be as follows:

1. Receive a passing grade in all subject areas required by the Board of Education of U.S.D. 323 and the Kansas State Department of Education.
2. Receive 25 units of high school credit as follows:

English.....	4credits
Mathematics.....	3 credits
Social Science.....	3 credits
Science.....	3 credits
Speech / Fine Arts.....	1 credit
Physical Education / Health.....	1 credit
Computer Applications.....	1 credit
Financial Literacy (*Class of 2018 and after).....	.5 credit
Electives	8.5 credits
Total	25 credits

All seniors must complete the 25 units of credits in all other subject area requirements and successfully complete their Exit Project prior to participating in commencement.

Graduation Requirements (BOE Policy JFC, JFC-R)

Formal public graduation activities will be conducted only at the high school level. Graduation exercises will be under the control and direction of the building principal.

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for appropriate reasons.

Except for attending classes or school-sponsored events, any senior student who enters onto school property without prior approval will be considered as trespassing and will be subject to disciplinary action. Disciplinary action may include suspension or denial of graduation ceremony privileges.

If the trespass occurs after seniors have finished classes for the year and before the graduation ceremony occurs and if the trespass is accompanied by any amount of property damage, littering, theft, graffiti, or any form of vandalism, participation in graduation ceremonies shall be prohibited.

The building principal will make a reasonable effort to share this policy with all senior students and their parents or guardians at the beginning of the school year.

Grading and Credit Policy

Letter Grade	%	Credit Points	Weighted Credit Points
A+	100	4.0	5.0
A	99-93	4.0	5.0
A-	92-90	4.0	5.0
B+	89-87	3.67	4.67
B	86-83	3.33	4.33
B-	82-80	3.00	4.00
C+	79-77	2.67	3.67
C	76-73	2.33	3.33

Letter Grade	%	Credit Points	Weighted Credit Points
C-	72-70	2.00	3.00
D+	69-67	1.67	2.67
D	66-63	1.33	2.33
D-	62-60	1.00	2.00
F	59-0	0.00	0.00

The weighted classes are: Advanced Placement Biology, Advanced Placement Calculus, Advanced Placement Physics, and Advanced Placement Language.

Hall Passes

Students should utilize the passing period between classes to go to their lockers or the restroom. If it becomes necessary to leave the classroom during class time, students must have permission of the classroom teacher. Infractions may result in referrals and/or detention.

Honor Roll

The school will maintain and publish an Honor Roll of students for each semester. 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".

Honors (Senior Graduation)

Beginning with the class of 2018 (as adopted by the BOE in October 2015) graduating seniors will be honored as follows:

- Three distinct groups or individual students will be honored during graduation
 - Distinguished Scholars – All "A's" (including all AP Course offerings)
 - Exemplary Scholars – Minimum 4.0 cumulative GPA
 - Honor Students – 3.5-3.99 cumulative GPA
 - *Each level will wear a distinguishing cord color at graduation
 - *Each level will be explained and recognized at graduation

- "Distinguished Scholars" will be *offered the opportunity* to speak at commencement.

**There will be a 15 minute (maximum) window of time reserved/scheduled during commencement for this honor. Should there be more than one distinguished scholar; the speaker's times will be divided equally. Should there not be a distinguished scholar to speak; the student elected Class President will deliver a class address.

Early Out Policy

- An "Early Out" would be graduation at the end of the first semester in a student's senior year (seventh semester). Students must have completed all graduation requirements for a complete early out (early graduation).
- Seniors are required to attend a minimum of seven classes during the fall semester and six classes in the spring of their senior year.
- Written application to the principal by the student is required no later than the end of the first nine (9) weeks for either the complete or partial early out.
- Early out students will be allowed to attend the Jr./Sr. Prom and can participate in graduation exercises.

Eighteen Year Old Students

At age 18, by law, students are legally responsible for all their actions. However, Rock Creek will continue to require the parent/guardian of an 18 year old to be contacted for all issues if that

student resides with the parent/guardian.

Incompletes

In most cases, a grade of “Incomplete” must be made up within 14 calendar days after the end of each grading period. Any incomplete work not made up within 14 calendar days will be recorded as a “zero” in the teacher’s grade book and the semester grade figured accordingly.

Insurance

U.S.D. 323 strongly recommends that all students engaging in shop classes, science labs, cooking classes, physical education classes, or any other potentially hazardous school activity be covered with some type of accident and/or health insurance.

K.S.H.S.A.A. catastrophic insurance contains some limitations on its coverage including no coverage for outpatient medication. Parents may want to consider purchasing individual student activity insurance.

Job and Educational Visits

Seniors will be allowed time away from school to attend job and educational visits not to exceed 14 hours per year. Juniors will be allowed time from school to attend educational interviews not to exceed 7 hours per year. All days must be pre-arranged with the counselor 2 days in advance. Failure to do so may result in an unexcused absence. ***Seniors and Juniors Need to Bring Signed Verification of Attendance at College or Job Interviews.***

Leaving the Grounds

Permission to leave the building grounds while school is in session will not be granted by the principal without a signed note, personal phone call, or personal email, from the student’s parents. Before leaving the building, the student must “sign-out” from the office.

Leaving school grounds without permission of the building principal is considered grounds for suspension. If the student returns to school on the same day, they must sign back in at the office.

Locker

Each student will be provided a locker at the time of enrollment. Lockers are the property of the school and may be searched as needed. The unauthorized changing of locks or lockers is prohibited.

Rock Creek High School will not assume responsibility for the security of your personal belongings at school nor assume responsibility for security of the assigned lockers. In order to protect your property you must use your lock.

Medical

Students must be excluded from school if they have a fever of 100 degrees F or greater. Students must be fever free for 24 hours without using fever reducing medication (such as Tylenol or Ibuprofen) in order to return to school.

Students should not return to school until 24 hours after the last episode of vomiting or diarrhea.

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

Medication

In order to comply with the U.S.D. 323 Board of Education policy on the administration of medication, school personnel are not to dispense any medication unless:

Prescription medication has been prescribed by a licensed physician or dentist. There must be a “Permission for Medication” form giving complete instructions from the physician or dentist and signed by the parent on file in the school office. Forms can be found at the school office or website under district nurse. Any medication must be in its original container with the label and directions on it. Medication is required to be kept in the school office.

Self-administration of medication for asthma inhalers may be allowed by a student to carry and self-administer only if the "Permission for asthma medication" form is completed and on file in the school office. The form requires a physician, parent and student signature.

Non-prescription or over the counter medication may be given for only 2 weeks with only a parent's signature. If longer than 2 weeks, a physician's signature is required. "Permission for over the counter medication" form must be completed and on file in the school office. Medication must be sent in the original container, labeled with the student's name and stored in the school office. *The school shall NOT provide any over the counter medication.*

***Under no circumstances should students share medications of any kind or dispense medications to other students to be administered in any way. This includes prescription and over the counter medications. Due to the seriousness of and risk involved with this potential practice, violation of this policy will be subject to consideration for suspension from school.**

Parking Regulations

At Rock Creek, students may park their vehicle only in the main student parking area. Students may not park in the circle at the front of the building, in the back of the school, or at the shop. Students may not sit in their cars prior to school, during lunch, or at any other time while school is in session. Cars should be parked according to markings in the lot and should be fully parked on the hard surfaces. **Students must receive permission from and sign out in the office to go to their vehicle or the parking lot during the school day.** Any acts of reckless driving or violations of the above could warrant loss of parking/driving privileges on USD #323 property.

In the event students drive to and are parked at either SGES or WES, students will park according to the building practices or that building principal's discretion.

First Offense – Warning / Conference with building administration (parental contact)

Second Offense – Up to 10 day loss of parking privileges (parental contact)

Third Offense – Up to 30 day loss of parking privileges (parental contact)

Fourth Offense – Loss of parking privileges (parental contact)

Progress Reports

Progress Reports may be viewed on the school website: www.rockcreekschools.org. Information on how to access grades will be mailed home at the beginning of the school year. For those without internet access, grades may be picked up in the office by students.

Report Cards

Students will receive a grade for each class. Grade reports are available via Power School and the Parent Portal. Hard copy reports for grades 7-12 can be mailed to parents at the end of each semester by request (call 785.494.8591 or email koppese@rockcreekschools.org to make a request).

Retention Policy 7-8 Grade

In grades 7 and 8, there is the expectation that each class be passed. Any student not passing a 7-8 level core class may be required to attend a form of Summer School/Extended School Year or Fall Kick-Start (as available) in order to complete class requirements. At a minimum, failing students will be enrolled in a Study Support or Skills Class/Lab elective the semester following the failed course and will remain enrolled in Study Support until they are no longer considered at risk of failing coursework. Core classes at the 7-8 level are: Math, Science, Social Science, Language Arts.

Schedule Changes

Students have until the end of the third class period (each semester) to change classes. Any schedule change requires the permission of the student's parents, the respective teacher(s), and the guidance

counselor. Classes dropped after five class periods will be recorded as an **F** on the official transcript.

School Closings

In the event that it becomes necessary to cancel classes or delay the start of a school day, announcements will be made via *Alert* phone calls and emails. Announcements will also be made on **WIBW-13 TV, KSNT- 27 TV, KTKA – 49 TV, KMAN 1350 Radio/B104 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.rockcreekschools.org under District Information section.

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

Student Records

Access to student records is restricted to parents, guardians, or legally appointed persons, students 18 years of age or older, and appropriate school personnel. Requests for access to student records must be made in writing to the Superintendent of the District specifying the nature of the information requested and the date of the request. The request for access to student records shall be granted as soon as practical but in no case in excess of 45 days following the date of the request.

Visitor Regulations

Persons conducting school business are welcome on campus. Appointments should be made in advance if at all possible. Visitors are required to check in at the school office upon arrival. Visitors will not be allowed in active classroom settings unless planned for (permission requested and granted by the classroom teacher and building administration with 12-24 hour advanced notice). Students should not invite or encourage outside friends to visit them at school or shadow them in classes. Anyone found on campus without having checked into the office or with a legitimate reason will be asked to leave immediately.

Withdrawal from School

Students withdrawing from school must be cleared by the school office. A checklist of activities must be completed including fees paid, textbooks checked in, locker cleaned out, lock returned to the office (if applicable), and the signatures received from the teacher of each class in which the student is enrolled indicating that the student has turned in all materials and books which are school property.

Failure to comply with the above procedures will prohibit the release of student records.

STUDENT SERVICES

Counseling

A counselor is provided by U.S.D. 323 to assist students in a number of ways including standardized testing, career counseling, selection of post-secondary educational opportunities, financial assistance to college-bound students, substance abuse counseling, and counseling on personal matters affecting school performance.

Students are encouraged to utilize the counseling services provided to maximize their personal, school, college, and career decisions. **Students should pre-arrange all visits with the counselor and notify their teachers that they will not be present in class.**

HELPS

A student HELPs program for both Junior High and High School has been designed to assist students who are not getting work completed and/or handed in on time. Both Junior High and High School program coordinators work in collaboration with classroom teachers and advisor classes. Student failure to complete work on time will result in replacing self-monitored work time with a supervised regiment that will "HELP" to get student deficiencies back on track.

Media Center

U.S.D. 323 provides a media center for the benefit of its students. A variety of media is contained in the MC for the academic enrichment and enjoyment of students. A student bar code will be issued to each student for check out. This bar code must be presented/utilized in order to check out materials. Loss or damage to materials should be reported to the circulation desk at once. The student will be responsible for all materials checked out on his/her account.

Meals

USD 323 encourages its students to maintain an adequate, healthy diet. Students may purchase breakfast and lunch at school each day or bring their own meals. Students wishing to eat school breakfast and/or lunch may purchase a meal. Approved items may be purchased a la carte at lunch time. USD 323 supports a closed campus for students during lunch time. All students will be allowed to charge meals for three (3) days. An alert will be sent home for negative balances after the 3rd day. The negative balance will continue to accrue until 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 students name or can be made online at EZSCHOOLPAY.com.

Special Education Services

Comprehensive special education services are provided to students through an agreement with the Wamego Special Services Cooperative. The SPED Director can be reached at 785.456.9195.

Textbook Policy

Textbooks utilized in U.S.D. 323 are approved by the Board of Education. These textbooks are provided by the district to students who must pay an annual textbook rental fee. Textbook fees are established annually by the Board of Education and are due at the time of enrollment. A student who enrolls in U.S.D. 323 after the first day of class, textbook fees will be pro-rated. Students will be held financially accountable for textbooks which become lost or damaged.

Student Improvement Team

The Student Improvement Team is a team of teachers and staff which helps to create, implement, and monitor improvement plans for students struggling academically and/or socially. Students may be referred to the team by a teacher, administrator, parent, self, or friend.

Tutoring

As a positive expression of our interest in student success, a tutoring program is provided to assist students who are in need of additional academic guidance. Tutors/Aides are generally available before and after school. Specific hours are set at the beginning of each semester based on student need.

Vocational Technical School

The Board of Education has provided guidelines for students of U.S.D. 323 to receive credit for classes taught at the Area Vocational School. Enrollment is limited to juniors and seniors. Students interested in pursuing vocational education classes should see the counselor for details.

STUDENT ACTIVITIES

To facilitate the total development of students in U.S.D. 323, a variety of curricular and extra-curricular activities are provided. Students may choose to participate in one or more activities to make their high school experiences more enjoyable and rewarding. Students must remain in "good standing" and meet both building and KSHSAA requirements as applicable to participate.

Advisor Period

Advisor classes are designed as an opportunity for students to work with their Advisor teachers and other classroom teachers on class extension, homework completion, remediation, enrichment, personal organization, and prioritization of student responsibilities. This is also a time to work on Exit Projects.

Advisor period is also utilized for conducting student organizational business meetings, teacher/student grade check conferences, and Habitudes (Character Ed.) lessons. Organizational meetings must be placed on the Activities Calendar with the prior permission of the administration.

After School Activities

The policies, rules and regulations of U.S.D. 323 apply to all activities sponsored by the district, including those held on or off school property and while traveling in school-sponsored transportation. Behavior of students at activities should also follow school policies as stated above when they have provided their own transportation.

**Students who are on suspension or expulsion are not eligible to attend any school sponsored activity.*

Class Rings, Letter Jackets, and Letters

Items such as class rings, letter jackets, and letters which are purchased at the school must be approved by the building principal. Such items must designate official school name, mascot, and school colors. The school's athletic director and coaches will recommend letter jacket styles and letters to the principal for approval.

Dances and Parties

The school will sponsor various dances and parties throughout the school year. Dates for these dances and parties will be placed on the Activities Calendar with the prior permission of the administration.

The following regulations apply:

1. All dances and parties must be sponsored by a certified staff member of U.S.D. 323 and must maintain appropriate adult supervision of all areas being used.
2. Dances and parties will start and end at a predetermined time, but in no case end later than 12:00 A.M.
3. No dances/parties will be held on a night preceding a school day.
4. Attendance at school-sponsored dances and parties is denied to any person who consumes, possesses, uses, transfers or is under the influence of any narcotic, hallucinogenic, depressant or stimulant drug, alcoholic or cereal malt beverage, inhalant, intoxicant of any kind, or using tobacco products (smoke or smokeless) on school property. Student violators will be dismissed from the event and given a five-day school suspension. Allowance at future events will be in question. Guests under the influence will be dismissed and will no longer be able to attend RC dances or parties (including prom).
5. Attendance at school-sponsored dances/parties is limited to students who are currently enrolled and attending classes. High school students only may invite one outside guest with prior permission of the administrator on duty.
6. After a student and/or guest has entered the building to attend the dance/party, they may not leave and be re-admitted.
7. The group sponsoring the dance/party is responsible for the conduct of the dance/party and the clean-up afterward.
8. Junior high students may not attend high school dances/parties.

Earning a Letter

Students who participate in certain high school activities may earn a school letter for their efforts. The criteria for earning a letter are established by the coach or sponsor with the approval of the principal. The coach or sponsor will inform students and parents of criteria for earning a letter.

Eligibility (Daily/Weekly)

Student will be eligible to participate in extracurricular activities if they are passing (60% or better) all of their classes. If a student is failing one class, they are still eligible provided there are no zeros in that class.

A student becomes ineligible to compete if:

1. They are failing one class accompanied by a zero in that class, OR

- 2.They are failing two classes
- 3.They have failed to uphold an acceptable standard of behavior in school

A student may become eligible immediately if they no longer fall under either of the first two conditions listed above. Students must be in attendance all day to practice or play in an activity or have an excused absence for the time missed. Saturday events will be considered part of the calendar week and all eligibility rules will apply.

Eligibility (Semester)

Grades nine through twelve must pass six of seven classes during a semester to be eligible the following semester.

Grades seven and eight must pass six of eight classes during a semester to be eligible the following semester.

Homecoming

The Student Council organization will sponsor fall and winter homecoming activities for the school. Appropriate activities will be allowed with the prior approval of the building administration which contribute to the general atmosphere of promoting school spirit.

The nomination and selection of Homecoming Kings and Queens shall follow these guidelines:

1. Candidates for king and queen must be high school seniors who are active members of a school organization such as sports, FFA, FCCLA, FBLA, band, choir, forensics, cheerleading and enrolled in 5 full credit classes.
2. Students in grades 9-12 will vote for seniors to nominate candidates for king and queen.
3. The candidates receiving the most votes will become members of the Homecoming Royalty.
4. The King and Queen will be determined by the highest number of votes.
5. At the Homecoming Game, the royalty will be introduced and the winners announced.

*Seniors can be candidates for only one of the homecoming royalties.

Organizational Fees

Various classes and organizations have fees which are conditional to membership. The amount of the fee is set by a vote of the membership of the class or organization. Any person who fails to pay the required fees will not be considered an active member of the class or organization and will not be entitled to any privileges thereof.

Physical Examinations

Each student must receive a physical examination prior to participation in any athletic activity or cheerleading. Examinations should be taken prior to the first day of classes each year (but after May 1). Rock Creek does NOT pay for physical examinations.

Prom

Attendance at prom is limited to juniors, seniors, and their dates. Dates must be freshmen in high school or older. **The same rules that apply to other school dances and parties apply to proms.**

Sportsmanship

The Board of Education, in conjunction with the Kansas State High School Activities Association, supports the concepts of good sportsmanship at all school-sponsored activities. All spectators and participants are encouraged to model the following ideals:

- ✓ Be courteous to everyone.
- ✓ Know the rules; abide by and respect the decisions of the officials.
- ✓ Win with character and lose with dignity.
- ✓ Display appreciation for good performance regardless of the team.
- ✓ Display positive actions for yourself, your team, and your school.
- ✓ Permit only positive sportsmanlike behavior to reflect on your school and its activities.

Actions which do not fall within the above guidelines will not be tolerated at home or away activities. Anyone acting in a manner construed by the administration to be unsportsmanlike will be asked to leave the site of the event and may be denied attendance to future school-sponsored events. *All flags, banners, or signs need to be approved by administration **before** entering the gymnasium.

STUDENT REGULATIONS

The Board of Education has charged the principal or his designee with the task of maintaining an orderly educational environment. To aid in the achievement of that task, regulations have been established that provide students, parents, and school officials, guidelines for appropriate behavior. Due to variations in the degree of infractions of the regulations, it is difficult to specify punishment for every possible circumstance. Therefore, the principal has the authority to administer reasonable punishment for the infraction of stated rules that will best serve to remediate the student's behavior, regardless of whether or not it is stated specifically in this handbook.

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 the school and its 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 all students and staff members*

Kansas law provides adequate authority for certified staff members to establish an atmosphere in which learning is not disrupted by student misbehavior. If a student feels he has been unjustly treated, he must first obey, and then discuss the matter with the principal. Procedures for suspension and expulsion may be found in the Student Regulations section of this handbook under the heading entitled "Due Process Procedures."

Affection (Public Display of Affection)

Holding hands will be permitted at the high school level but more passionate displays of affection are neither appropriate nor acceptable. Violations will be reported to administration. At the 3rd report, a discipline referral will be submitted.

There will be no hand-holding or other public displays of affection at the Junior High level. Affectionate relationships between JH and HS students will not be permitted.

Alcohol and Drugs

A student shall not consume, possess, use, transfer or be under the influence of any narcotic, hallucinogenic, depressant or stimulant drug, inhalant, alcoholic or cereal malt beverage, or intoxicant or drug paraphernalia of any kind on school grounds at any time or at any other such place where one or more students of U.S.D. 323 are participating in any activity, athletic event, or any school function sponsored by the district. This paragraph shall include, but not be limited to, situations where a student is a participant or spectator, and while traveling in any type of transportation sponsored or provided by U.S.D. 323.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity on or off USD #323 property. (See Discipline Plan - Immediate Disciplinary Action)

For the purpose of this policy student activities are defined as: football, volleyball, cross country, cheerleading, basketball, wrestling, baseball, softball, track, forensics, debate, band, choir, FFA, FCCLA, dances or any other school activity deemed applicable by building administration. If a suspension from an activity negatively affects a student's classroom grade, that student will be

provided an opportunity to make-up any loss of grade through established policy (See : Make-Up Work - Suspensions).

Students identified by law enforcement or USD 323 administration as being in violation of this policy will be dealt with as follows:

First Offense:

- a. A punishment up to and including short-term suspension.
- b. The administrator will notify the parent/guardian of the student in violation. Notification may include a request for a conference to discuss evaluation and assessment.
- c. The administrator will notify the appropriate law-enforcement or juvenile agencies.
- d. Suspension from ALL student activities for 20 calendar days.
- e. Students are encouraged to complete an approved drug and alcohol rehabilitation program. Names of acceptable programs are on file with the clerk.

Second Offense

- a. The administrator will notify the parent/guardian of the student in violation.
- b. The administrator will notify the appropriate law-enforcement or juvenile agencies.
- c. Suspension from ALL student activities for a period of not less than one semester.
- d. Students who have been through treatment as a result of their 1st offense will be subject to short-term suspension. Continued enrollment will be contingent upon following through with recommendations made by health care professionals.
- e. Students who have refused assessment or treatment recommended at the time of their 1st offense will be subject to long-term suspension or expulsion.
- f. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete an approved drug and alcohol rehabilitation program. Names of acceptable programs are on file with the clerk.

Third and Subsequent Offenses:

- a. A punishment up to and including expulsion from school.
- b. A student placed on long-term suspension under this policy may be readmitted on a probationary status only if the student maintains regular attendance at an approved drug and alcohol rehabilitation program. Names of acceptable programs are on file with the clerk.

Proper and appropriate use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule if properly registered with the school nurse/office **as is required.**

Alcohol and Drugs – Activity Policy

Students IN ACTIVITIES that manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, inhalants, or alcoholic beverages OFF of school grounds or OFF of school time shall be subject to the punishment set forth below. For the purpose of this policy student activities are defined as: football, volleyball, cross country, cheerleading, basketball, wrestling, baseball, softball, track, forensics, debate, band, choir, FFA, FCCLA, and dances or any other school activity deemed applicable by building administration. Students identified by law enforcement or USD 323 administration as being in violation of this policy will be dealt with as follows:

First Offense

- a. Suspension from ALL student activities for a period of 20 calendar days.
- b. Students will be allowed to practice.

Second Offense

- a. Suspension from ALL student activities for a period of not less than one semester.
- b. A student placed on long term suspension under this policy may be readmitted on probationary status if the student agrees to complete a drug and alcohol rehabilitation program acceptable by the administration.

Third and Subsequent Offenses

- a. Suspension from participation and attendance at all school activities for the year.

- b. A student who is suspended from activities under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program acceptable by the administration

Absentee Make-Up Work

Students who are absent from class for any reason are required to make up all work missed. Failure to do so will result in the teacher recording a grade of zero (at least temporarily) in the grade book for the work missed. **Upon returning to school (the day of return)** it is the **student's responsibility** to locate their teacher(s) and make arrangements to get the work missed (without class disruption). At that time, the teacher and student can discuss a **"fair deadline"** for turning in the work. This agreement should fit under the guidelines and expectations outlined in writing by each classroom teacher.

Absentee Make-Up Work (Suspensions)

All missed work (or comparative alternative assignments) should be completed by the student at a (at minimum) passing standard. Upon return to school, ISS, detentions, or EDL may be assigned and served (as available and necessary) to catch up incomplete assignments until the suspended student is in "good standing" (meaning that all work, before, during, and after the short term suspension, is caught up and completed to a passing standard)... The student will be given a passing grade for passing work. ***Make-Up Work "fair deadline" pertains.**

Absentee Make-Up Work (Parent Requests)

When requesting your child's make-up work please follow the guidelines listed below:

1. Notify the office or contact teachers directly via email before 9:00a.m.
2. Make arrangements for someone reliable to pick up the assignments from the office and collect student supplies from their lockers (**please do not rely on office personnel to make the arrangements**)

Attendance and Tardies

Parents Should Call School by 9:00 A.M. to Notify School of Reason for Absence

1. **Attendance:** Absences and late arrivals (tardiness) from/during the classroom learning experience disrupt the continuity of student progress and instruction. The benefits of classroom instruction include but are not limited to: project based learning, class discussion, teacher and electronic presentation, and active student participation. Many of the benefits of these instructional strategies are lost during extended or frequent absences or tardies and cannot be regained even by other means of make-up assignments. Consistent school attendance is also necessary to be in compliance with state law.
- 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 authorities (KSA 72-113).
- In case of student absence, a parent/guardian should call the school office by 9:00am on the day of the absence stating the reason for the absence. If the office has not received a call by that time, school officials will attempt to make contact to determine the reason for the absence. If the parent is unable to take or return the call, a note must be sent by the parent the day the student returns to school. An unexcused absence will be recorded for the student until proper notification/documentation for the absence has been received. **All events that are in excess of 10% of a class period will be recorded as an absence.**
- The principal will be responsible for determining whether an absence/tardy is excused or unexcused. Contacting classroom teachers prior to planned absences is highly recommended but teachers are not able to excuse students from school.
- Building administration, with appropriate documentation, may excuse the following examples of absences: student illness, student doctor appointments, family emergencies, military family leave, etc. Student absences will not be excused for shopping trips, babysitting, hair appointments, family vacations, or personal business which does not directly involve the child or could be handled outside of the school day, etc.

- When student attendance falls at or below 90%, a letter of concern will be sent home to the parents of the child. There are three levels of notification letters. These levels include a Letter of Concern, Steps for Improvement, and Notification of the County Attorney/Court Services.
- In addition, frequent tardiness negatively adds up over time and is detrimental to student learning. Please help us to be sure that your children do not miss out on instructional opportunities by encouraging and helping them to be prepared and on time for all classes.
- When students have accumulated four tardy(s) in a semester, they will receive a two hour extended day/detention to be served after school. They will receive the same for each tardy thereafter. Due to the instructional opportunities that are being missed, parents are encouraged to meet with administration and teachers for the purpose of developing a plan to resolve the situation from both inside and outside of the school day.

Attendance (Excessive Absences)

Students must be in attendance in each class 90% of the time, per semester. Absences which do not count against the 90% are school sponsored activities, hardship cases, and prolonged illness during which time the student is hospitalized or under the documented care of a physician.

The principal may exclude any or all pre-approved absences which are deemed to have educational merit for the student (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, they will receive a second letter that requires written documentation for all further absences (to be excused). 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.

Attendance (Hearings)

Upon receipt of the notice of the Attendance Hearing, parents will have three days to request the principal to have a hearing to appeal the possible loss of credit. The principal will notify the parents of the date of the hearing which will be held no more than five days after the request for a hearing is received.

The hearing will be conducted before a committee consisting of the principal, and at least two more people (administrator, counselor, or teacher). The student and his parents will be afforded the opportunity to present testimony regarding reasons for the appeal. After hearing the appeal, the committee will make one of the following recommendations:

1. Determine that the student will lose credit, or
2. Determine that the case is exceptional and allow the student to receive credit, or
3. Place the student on probation, setting the conditions for receiving credit.

Students will remain in class until the hearing committee makes a decision.

Attendance (Tardy)

Students coming to school after the beginning of first period must report to the office to sign in and secure a tardy slip.

Students are expected to be in their classrooms on time and prepared for class. Arriving to class late will result in the teacher recording a tardy. Students are to be notified by the teacher when they are assigned a tardy. Repeated student tardies (in the same room) are considered a classroom discipline issue and require both a teacher/student meeting and parental contact from the teacher.

Students who arrive more than 10 minutes late to class will receive an absence for that class.

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 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 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 or harassment are also strongly encouraged to positively support those individuals they feel may be the subject of bullying or harassment.

***Isolated incidents of poor behaviors does 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.**

Classroom Rules

1. All students should show respect for themselves, others and property. Disrespectful behaviors toward teachers, staff or other students will not be tolerated.
2. Profanity is not tolerated in the classroom or any other part of the building.
3. Disruptive noise or behavior will not be tolerated.
4. Each tardy after the third, (beginning with the 4th) will earn the student a two-hour extended day/detention opportunity to make up time missed.
5. Sleeping in class is not permissible (it is also a sign that something else may be wrong... repeated occurrences should be referred to counselor and/or administration).
6. Students will follow all additional rules as set by individual teachers.
7. District policy supersedes building policy which supersedes classroom policy

Cheating / Plagiarism

Cheating, whether on homework, tests, or projects will receive a zero for that assignment. Any use of plagiarism (to take and use the writings or ideas of another and present as one's own) will also result in a zero for that assignment.

Detention

Students who receive a referral may be assigned to detention by administration. Detentions are served after school for two hours. Students failing to serve assigned detentions will serve in-school suspensions.

Disciplinary (Classroom Referrals)

This "Referral Process" concerns classroom disruptions by a student who takes away from other students' learning activities in the class. It is not meant to be used for **Immediate Action** discipline problems which will be outlined later.

Step	Teacher Action	Student Action	Administrator Action
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Step	Teacher Action	Student Action	Administrator Action
Inform	Explain school & class rules on the first day of class	Listen to rules.	
Verbal Warning	Make note of warning		
First Report	Send student to office with referral or contact office. Prior to administrative action, student-teacher conference must be held.	Sign referral.	Review
	Contact parents on the day of the referral.	Meet with counselor, administrator, or other mediator as needed.	Make contact with student and teacher. Assign up to two hours detention.
Second Report	Send student to office with referral or contact office. Prior to administrative action, student-teacher conference must be held.	Sign referral.	Review. Conference with student and teacher.
	Set up teacher, student, parent, and possibly mediator conference. Create behavioral contract and contact parents on the day of the referral.	Call parents.	Assign up to four hours detention. Contact parents (possibly in conjunction with student call).
Third Report	Send student to office with referral or contact office. Prior to administrative action, student-teacher conference must be held. Contact parents on the day of the referral.	Sign referral.	Set up administrator, parent, teacher, student conference. Assign up to three days in school suspension.
	Send student to office with referral or contact office. Prior to administrative action, student-teacher conference must be held. Contact parents on the day of the referral.	Sign referral	Possible removal from class. Possible class credit lost and/or in-school or out-of-school suspension

Disciplinary (Immediate Action)

Disciplinary problems such as fighting, use of tobacco, use of alcohol or drugs, and insubordinate behavior or inappropriate/profane language, etc... will result in immediate action. These actions are deemed to be extremely disruptive to the school environment and will not be dealt with under the above plan. All of these actions, as stated in the handbook, are punishable by immediate suspension

and possible expulsion from school.

Dress Code

The Board of Education believes there is a close relationship between proper dress, good grooming, and student conduct. Although changing styles in dress and grooming make it difficult to provide strict guidance from the school on these matters, it is felt that appropriate dress and grooming which avoids the extreme contributes to a desirable learning atmosphere. While U.S.D. 323 does not set rigid standards that reflect appropriateness for the occasion and are not a disturbing influence to the educational setting or contrary to good taste. The parent and pupil should develop standards of acceptable dress and grooming.

The building administration is granted the authority to counsel students in the matter of dress and grooming. Pajamas (tops and bottoms), cut-offs, short shorts, mesh shirts without appropriate underclothing, low cut tops, tank tops, and clothing that exposes undergarments are inappropriate. Exposure of bare midriffs, chest, or rear-ends, is not acceptable for ladies or gentlemen.

Any article of clothing displaying tobacco, drugs, alcohol brand names or references to such will not be allowed. Any garment that depicts or in any way suggests obscenity or vulgarity, or is in any way in bad taste or offensive to others will not be allowed. Hats, bandanas, headbands, and sunglasses, or other disruptive accessories are not to be worn in the building except on special occasions as announced. Shoes must be worn at all times (house slippers are not considered shoes).

Students who wear inappropriate or disruptive articles of clothing or accessories will be asked to remove them, cover them up, adjust them, or change into clothing which is appropriate. Sagging pants, wearing hoods, and/or wearing articles of clothing in ways that are contrary to their design, will be considered disruptive. Failure to comply will result in disciplinary action by administration.

Drink / Food Items

Only "pure water" in clear plastic containers is allowed outside of the cafeteria area before, during, and after school hours. Food and snacks should be limited to the cafeteria. Exceptions will exist in the auditorium, lobby, and gym, during evening school events and select school events.

**There will be situations where approved class activities or lessons are not in compliance with this policy but are appropriate to our learning environment and are therefore acceptable.*

Due Process and Acts Leading to Suspension or Expulsion

The principal or his designee shall have the authority to suspend for a short term (not more than ten school days) any student within his attendance center who shall:

1. Willfully violate any published regulation 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 the school, or
2. Engage in conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity; or
3. Engage in conduct which if the student is an adult, constitutes the commission of a felony or, if the student is a juvenile would constitute the commission of a felony if committed by an adult; or
4. Engage in conduct at school, on school property, or at a school supervised activity which, if the student is an adult, constitutes the commission of a misdemeanor, if the student is a juvenile would constitute the commission of a misdemeanor if committed by an adult; or
5. Disobedience of an order of a teacher, peace officer, school security 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 substantial and material impingement upon or invasion of the rights of others.

* The suspension (short-term or long-term) or expulsion of a Special Education student is to be considered on an individual basis.

Short-term Suspension, Long-term Suspension, Expulsion:

In addition to the violations referred to in the above section on Short-Term Suspension, 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 (short- or long-term) or expulsion.

1. Conduct which describes an offense under Chapter 21 of the Kansas Statutes Annotated, and any amendments thereto, or
2. Failure to comply with a reasonable request (the willful disobedience) of a certificated employee or other school authority, or
3. Possessing, consuming, or being under the influence of alcoholic or cereal malt beverages, tobacco, inhalants, or unauthorized medications (including the disbursement of such).
4. Possessing, consuming, selling, delivering, dispensing, or using any controlled substance as defined in Chapter 65 of Kansas Statutes Annotated and Amendments thereto, in such a manner as to constitute a misdemeanor or felony crime, or

Long-term Suspension:

Before a student shall be suspended for a short-term (not to exceed ten school days), the principal or his designee will afford the student a hearing which shall include:

1. Oral or written notice to the student of the charges against him and explanation of the evidence supporting such charges, and
2. Provide the student with an opportunity to present his side of the story (the student shall be told what they are accused of doing before being given an opportunity to explain his version of the facts), and
3. At the conclusion of the hearing the principal or his designee shall determine whether the student should be suspended for a short term or returned to class. The decision of the principal or his designee shall be final, and
4. Within 24 hours after the imposition of such suspension, the length thereof, and the reasons therefore. The principal also shall request a conference with the parents of the student to discuss the reason for the suspension and the student's behavior problem. The conference should be held before the expiration of the student's short-term suspension.

Long-term Suspension or Expulsion:

No suspension for an extended term (more than ten school days) or expulsion shall be imposed upon a student until a hearing on such suspension or expulsion is afforded the student. The principal or his designee will give written notice to the student and his parents of any proposal to suspend the student of an extended term or expel him, stating the charges upon which the proposal is based, and the names of the principal witnesses supporting such charges. The notice shall state the time, date, and place of the hearing, but in no event be later than 10 days after the date of the notice.

At the hearing the student shall have the right to be represented by the counsel of his own choice and to receive the advice of such counsel or other person whom he may select. The parents of the student shall have the right to be present at the hearing. The student, his counsel, or other person who he has selected to represent him shall have the right to:

1. Hear or read a full report of testimony given by witnesses against the student;
2. Examine all witnesses presented against the student;
3. Present witnesses on behalf of the student in person, or present their testimony by affidavit;
4. Present witnesses on his own behalf and give reasons for his conduct;
5. Have an orderly hearing;
6. Have a fair and impartial decision based on substantial evidence;
7. Deny the credibility of any witness whose testimony is not presented in person at the hearing whereupon such witnesses shall be called to testify in person and under oath unless the majority of the hearing committee determines that such testimony is of minor importance or cumulative of nature. If the witness testifies he shall be subject to cross examination by the student charged, his counsel, or other person representing him.
8. At the conclusion of the hearing, the members of the hearing committee shall

determine whether the principal's recommendation for suspension or expulsion is reasonable and justified.

Fighting

Students who provoke and/or participate in fights while under school supervision will be suspended or possibly expelled.

Gambling

Any form of gambling is prohibited on school property. Infractions are considered cause for suspension or expulsion.

Gaming (iPads, etc...)

Installing games on iPads is a personal/family choice. Games that are not specifically designed to enhance classroom instruction and/or are not pertinent to the subject area should not be played at any time during class time. When gaming becomes an issue for a student, iPads can/will be restricted from gaming. Parents wanting to request that gaming be restricted on their student's iPad should contact their student's Advisor Classroom teacher. Games with inappropriate content and first-person shooter games should not be installed under any circumstances.

Hazing

Hazing and/or initiations are prohibited. Infractions are considered cause for suspension.

Insubordination

Failure to comply with a reasonable request of a teacher or administrator, or any other purposeful or outward defiance of authority and/or regulations governing U.S.D. 323 will result in suspension.

iPads

iPads should be utilized in one of three ways when in the classroom:

- iPads Up – face up and flat on desk (unless otherwise instructed by teacher)
- iPads Down – face down on desk
- iPads Put Away – iPad is inaccessible to the user (as instructed by teacher)

School issued iPads are the property of the school. iPads have been purchased for the purpose of enhancing instruction and learning at Rock Creek Jr-Sr High School. There should be no expectation of privacy regarding the personal contents that some students place on school issued iPads. As a general rule of thumb, any teacher can check any iPad at any time. Gaming is not considered appropriate use of learning or instructional time.

Knives

No matter the size, type, or configuration, (pocket knives, pen knives, utility knives, multi-tool, hunting knives, etc...) knives are not to be brought to or carried at school, during school activities, or on school transportation (openly or concealed). Damaging property with knives will be considered vandalism. Causing fear or creating a dangerous situation by possessing, displaying, or making threats with a knife will result in suspension.

*Should there be a need for a knife to be used as a "tool" in the shop or classrooms, the school will provide them.

Profanity and Vulgarity

The Board of Education discourages the use of any form of profanity or vulgarity (i.e., written, verbal, computer messages, etc.). Students are encouraged to seek more appropriate and acceptable ways in which to express themselves. Infractions are considered cause for suspension or expulsion.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It is a violation of this policy for any employee to sexually harass a student, for a student to sexually

harass another student or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggested demanding sexual involvement, accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

When acts of sexual harassment or violations of this policy are substantiated, appropriate action will be taken against the individual. Appropriate disciplinary action will be taken against students who are found to have falsely accused district board members, administrators, certified or support personnel, other students, vendors or others having business with the school district of sexual harassment.

Any student who believes that he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure, (See U.S.D. #323 BOE Policy KN).

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

Telephones

Students may use the telephone in the school office with permission. Use of the phone is restricted to non-classroom hours except in the case of an emergency.

Theft

Theft is morally and ethically wrong and will not be tolerated. Infractions will result in suspension of the guilty student and, where applicable, restitution to the victim. In addition, for theft of money or items over \$50.00 in value, the matter will be turned over to law enforcement officials.

Threats

Verbal or written threats of harm toward others will be considered cause for suspension.

Tobacco / Vapes

Students are prohibited from possessing or using any form of tobacco or vapes at any time while on school property or at any other location while attending school-sponsored activities. Infractions are considered cause for suspension or expulsion.

Vandalism

The intentional destruction of school property or the personal property of others on school grounds will not be tolerated. Infraction will result in suspension of the guilty student, restitution to the victim for the amount of damage incurred, and referral to law enforcement officials.

Violation of Civil/Criminal Statutes

Students who violate any civil or criminal statutes of the city, county, state, or nation while on school property or at any other location while attending school-sponsored activities are subject to suspension. Violators will be referred to the proper law enforcement official.

Weapons

Possession or use of any device that is considered a "weapon" by statute will be considered grounds for suspension and/or expulsion.

Bus Safety Rules and Regulations

Bus Accident Procedure

This procedure is modeled after the safety manual provided by the Kansas State Board of Education-Transportation Division.

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. Driver places reflective triangles at appropriate places on the roadway.
4. Students stay on the bus until the sheriff and/or EMTs arrive. Evacuation procedures shall be implemented if in the judgment 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 EMTs arrive on the scene of the accident, they become responsible for the accident scene. The EMTs check out the students and make the decision on whether any student should be transported by ambulance. Only the EMTs, in cooperation with the sheriff's department, can make this decision.
7. The Director of Transportation, or his 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 the bus driver in keeping students calm, orderly, and comfortable.
8. When the EMTs and sheriff's department have released the student 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 EMTs 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 (1998-99 - United Insurance Co., 519 Broadway, Marysville KS 66508, 785-562-2926), 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 for evidence of injury the rest of the day.
15. The Districts' insurance carrier (1998-99 - Farm Bureau Insurance Co., 1003 Lincoln, Wamego, KS 66547, 785-456-7627) 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 (1998-99 - United Insurance Co., 519 Broadway, Marysville KS 66508, 785-562-2926).
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.

Discipline Plan for Bus Students

Safety is the most important part of bus transportation in U.S.D. 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 U.S.D. 323 vehicles. Each time that 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 be on file 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 one of the following actions: 1) Student will be removed from the bus for five (5) school days, or 2) more appropriate action as deemed necessary will be taken by the administration. The driver will file a Bus Discipline Report for **Immediate Action** incidents to the administrator and transportation supervisor as soon as possible. Parents will be notified as soon as possible of all actions.

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 will be paid for by offender
- Possession of weapons (knives, guns, sharp objects, etc...)
- Use or possession of drugs or alcohol
- Refusal to obey driver
- Leaving school property when changing from bus to bus

Disciplinary Plan

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.

Bus Discipline Reports	Bus Driver Action	Administrator Action
Verbal Warning	Warn student of action. Remind student of bus rules.	None
First Report	Fill out discipline slip Meet with Transportation Supervisor	Mail slip home Meet with student Contact Parent 1 school day off bus
Second Report	Fill out discipline slip Meet with Transportation Supervisor	Call parents Mail slip home 5 school days off bus
Third Report	Fill out discipline slip Meet with Transportation Supervisor	Call parents Mail slip home 20 school days off bus
Additional Reports	Fill our discipline slip Meet with Transportation Supervisor	Call parents Mail slip home 20 school days off bus

*Administrator refers to the building administrator who is in charge of the student being disciplined.

Service & Regulations

Parents are encouraged to read and discuss with their children the rules for riding the school bus. The help of parents in promoting obedience to school bus rules and supporting adherence to these rules greatly assists the drivers in maintaining proper discipline.

Please reinforce with your children the importance of being seated properly on the bus, staying seated while the bus is moving, and conducting themselves in such a manner that the bus driver can

devote his or her time to the task of driving a bus.

U.S.D. 323 drivers have ongoing safety training and work continuously to maintain proper student discipline on the bus. The district has a good safety record; and with the pupils' cooperation and your support, we believe the district can maintain a safe and efficient transportation program.

All students, including kindergartners, must have a designated pick-up location and a designated drop-off location. The pick-up and drop-off locations may be different but each must remain constant. These locations shall be declared during enrollment.

1. Prior to loading:
 - A. Students must be on time! The bus cannot wait beyond its regular schedule for students who are tardy.
 - B. Bus riders should conduct themselves in a safe manner while waiting for the bus. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
 - C. Wait for the bus to come to a complete stop before attempting to enter the school bus.
 - 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 (in writing). Students are not permitted to ride a bus other than their regular bus without prior permission.
2. While on the bus:
 - a. Driver is in charge of the students and the bus. Students must obey the 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 from trash.
 - f. Any vandalism to the bus will be paid by the offender
 - 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 windows.
 - 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 are to remain seated while the bus is in motion.
 - k. Absolute quiet is necessary when approaching a railroad crossing.
 - l. Students shall not board, exit, or move about while the bus is in motion.
 - m. No glass containers, animals, firearms, explosives or other dangerous objects are permitted on the bus.
 - n. Possession or use of tobacco, liquor, or illegal drugs is prohibited.
 - o. Students are not permitted to eat or drink on the bus.
 - p. Inappropriate or offensive language will not be tolerated on the bus.
3. After leaving the bus:
 - a. Cross the road at least 10 feet in front of the bus. Observe the driver's directions; then look to be sure no traffic is approaching from either direction.
 - b. The driver will not discharge students at places other than the regular bus stop unless authorized by proper school officials.
 - c. Parent or another adult should meet preschool thru kindergarten students at door, assuring the driver that the child was not left alone.
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 trip may be necessary if approved by the sponsor. The sponsor must ensure that the bus is clean at the end of the trip.

Shuttle Bus Students

USD 323 is providing activity shuttle bus services as a courtesy and convenience. Both the **Immediate Action** and the **Disciplinary Plan** will apply to the shuttle.

Technology

Electronic Devices

The use of cell phones/communications devices will be permitted within Rock Creek Junior/Senior High School but never during instructional time without direct permission and supervision of the teacher. Students should not expect to leave class to use a cell phone. In the event of an emergency, students will seek permission of a teacher or administrator to use their cell phone. Parents and students are strongly encouraged to utilize the school phone-system through the office for emergency purposes. Student cell phone use during instruction time will be considered a serious discipline violation.

Students should note that possessing and/or utilizing a cell phone within the building or on school grounds is not a violation of the rules. However, if at any time a faculty/staff member feels that your utilization of a cell phone is disruptive or improper anywhere in the building or on school grounds you will be reported to the administration for possible disciplinary action.

1st Violation (per semester)- The student's device will be confiscated by the teacher and returned to the student after school.

2nd Violation- The student's device will be confiscated and turned into an administrator. The student may be assigned a two-hour detention.

3rd + Violations- Parent picks up device and student serves a one-day in-school suspension. Possibly lose privileges to have electronic devices in school.

Electronic Devices (Camera Use)

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Electronic Devices (Computers and Technology)

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, up to and including expulsion from school

Agreement Authorizing Student Use of a District-Owned Mobile Device

As part of its commitment to integrating technology into the curriculum, the board of education of Rock Creek Schools, USD 323, has purchased mobile devices and their related accessories for students' individual use. Each student will be loaned a mobile device and must bring it to school every day, just like a textbook. In order to be loaned a mobile device, you and your child must read in its entirety and sign the form below.

Access to the technology resources of the district is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the mobile device as outlined in this document.

1. **Acceptable Use of Mobile Device.** Your child's use of the mobile device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the district and with board of education policies. By using the mobile device, you and your child agree to abide by the internet permission policy as well as all other applicable policies and the guidelines in this document. Violation of any of these policies or guidelines could result in your child's loss of the privilege of using the mobile device, discipline up to and including suspension or expulsion, and referral to law enforcement.
2. **Loss of or Damage to Mobile Device.** If your child's mobile device is lost or damaged, you or your child must report it immediately to your child's advisor teacher. Any mobile device reported to be lost or stolen will be tracked by GPS to attempt recovery, and law enforcement will be involved as necessary. If you believe your child's mobile device requires repair, take it to the designated technical support person in your child's school. You and your child are responsible for cooperating with the district in the recovery, repair, or replacement of your child's mobile device. You and your child are responsible for any damages occurring to the mobile device as a result of accidental, intentional, and environmental damages including damages caused by other students.
3. **Self-Insurance/Usage Fee.** For your child to be loaned a mobile device, you must pay a \$25 self-insurance/usage fee at enrollment. This fee covers the usage cost of your child's mobile device and includes one repair/replacement of your student's mobile device in the event of accidental damage. If your child is eligible for the national free or reduced lunch program, you will not be required to pay the initial \$25 fee. You will, however, be responsible for the \$25 self-insurance/usage fee at the first incident of damage and all subsequent fees for damages as well as lost or stolen mobile devices. Below is the fee structure for occurrences of accidental damage and lost or stolen devices.

Occurrence	Cost
1	\$0 (Included in initial fee)
2	\$125 (half of the repair cost)
3+	\$250 (full repair cost)

Lost or Stolen Device	\$375 per incident
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Students and parents are responsible for the full replacement cost of \$375 in the event of intentional damage to the mobile device or damage to the device as a result of intentional damage or modification to the protective case provided with the mobile device. The manufacturer warranty and the district self-insurance/usage fee does not cover intentional damage of the mobile device. Occurrences are recorded and tracked over the entire tenure of your student's time at USD 323 and do not reset at the end of each term. Occurrences carry over from year to year.

4. **Chargers, Charging Cables, and Cases.** If your child loses or damages the USB wall charger or the USB sync/charging cable provided with the mobile device, replacements

may be purchased from the school office for the fees listed below. Your student is responsible for turning in a functioning charger and cable at the end of term. Only Apple branded chargers and cables will be accepted during mobile device turn-in.

Lost or Damaged Accessories	Replacement Cost
USB Wall Charger	\$19
USB Sync/Charging Cable	\$19

If your child modifies or damages the protective case provided with the mobile device, a new case will be installed on the mobile device to ensure that it is protected, and the cost of the case will be applied to your school account balance. Below is the cost for case replacement.

Case Replacement	\$45
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5. Caring for the Mobile Device. The mobile device assigned to your child remains the property of the district and must be cared for in accordance with this agreement. In addition to the manufacturer's instructions included with the mobile device, if any, your child must care for the mobile device as follows:

- a. The case provided may not be removed, replaced, or modified under any circumstances. This includes screen protectors.
- b. Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type except those provided in your classrooms. If the mobile device's case or screen protector needs to be removed for cleaning, please take the mobile device to a member of the technology staff to have the case removed and cleaned. Never remove the case or screen protector yourself under any circumstances.
- c. Insert and remove cords and cables carefully to prevent damage to connectors. Do not put strain on charging cables especially while the mobile device is in use during charging. Strain on charging cables can result in damage to the cable as well as the mobile device's charging port.
- d. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the mobile device or its case. You may personalize the mobile device by setting the digital wallpaper or background.
- e. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Do not place the mobile device in over-loaded backpacks as this can damage the device. If the mobile device is in a backpack, take care to ensure that the backpack is not in an environment where it could be dropped or have force otherwise applied to it that could damage the mobile device. A backpack does not provide protection to the mobile device. Don't stack other objects (books, binders, etc.) on top of the mobile device.
- f. Don't leave the mobile device in places of extreme temperature, humidity, or limited ventilation (i.e., in a car) for an extended period of time.
- g. Keep food and beverages away from the mobile device.
- h. Make sure the mobile device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, a desk, or other location where someone might take it. If the mobile device has been taken to a school athletic or academic event, please leave the mobile device on the bus or in another location as designated by your school chaperone where it can be monitored.
- i. Your child's mobile device will have a district-provided asset tag to identify it. This number will also be marked on the case your child was provided. This asset tag may not be removed. If it is removed, please contact a member of the technology department immediately to have a new tag applied.
- j. Don't "jailbreak" or otherwise disrupt the configuration of the mobile device. ("Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's

security and licensing restrictions. The act of jailbreaking a mobile device voids the manufacturer's warranty and is a violation of this agreement. Removal of any district-installed configuration is prohibited and will be considered a violation of this agreement.)

6. **Using the Mobile Device at School.** Unless otherwise instructed, the mobile device is intended for use at school every day. If your child is permitted to use the mobile device at home, he/she is responsible for bringing it to school every day, fully charged. The district may not have a loaner in the event he/she forgets the mobile device.
7. **Classroom Privacy.** Photos, videos, and audio recordings are only allowed in the classroom with explicit consent from your classroom teacher. Taking photos, videos, or audio recordings without knowledge and consent from all parties involved may result in disciplinary action at the discretion of building administration.
8. **Technical Support.** If your child's mobile device is not functioning properly, he/she should alert his/her teacher immediately. If necessary, a technical support employee of the district will assess the mobile device and attempt to correct any problems with it.
9. **Using the Mobile Device Outside of the District.** In the event your child uses the mobile device outside of the district, he/she is bound by the same policies, procedures, and guidelines as at school.
 - a. **Parent Responsibility for Supervision Outside of the District.** The district is not responsible for filtering inappropriate material or monitoring students' Internet activity outside of school. While your child is using the mobile device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.
 - b. **Technical Support Outside the District.** The district cannot guarantee that the mobile device will function outside the district at the same level as inside the district. Configuration of any home network connection is your responsibility and not the responsibility of the district. Any configuration applied to the mobile device that impairs its performance in school may be removed by district staff.
10. **Managing Your Files and Saving Your Work.** Work done on a mobile device is typically saved to the mobile device itself. It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the mobile device.
11. **Accessories.** The district will provide accessories necessary for use of the Mobile Device. The decision whether to purchase additional accessories (such as an extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the district reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the district cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.
12. **District-Required Software.** The district will provide any software required to use the mobile device for school purposes. This software may not be removed. The district may update, add, or remove software at any time for any reason, without prior notice.
13. **Personal Software.** With permission from the district and a legally-acquired license, your child may install additional software (apps) on the mobile device. However, the district is not responsible for providing technical support for personal software (apps), and such software may be deleted at any time for any reason.
14. **Personal Content on the Mobile Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the mobile device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to backup all personal content stored on the mobile device.
15. **Compliance with Copyrights.** In using the mobile device, your child must follow the United States Copyright Act governing use of copyrighted material and applicable copyright law.

16. **iPad or other Apple Device.** Installation of software (apps) on an Apple device requires the use of an Apple ID. Apple IDs associated with a student under the age of 13 will be managed by the student's parent/guardian. Apps that have been purchased by the district for student use are associated with the student's Apple ID and cannot be transferred to other Apple IDs. If the student changes Apple IDs without permission from a member of the technology staff, the student and parents will be responsible for re-purchasing any apps that were originally purchased by the district and are needed for classroom use.
17. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the mobile device or for any content created or stored on the device. The district reserves the right to inspect the mobile device and its contents at any time and for any reason.
18. **Returning the Mobile Device.** Unless instructed otherwise, the mobile device (and any related accessories) must be returned to the district by the last day of the current school year. If your child withdraws from the district, you must return the mobile device prior to your child's last day of attendance. The device and accessories must be returned in operable condition, with all parts intact. If your child fails to return the mobile device and any related accessories as directed, the district may, in addition to seeking reimbursement from you, file a theft report with the appropriate law enforcement agency.
19. **Mobile Device Data as Records.** Data saved to the mobile device are not maintained by the district as public records or as student records. However, in the event data on a mobile device needs to be maintained by the district for any reason, the district will take affirmative steps to preserve it.
20. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the mobile device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this agreement and in all applicable board policies related to their use of the mobile device.
21. **Waiver of Mobile Device-Related Claims.** By signing the "Mobile Device Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this agreement and agree to be bound by this agreement. You also agree and represent that the mobile device (including any related accessories) was delivered in good working order and that it must be returned to the district in good working order. By signing this agreement, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against USD 323, its board of education, and its individual board members, officers, employees, and agents relating to, connected with, or arising from the use of the mobile device or this agreement.
22. **Indemnification for Mobile Device-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless USD 323, its board of education, and its individual board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the mobile device or this agreement.

Mobile Device Acknowledgement

STUDENT'S NAME: _____ GRADE: _____

Parent Agreement. I am the parent/guardian of the student listed above, and I acknowledge that I received, read, and understand the Agreement Authorizing Student Use of a District-Owned Mobile Device including its waiver and indemnification provisions. Further, I understand that:

- My child is responsible for bringing the mobile device issued to him/her to school every day, fully charged, and for taking care of and properly using the mobile device.
- My child's failure to care for the mobile device or his/her improper use of the mobile device may subject him/her to disciplinary action, loss of the privilege of using the mobile device, and referral to law enforcement.

- I am responsible for monitoring and supervising my child's use of the mobile device, including its access to the Internet, outside of school.
- I am financially responsible for any damage to or loss of the mobile device assigned to my child.
- I am responsible for ensuring my child's compliance with the terms of the Agreement Authorizing Student Use of a District-Owned Mobile Device.

 Parent's Name Parent's Signature Date

Student Agreement. I agree that I received, read, and understand the Agreement Authorizing Student Use of a District-Owned Mobile Device. I understand that:

- I need to bring the mobile device to school every day, fully charged.
- I need to take care of the mobile device and use it properly.
- If I do not care for the mobile device or I use it improperly, I may not be allowed to use the mobile device any more, may be disciplined at school, and may be referred to the police in serious cases.
- I am responsible for using the mobile device and the Internet appropriately, both at school and outside of school.
- My parents will have to pay for any damage to my mobile device or to replace my mobile device if it is lost.
- I will follow all the directions in the Agreement Authorizing Student Use of a District-Owned Mobile Device.

 Student's Name Student's Signature Date

Changes to Handbook

Rock Creek Building Administration reserves the right to make adjustments to this handbook as necessary. Administrative interpretations of all handbook policies are final. Adjustments to the approved handbook will be presented to the Rock Creek BOE at the earliest possibility.