



Manhattan-Ogden USD 383
**Manhattan High School
Student Handbook**



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USD 383 Mission and Vision



Manhattan-Ogden Public Schools

Mission

Our mission is to prepare all students for success as lifelong learners, earners, and citizens.

Goal

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development, and postsecondary preparation.

Core Beliefs

Our core beliefs shape how the organization views itself, others, and the world.

Acceptance

We create a climate that values diverse thinking, mutual respect, and working as a team for the betterment of the whole organization.

Accountability

We hold one another accountable for increasing student and staff success.

Courage

We support courageous actions in an environment that embraces ethical and thoughtful risk-taking.

Joy

We enjoy our work and recognize that happiness contributes to organizational health and generates more opportunities for success.

Trust

We presume the good intentions of others in a culture of openness for honest input and creative ideas.

Manhattan-Ogden Unified School District 383

Strategic Framework

May 4, 2022

Mission

Our mission is to prepare all students for success as lifelong learners, earners and citizens.

Vision

Our vision is to be nationally recognized for the breadth and depth of success attained by all students.

Goal

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development and postsecondary preparation.

Core Beliefs

Our core beliefs shape how the organization views itself, others and the world.

Acceptance: We create a climate that values diverse thinking, mutual respect and working as a team for the betterment of the whole organization.

Accountability: We hold one another accountable for increasing student and staff success.

Courage: We support courageous actions in an environment that embraces ethical and thoughtful risk-taking.

Joy: We enjoy our work and recognize that happiness contributes to organizational health and generates more opportunities for success.

Trust: We presume the good intentions of others in a culture of openness for honest input and creative ideas.

Guiding Principles

Our guiding principles influence the behavior of educators, staff, parents, students and community members as we strive for student and organizational success.

System Perspective: We respect that all components of the organization are interdependent and must be managed as a unified whole in order to achieve ongoing success and performance excellence.

Engaged Learning: We share a collaborative responsibility for implementing intentionally designed holistic and engaging learning experiences.

Encouraging Environment: We promote a framework encouraging grit and the courage for students to become the best version of themselves.

Relationship Building: We facilitate connection and growth through safe, inclusive, compassionate and empathetic interactions with others.

Foundational Skills: We provide dynamic learning experiences to build a strong foundation of skills necessary to be competitive in local, regional and global economies.

Societal Contributions: We demonstrate a well-rounded ability to make respectful and ethical decisions.

Pillars

We are committed to student success through dedication to four foundational pillars: teaching and learning, culture and environment, employee talent, and partner relations - with outcomes measured in both traditional and non-traditional ways.

Indicators of Success

1. The percentage of students at or above benchmark on district assessments (ELA, Math, SEL) will increase overall and for each identified subgroup.
2. The percentage of students who score in Levels 3 and 4 on on state assessments (ELA, Math, HGSS, Science) will increase at each assessed grade level overall and for each identified subgroup.
3. The graduation rate of students within the district will increase, overall and for each identified subgroup.
4. The two-year postsecondary success rate of students within the district will increase, overall and for each identified subgroup.
5. The attendance rate for students will increase overall and for each identified subgroup.

USD 383 Board of Education

Please see the [school website for more information](#) about USD 383's School Board.

USD 383 Secondary School Contacts

- Dwight D. Eisenhower Middle School
 - 800 Walters Ave., Manhattan, KS 66502
 - 785-587-2880
- Susan B. Anthony Middle School
 - 2501 Browning Ave., Manhattan, KS 66502
 - 785-587-2890
- Manhattan High School
 - 2100 Poyntz Ave., Manhattan, KS 66502
 - 785-587-2100
- Manhattan Virtual Academy
 - 2031 Poyntz Ave., Manhattan, KS 66502
 - 785-587-2100 ext. 8073

Manhattan High School Bell Schedule

Students will only attend one lunch period. The lunch section they attend is determined by the class location on M, T, F during 5th period, Wednesday during 2nd period, and Thursday during 6th period. The lunch sections class location will be published at the beginning of the year and reevaluated at the beginning of 2nd semester. **First lunch: ground floor 000's and top floor 200's. Last lunch: main level 100's floor.**

Monday/Tuesday/Friday – Silver Day (hours 1-7)

- 1st Period -8:00-8:52
- 2nd Period - 8:57-9:49
- 3rd Period - 9:54-10:46
- 4th Period - 10:51-11:43
- 5th Period First Lunch
 - Lunch –11:43-12:18
 - Class – 12:23-1:16
- 5th Period Last Lunch
 - Class – 11:48-12:41
 - Lunch – 12:41-1:16
- 6th Period – 1:21-2:13
- 7th Period - 2:18-3:10

Wednesday – Blue Block Day (Hours 1, Advisory, 2, and 3)

- 1st Block Period - 8:00-9:33
- Advisory Period – 9:40-11:13
- 2nd Block Period First Lunch
 - Lunch – -11:13-11:48
 - Class – 11:55-1:30
- 2nd Block Period Last Lunch
 - Class – 11:20-12:55
 - Lunch –12:55-1:30
- 3rd Block Period – 1:37-3:10

Thursday – Red Block Day (4, 5, 6, and 7)

- 4th Block Period - 8:00-9:33
- 5th Block Period – 9:40-11:13
- 6th Block Period First Lunch
 - Lunch – 11:13-11:48
 - Class – 11:55-1:30
- 6th Block Period Last Lunch
 - Class – 11:20-12:55
 - Lunch – 12:55-1:30
- 7th Block Period – 1:37-3:10

Blue Block Day (Hours 1, Advisory, 2, and 3)		
Hour 1	8:00-9:33	
Advisory	9:40-11:13	
Hour 2	11:13-11:48	11:55-1:30
	1st lunch	class
	11:20-12:55	12:55-1:30
	class	2nd lunch
Hour 3	1:37-3:10	

Red Block Day (Hours 4, 5, 6, and 7)		
Hour 4	8:00-9:33	
Hour 5	9:40-11:13	
Hour 6	11:13-11:48	11:55-1:30
	1st lunch	class
	11:20-12:55	12:55-1:30
	class	2nd lunch
Hour 7	1:37-3:10	

Silver Day (Hours 1-7)		
Hour 1	8:00-8:52	
Hour 2	8:57-9:49	
Hour 3	9:54-10:46	
Hour 4	10:51-11:43	
Hour 5	11:43-12:18	12:23-1:16
	1st lunch	class
	11:48-12:41	12:41-1:16
	class	2nd lunch
Hour 6	1:21-2:13	
Hour 7	2:18-3:10	

Plus Day (Hours 1-7 and Advisory/Pep Rally)		
Hour 1	8:00-8:46	
Advisory/Pep Rally	8:51-9:29	
Hour 2	9:34-10:20	
Hour 3	10:25-11:11	
Hour 4	11:16-12:02	
Hour 5	12:02-12:37	12:42-1:28
	1st lunch	class
	12:07-12:53	12:53-1:28
	class	2nd lunch
Hour 6	1:33-2:19	
Hour 7	2:24-3:10	

First Day Schedule	
Advisory	8:00-8:20
Session 1	8:25-8:50
Session 2	8:55-9:20
Session 3	9:25-9:50
Session 4	9:55-10:20
Session 5	10:25-10:50
Advisory	10:55-11:20

Last Day Schedule	
Hour 1	8:00-8:20
Advisory	8:25-8:50
Hour 2	8:55-9:15
Hour 3	9:20-9:40
Hour 4	9:45-10:05
Hour 5	10:10-10:30
Hour 6	10:35-10:55
Hour 7	11:00-11:20

Mega Test Day Schedule		
Advisory	8:00 – 12:32	
Hour 2	12:32-1:07	11:12-2:05
	1st lunch	class
	12:37-1:30	1:30-2:05
	class	2nd lunch
Advisory	2:10 - 3:10	

MHS 2026-2027 Bell Schedules

Manhattan High School All Periods Plus Schedule

During shortened weeks, MHS may run a schedule that will not include block days. This will increase the number of student contact times for their classes. We still need to have Advisory and Flex Time. Those days will be called “All Period Plus Days.” We will also use this schedule for Pep Assemblies.

- 1st Period --8:00-8:46
- Plus Period --8:51-9:29
- 2nd Period --9:34-10:20
- 3rd Period -- 10:25-11:11
- 4th Period -- 11:16-12:02
- 5th Period First Lunch
 - Lunch -- 12:02-12:37
 - Class -- 12:42-1:28
- 5th Period Last Lunch
 - Class -- 12:07-12:53
 - Lunch -- 2:53-1:28
- 6th Period -- 1:33-2:19
- 7th Period -- 2:24-3:10

Plus Day (Hours 1-7 and Advisory/Pep Rally)		
Hour 1	8:00-8:46	
Advisory/Pep Rally	8:51-9:29	
Hour 2	9:34-10:20	
Hour 3	10:25-11:11	
Hour 4	11:16-12:02	
Hour 5	12:02-12:37	12:42-1:28
	1st lunch	class
	12:07-12:53	12:53-1:28
	class	2nd lunch
Hour 6	1:33-2:19	
Hour 7	2:24-3:10	

MHS Traditions

School Colors: Navy Blue and White with Red accent

School Symbol: Indian

Student and Athletic Designation: Indians

MHS Indian Symbol: Prior to 1940, MHS sports teams were called a variety of nicknames, such as the Blue Devils, Junior Wildcats and the Blues. The “M Club,” which was an organization of high school athletes, organized a contest to select an official school symbol, and the Indian was selected on March 8, 1940. According to oral tradition, the selection was made to honor Frank Prentup, an MHS teacher and coach who was of Iroquois descent. The symbol is currently used to recognize the Native American heritage of this community. The official logo was designed by former MHS teacher, Brent Yancey, who himself is a Native American.

Youth and Family Resource

[USD Fit Closet Community Resource](#)

988 Suicide and Crisis Lifeline- The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practice.

Parent & Resource Hotline 1 800 332-6378 or email 1800children@kcsf.org

Statewide Safety Hotline Number

A statewide school safety hotline, staffed by the Kansas Highway Patrol, has been established. This hotline is available 24 hours per day, 365 days a year, to report impending school violence to the Kansas Highway Patrol.

The hotline, enacted by House Bill 2489, connects to the Kansas Highway Patrol central dispatch center. From there, information is transferred to local law enforcement who will relay information to the local school administrator. The hotline number is: **1-877-626-8203**.

Procedures and regulations exist at our school to provide a positive, caring, learning environment. A policy for every conceivable situation cannot be listed. Students should always follow a course based upon safety, courtesy, and respect for the rights of others. For those items not covered which are of major concern to the total school program, a final decision rests with the administration. If there is disagreement with a request to comply with specific guidelines of administrative policies or decisions, the student and his/her parent may appeal to the building principal, but only after compliance with the request. The student and/or parent must schedule the appointment with the building principal or his/her designee.

- We value Compassion
- We value the Essential Skills of
 - Show up every day
 - On time
 - Ready to work
 - Work Hard
 - Have a good attitude
 - Be drug free
- We value gaining greater perspectives
- We will post classroom expectations in every room
- We will teach Self-Regulation
- We will teach Self-Efficacy

Accidents and Illness at School

A student who becomes ill or injured at school should ask to see the nurse. Parents will be contacted if it is necessary for the student to leave school. If the nurse is not available, the office staff will handle any necessary arrangements.

Activity Tickets

Student Activity tickets may be purchased for \$30 at the time of enrollment or in the main office once school begins. An activity ticket admits the student to home athletic events sponsored by MHS. Value of the ticket is over \$100.

Advisory

Advisory is a dedicated period devoted to college and/or career readiness, academic achievement, social-emotional growth, and community building. Each student is enrolled in a grade level Advisory. A comprehensive curriculum allows each student to personalize

their experience. Students earn a .25 credit each year for their attendance and participation during Advisory for a Pass/Fail credit.

Alternative Learning Environment – ALE

The Alternative Learning Environment (ALE) at the Robinson Education Center offers a flexible, student-centered educational experience designed to support academic success through a smaller learning environment. Operating from 8:00 AM-3:10 PM-ALE provides a hybrid model of instruction that blends in-person learning with online coursework, allowing students to progress at a pace suited to their individual needs. Each student follows a personalized graduation plan tailored to their goals and learning style. ALE is an ideal option for students seeking a non-traditional path to graduation in a supportive and structured setting. For more information, contact your student's grade level office.

After School Homework Assistance (ASHA)

Tutorial support program staffed by building faculty. Tutoring help is provided in English, Math, Social Science and Science. Times, dates and locations will be announced at the beginning of the school year.

Artificial Intelligence

See Board Policy:

- Board Policy IIBF
- Board Policy IIBE

Artificial Intelligence (AI) tools can support learning, creativity, and productivity when used appropriately. Students and staff are expected to use AI responsibly, ethically, and in ways that enhance, not replace, critical thinking and personal learning.

Expectations for Responsible AI Use

- Use AI as a learning tool, not as a substitute for your own work, thinking, or creativity.
- Follow teacher directions regarding when AI use is permitted or prohibited for classroom activities and assignments.
- Verify information generated by AI, as AI tools may produce inaccurate, incomplete, or biased content.
- Maintain academic integrity by completing your own work and avoiding plagiarism, cheating, or misrepresentation of AI-generated content as your own.

- Respect others by not using AI to create deceptive, harmful, or misleading text, images, audio, or video.
- Protect privacy by never entering personal, confidential, or sensitive information into AI platforms.
- Use only district-approved AI tools that meet federal, state, and district requirements.

AI technologies continue to evolve, and district expectations may be updated as new tools and capabilities emerge. Students and staff are expected to follow all district policies, school handbook guidelines, and classroom expectations related to AI use. Misuse of AI may result in disciplinary consequences consistent with district policies and codes of conduct.

Assembly Behavior

Students will travel to assemblies with the classroom teacher and sit where directed. Students should display appropriate behavior by being respectful, polite, and appreciative. Assembly time is still class time, and students may not leave the building or loiter on school premises during the assembly.

Attendance

See Board Policies:

- Attendance Records [JB](#)
- Absences and Excuses [JBD](#)
- Truancy [JBE](#)
- Absences and Excuses [JBD-R](#)
- Enrollment [JBC](#)

There is a direct correlation between regular attendance and success in school. All students are required to attend school for seven periods. **Second semester seniors intending to graduate may opt to take fewer classes in the spring semester but must attend a minimum of five consecutive hours.** Exceptions will be allowed for part-time students as specified by the BOE policy JBC.

Procedures on Absences:

1. Notification

- a. Parents/guardians should notify their students' grade level administrator's office by calling prior to or on the day of the absence. Parents are encouraged to call before 10:00 a.m. It is important that parents contact the school for

each daily absence. Voicemail is available. A note may be sent with the student on the day of the student's return. When a student is absent from school an attempt shall be made to contact parents/guardians either by telephone, e-mail, or Parent Square. If absences have not been excused a Parent Square message will be sent to the guardian, after school hours, letting them know of an absence. Infinite Campus, the Student Information System, allows parents to view attendance on a daily basis, as well as grades and assignments. Parents who have not logged on to the Infinite Campus Parent Portal can activate under the Parent Tab on the district's website. If you need help, please contact the grade level office.

2. Documentation of Absences

- a. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. It is important that parents/guardians contact the school within 48 hours of an absence. Absences after 48 hours will be considered unexcused. A doctor's note may be required to excuse student absences.

3. Excused/Unexcused Absences

- a. Excused Absences are absences supported by a telephone call, note or letter from a parent/guardian, doctor or dentist, etc. An unexcused absence is an absence not supported by a phone call, note or letter from a parent/guardian, doctor or dentist, etc. It is important that parents contact the grade level administrator's office within 48 hours of the absence. Absences after 48 hours will be considered unexcused.

4. Check In/Out Procedure

- a. When it is necessary to arrive or depart from school other than the beginning or the ending of the school day, parents/guardians need to notify their students grade level office at least one hour prior to the requested release time. The student must sign in/out through their grade level administrator's office before going to class or leaving the building.
- b. Students leaving the building without checking in or out may be assessed an unexcused absence for the hours missed. Anyone picking up a student must show a photo ID.

5. Make-up work policy

- a. In the case of doctor appointments, field trips, activity trips, etc., where school is missed for all or part of a day, students are expected to have their assignments on time the same as all other students in class. It is the student's responsibility to get the assignments for the class from the teacher or other students.

- b. In case of illness where the student is absent for an unusually long period of time, special consideration will be given, and a schedule for make-up work will be worked out in cooperation with the student, parent, and teacher. The student will initiate this request. Homework requests can be requested after the student's third consecutive absence.
- i. **Extended Absence Policy (three or more days):** Students who know they will be absent in advance for such things as family vacations and trips, must contact their teachers before the absence and make arrangements for assignments and tests. An extended absence is strongly discouraged during the academic year due to the loss of instructional time.
 - ii. **SHORT-TERM ABSENCE POLICY (Less than three days):** When a student is absent due to a short-term illness, he or she will be expected to make up assignments and tests that were announced during the absence.
 - iii. **EARLY SEMESTER RELEASE: Students** wishing to leave prior to the end of a semester should request such leave in a letter to the grade level principal two weeks prior to the end of the semester. Notification of approval or denial will occur within a week.

Bullying

See Board Policies:

- Bullying by Students [JDDC](#)
- Bullying by Parents [KGC](#)

Cafeteria/Lunch

9th grade students have a closed lunch and must remain inside the building, to include the North Courtyard. Manhattan High School has an open lunch for 10th, 11th and 12th grade students only. In order to give high school students an opportunity to demonstrate responsibility, independent judgment, and positive citizenship, 10th, 11th, and 12th grade students shall have the privilege of leaving campus during lunch. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any student during such time as the student has left the school grounds during the lunch period. Students eating lunch at MHS are to remain in the cafeteria, courtyard and commons area with all food items.

The cafeteria will serve breakfast at 7:20 AM, and lunch to students and teachers every full day of school.

Breakfast and lunch are available for respective costs. Applications for free and reduced meal prices are available in the main office and online; a new application is required each school year.

Separately-priced food items such as drinks and snacks are available in addition to the regular lunch as long as a student's meal account is in good standing.

Lunch accounts are available for your convenience. Any dollar amount can be added to a meal account. Your student ID number is your account number. Your account will be charged accordingly as it is used by the student. At the end of each school year seniors and any student leaving the district will be reimbursed what money is left in his or her account. All other student accounts are carried over to the next school year, with your money from the previous year.

Parents are expected to have money available in their student's meal accounts or pay cash for all meal purchases. It is the responsibility of the parent/guardian to keep adequate funds in their student's accounts.

[The full board approved meal charge policy can be found online.](#)

The cafeteria is open each day to serve meals to the students and faculty members. Well-balanced meals are planned by the cafeteria staff. Individual meals may be purchased each day with cash or with money on their lunch account, by [making payments directly to the Food Service cashier or online.](#)

Individual students are welcome to bring lunch from home and eat it in the cafeteria. Milk or juice may be purchased to drink with a sack lunch. Microwaves are provided for student use.

Cafeteria Expectations

- Have your money or student number ready when you reach the cashier.
- All food items are to be consumed in the dining area.
- Cutting in line or holding places in line creates conflicts with other students and is inappropriate.
- The Student Code of Conduct for student behavior includes the cafeteria.
- Students are not to use another student's lunch account.
- Sharing food items and/or drinks is discouraged because of the possible spread of infectious diseases, etc.

- No glasses containers.
- Students are responsible for cleaning up after themselves.

Canvas Learning Management System

Teachers will utilize Canvas Learning Management System (LMS) to:

- Provide resources to students and parents
- Post assignments
- Communicate with students
- Grade individual assignments (course in-progress and final grades are in Infinite Campus)

Each teacher is required to create a homepage with the following information:

- Course Title
- Teacher Contact Information and Office Hours
- *Teacher's Schedule*
- *And* Links to:
 - Course Announcements
 - Course Resources
 - Course Syllabus
 - Canvas Resources
 - Course Calendar
 - Course Work

Cemetery Conduct

Rules and regulations pertaining to conduct in cemeteries shall be as follows. No persons, without specific authority from the city, shall:

1. Enter a cemetery, except through an established gate;
2. Behave in a manner not consistent with the solemn nature of a public burial ground;
3. Deposit rubbish or debris on any part of the cemetery grounds, except in receptacles provided;
4. Pick or mutilate any flowers, either wild or domestic, or disturb any tree, shrubs or other plant material;
5. Post, paste, fasten, paint, write, draw, tack or affix any placard, bill, notice, sign advertisement or any inscription upon any structure, tree, stone, fence or enclosure on cemetery premises;

6. No person of 14 years of age shall enter a cemetery unless attended by an adult responsible for their conduct or until permission to enter has been obtained at the cemetery office.

Conduct During Service

1. The following rules shall apply in the vicinity where a funeral service is being conducted:
 - a. All persons who are not friends or acquaintances or are not immediately connected with the family of the deceased, are forbidden to loiter in the vicinity of an open grave.
 - b. No cars or pedestrians may pass during a funeral service.
 - c. All work in the vicinity of a funeral service shall cease during the service.

Class Pass/No Credit Policy for Elective Classes

A student, with the approval of his/her teacher, may elect to take a course on a Pass/ No Credit basis. If the student completes the course satisfactorily, he/she will receive credit for the course on his/her transcript. A P1 (for pass), but no letter grade, will be entered. If the course is not satisfactorily completed, no entry will be made on the transcript. A student will not be allowed to take a course on a Pass/No Credit basis if it is a course required for graduation or Board of Regents eligibility (examples: English, US History and U. S. Government) OR if it is to be counted as one of the 24 credits required for graduation. It is hoped that this program will enable students to take a wider range of courses that they might not have taken because of the fear of receiving a low grade in an unfamiliar or very difficult subject matter area. The deadline for scheduling courses on a Pass/No Credit basis is the end of the first five weeks of each semester OR at the discretion of the teacher. Arrangements will need to be made with the teacher before that time. A student may retain the right to take the earned letter grade at the end of the semester instead of a P1 if he/she chooses. If a student is not attending class according to the school attendance policy, the Pass/No Credit option is void and an "F" will be entered on the transcript.

College/University Enrollment

Manhattan High School offers **Concurrent** and **Dual Credit courses**. (Questions about concurrent and dual courses can be answered by visiting with their grade level counselor.) For questions about college concurrent enrollment, visit with your grade level counselor.

Concurrent Courses are postsecondary courses offered through a partnership with an accredited postsecondary institution, taught during the school day, within our building, and

taught by eligible and approved high school faculty. Students will receive both high school and college credit. The grade earned will remain on the student's permanent college transcript.

Courses taught through KSU & MATC meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes project as sanctioned by the Kansas Board of Regents (KBOR). The courses transfer to schools governed by KBOR. Students are encouraged to check the transferability of all concurrent and dual courses if planning to attend a private or an out of state college or university. Students must have an excellent attendance record and be a sophomore, junior or senior. See the Manhattan High Course Description Book for prerequisites, GPA, and other requirements.

Students will receive .5 high school credit for a two- or three-hour course and 1.0 high school credit for a four- or five-hour course. Students will receive a weighted grade, .03 credit for every .5 credit earned. Tuition, books, and supply fees will be the student's responsibility. These courses have a minimum enrollment of eight to be offered.

Dual Credit Courses are similar to concurrent courses except in the location or means of how the class is administered. They are postsecondary courses from an accredited college or university where the student will receive both high school and college credit. The student attends college classes in person on the college campus either during the school day or after school hours, or the student takes the course online either during the school day or after hours.

Students wanting to take a dual credit course must:

- Make arrangements through their grade level counselor
- Receive pre-approval
- Keep attendance log and have the professor sign at the end of the semester
- Turn the assigned attendance log into the grade level counselor.
- Preapproved Dual Credit classes, from an accredited institution, can be added to your transcript with a weighted grade, .03 credits for every .5 credit earned. (Not all courses taken off campus can be applied to your transcript.) Having pre-approval to take a dual credit course is the only way to know if the course will count.

Communication

Manhattan-Ogden USD 383 will use ParentSquare and StudentSquare as the school communication platform. ParentSquare and StudentSquare automatically generates an account for each parent and student (grades 6-12) in partnership with the district's Infinite

Campus system, using the parent/student email address and cell phone number. Parents can opt in their student for StudentSquare during the annual registration process.

ParentSquare and StudentSquare connects teachers, students and parents by simplifying the communication process. ParentSquare also works with Google Translate and has access to over 100+ languages. This will allow teachers, students and parents to communicate in their preferred language.

Complaints

See Board Policies:

- Complaints [KN](#)
- Complaints of Discrimination [JCE](#)

[Complaints Form](#)

The importance of reporting incidents cannot be overlooked. If you see or experience something, say something (report). Report these incidences to your grade level principal or any principal. Forms can be found in any of the administration or counseling offices.

Concerns Matrix

Families and Patrons should use this matrix to address questions or concerns.

[Concerns Matrix](#)

Counselor/Guidance Program

The counselor's role concerns helping students obtain information about themselves, vocational and educational interests, aptitudes and abilities, and then be able to use this information in making decisions. The counselor works closely with her/his students with the goal of knowing them as individuals. The counselor is a good listener and the students' confidences are respected. Students who want to see the counselor should contact their grade level office. The counselor will then call you at her/his earliest convenience.

Parents/guardians may contact the counselor by calling the school. If the counselor is busy, the office professional will arrange for a callback or may set up a conference.

Crime Stoppers

Students, parents, and community members who become aware of criminal activity, threats, or safety concerns are encouraged to report information to school officials or to Manhattan Riley County Crime Stoppers. Crime Stoppers provides a confidential way to submit anonymous tips

that help law enforcement and schools maintain a safe learning environment. Crime Stoppers: 785-539-7777 or 1-800-222-TIPS (8477). In emergencies, call 911. [Riley County Police Crime Stoppers](#)

Deliveries for Students

All deliveries for students will be delivered to the Main Office. Students will be notified by the deliverer or by the office. Food delivered by a third party can be picked up in the office during the student's lunch time.

Detention

A student is assigned to detention for minor incidents of misbehavior. Teachers may assign detentions that will be served in their classrooms with the teacher supervising.

Administrators may assign students to detention to be served in the approved locations.

Disruptive Behavior

Students are expected to come to school prepared to learn and engage in instructional activities, students who are disruptive to this environment will be subject to disciplinary actions.

Distinguished Service Program

The Distinguished Service Graduate Program is a **voluntary** program for all students at Manhattan High School, which honors students who have served their school and community. Students will be required to enroll in the program online and document a minimum of 100 hours. Students must volunteer at least 25 of these hours to their school as well as representation of service to the community. Students who complete the program are honored at graduation ceremonies with a service honor cord and notation on the graduation program. All service hours are done outside of the school day. Students may not count hours for family members or, credit in a class, or hours for which they are paid. **All Service Verification Forms are due by the last day of each semester. LATE SUBMISSIONS WILL NOT BE ACCEPTED!** For more information about the program, contact the counseling office or [visit our website](#).

Dress Code/Appearance

See Board Policy:

- Dress Code [JCDB](#)

Students, parents and school staff are responsible for appearance that promotes safe, professional, non-disruptive student behavior. The classroom teacher may ask that students alter their clothing when dress or appearance interferes with safety, performance or course goals in a particular class. When health, medical, or religious reasons require exceptions to the guidelines for an individual student, a parent or guardian should contact the student's grade level administrator. Headwear will be allowed at MHS. Headwear must follow the appearance guidelines of MHS and BOE.

Driving and Parking

Student Driven Vehicle Passenger Restrictions stated by Kansas Law:

- Drivers under 16 years of age passenger restriction: May not transport any non-sibling minor passengers.
- Drivers under 17 years of age passenger restriction: May not transport more than one non-sibling passenger under the age of 18.

Students are required to complete a registration form and purchase a parking permit for \$75.00. A pro-rated rate will be determined if the permit is purchased during the second semester. **The purchase of a permit does not guarantee a parking space on campus.**

Eligible Regulations:

1. 10th, 11th, and 12th grade students can purchase a parking permit and park in student designated parking lots.
2. A car must occupy only one stall when parked. A car must park in a designated stall, marked by lines on both sides of the space.
3. Students are required to park in the designated parking lots and are not allowed to park in faculty or visitor parking.
4. Loitering is not permitted in parking areas or around vehicles during the school day.
5. No parking is permitted on service drives, crosswalks or areas designated by signs or red curbing.
6. Safe driving must be practiced at all times. The on-campus speed limit is 15 -miles per hour.
7. MHS Security has authority to ticket students in violation of parking and regulations. Failure to comply with these general parking regulations results in a \$10.00 fine. The fine is payable to MHS in the main office.
8. Parking permits are not transferable to other student households.
9. If a student must drive a different vehicle that is not registered, the student must notify the main office upon arrival at school that same day to avoid being fined.
10. Multiple violations and/or unsafe driving may result in losing parking privileges.

11. Parking lots are subject to search. Refusal to allow school officials to search vehicles may result in loss of parking privileges and suspension.
12. Decorating of cars will not be permitted in any campus parking areas.

Drug Free Schools (Drug, Alcohol, Tobacco, Electronic Cigarettes)

See Board Policies:

- Drug Free Schools [JDDA](#)
- Drug Free Schools Curriculum [JDDA-R](#)
- Prohibited Use of Tobacco Products and Electronic Cigarettes [GAOC](#)
- Tobacco and Electronic Cigarettes Use [JCDA](#)

CBD Oil and Products

Except for medical prescription, no student or employee may have any CBD-based product on school campus.

Emergency Drills (School Safety)

Every school (early learning – high school) in Manhattan-Ogden USD 383 practices school safety drills throughout the school year. The state of Kansas requires all Kansas schools to have 4 fire drills, 2 severe weather drills and 3 crisis drills through a school year. Schools will provide notification to parents that they will be practicing a safety drill.

These are the school safety drills we practice through the school year:

Drill 1 - Fire Drill in partnership with Manhattan Fire Department

Students and staff practice exiting the building using their primary or secondary routes. We make sure that all students and staff are accounted for once they are in a safe zone. Fire personnel check to make sure that students and staff are far enough away from the building so that fire engines and other vehicles can easily get to hydrants.

Drill 2 - Tornado/Severe Weather Drill in partnership with Riley County Emergency Management

All USD 383 buildings have a severe weather shelter. Riley County Emergency Management observes a tornado drill at each location. An emergency manager will walk around the school with the principal to take a look at where we are putting students and staff. Riley County Emergency Management helps us determine if we are putting students and staff in

the most secure locations within the school and give us tips for tweaking our plans if necessary. All students and staff are accounted for once they are in a secure location.

Drill 3 - Evacuation Drill

Each school will evacuate to their primary or secondary evacuation site. All students and adults in the building will evacuate to a safe location. Once at the evacuation site, parent reunification will be set up and practiced. This is a great logistical drill – how to get all students and staff from point A to point B and back – and make sure that everyone is accounted for.

Drill 4 - Secure Campus Drill

Secure Campus means that something is happening outside of our school building and we want to keep it outside. Students and staff that are outside are brought back into the building and all doors are locked and secured. Activities inside the building remain normal. Students/staff may leave the building with a controlled exit – this is dependent on the situation.

Drill 5 - Lock Down Drill in partnership with the Riley County Police Department

Students and staff will spend time talking about how to be safe at school. Discussions will be age appropriate and will be led by the classroom teacher. Discussions could include tabletop exercises for middle and high school students as it relates to an intruder on the school property. The Riley County Police Department is an active partner in keeping our schools, students and staff safe.

Drill 6 – Hold Drill

Hold means that all students and staff should hold in their classroom or office until the situation is under control. Hold could be used for a medical emergency, student disturbance, etc. Something is happening inside the school and we need everyone to hold where they are at.

If you have questions concerning school safety, please contact Michele Jones, Director of Communications, Health and Safety at 785-587-2000.

Emergency Safety Intervention

See Board Policy:

- Emergency Safety Interventions [GAAF](#)

Enrollment - Transfer Students

Guidelines for Handling Grades/Transcripts records of incoming students:

1. Decisions are made about what will be recorded on the USD 383 transcript upon receipt of the official records from the previous school of attendance.
2. Pass ("P1") credit can be substituted for letter grades in unusual circumstances only by the building principal.
3. Credits accepted are determined by the counselor and the building principal when authorized.
4. When a credit(s) is accepted from a nonaccredited school, state registered homeschool, and/or a school from outside the country (non-DoDEA schools), it will be recorded as a P1 (Pass).

Events

All Manhattan High School students may have their attendance verified when attending a school-sponsored dance or event. Upon leaving the event, the student may not return. Middle school students are not allowed at MHS dance events.

Events- Homecoming Events

One MHS home football game is designated as Fall Homecoming. Activities during the week include varsity football game and a homecoming dance. In addition, one MHS home basketball game is designated as Winter Homecoming.

- Seniors and Juniors enrolled at MHS may request permission to bring one guest to the Homecoming Dance.
- For Homecoming, guests must be at least a sophomore and 18 or under.
- Guest request forms may be obtained from and returned to your grade level office. Guest request forms must be returned one week prior to the Homecoming Dance.

Events- Junior-Senior Prom

- A highlight of the spring season is the Junior-Senior prom and is planned and sponsored by the Junior Class.
- Freshmen are not eligible to attend the prom.
- Juniors and Seniors may invite one guest to the prom.
- These guests may be sophomores and non-MHS students and individuals 20 years old or under.
- Guests must be approved by the administration prior to attending.

- Guest request forms may be obtained from and returned to your grade level office prior to purchasing Prom tickets.

Equal Employment Opportunity and Non-Discrimination

See Board Policy:

- Equal Employment Opportunity and Nondiscrimination [GAAA](#)

Explosives/Fireworks

Students who have in their possession or who are involved with explosives/fireworks will be suspended from school. Fire and Police departments will be notified.

Fire

Students are not permitted to possess matches/lighters at school or school activities. Students found possessing matches/lighters will have them confiscated. Students involved in the setting of fires will be suspended out of school. The Fire and Police departments will be notified and reports and/or charges will be filed.

Gang Activity

See Board Policy:

- Gang Intimidation [JHCAA](#)

Grade Classification of Students

Students are required to earn 24 credits for graduation. Grade classification of students is predicated upon year of entry into the 9th grade. The minimum number of credits to be on track to graduate is three (3) at the end of the freshmen year; ten (10) at the end of sophomore year; seventeen (17) at the end of the junior year.

Graduation/Commencement

Commencement exercises will be held on Sunday, May 16, 2027, at 2:00 p.m. in Bramlage Coliseum at Kansas State University.

Graduation Information

- Cap & Gown and Announcements

- Graduation cap and gown measurements and announcement orders will be taken in the fall. A deposit is required at the time the order is placed. The cost for the cap and gown is approximately \$60.00. Senior delivery date for caps/gowns and announcement orders will be in early April.
- Graduation Regalia
 - Only approved graduation regalia is allowed to be worn during the Manhattan High School Graduation Ceremony.
- Graduation Leadership Cords
 - Red Honor Cords: Students who have completed more than 100 hours of community service for our Distinguished Service Program.
 - Gold Academic Cords: Students with 3.5 or higher GPA. Student grades for 7 semesters will be used to determine honor graduate status.
 - Blue & White Cords: National Honor Society students who have completed attendance and participation requirements will be wearing a blue & white honor cord.
 - Silver Leadership Cord: Manhattan High School recognizes and honors exceptional student leaders who have demonstrated outstanding leadership qualities and made significant contributions to the school community. As a symbol of this recognition, a leadership cord may be awarded to eligible graduating students. The criteria for receiving a leadership cord are determined by the school administration in collaboration with coaches, club sponsors, and faculty advisors. Eligible students must meet specific leadership requirements, which includes holding a leadership position in a Manhattan High School sponsored club, athletic team, or other co-curricular activity. Student leaders must demonstrate active participation in school activities, exhibit strong character, remaining good standing, and display a positive influence on peers. The distribution and presentation of leadership cords will be coordinated by the school administration in accordance with established procedures. The school reserves the right to revoke the privilege of receiving a leadership cord if a student's behavior is found to be inconsistent with the school's values or if they fail to meet the required criteria.
- Native American's right to wear tribal regalia during graduation
 - Manhattan High School recognize our Native American Students' right to wear tribal regalia during our graduation ceremony (please see information about HB 2498 below). If you have any questions, please contact your grade level principal or MHS Activities Director.
 - HB 2498 was signed into law on March 26, 2018.

- Section 1.
 - The legislature hereby declares that the purpose of this act is to help further the state’s recognition of the distinct and unique cultural heritage of the Native Americans and the state’s commitment to preserving the Native Americans’ cultural integrity.
 - No state agency or municipality shall prohibit an individual from wearing traditional tribal regalia or objects of cultural significance at a public event.
 - For purposes of this section:
 - 1) “Municipality” means any county, township, city, school district or other political or taxing subdivision of the state, or any agency, authority, institution or other instrumentality thereof.
 - 2) “Public event” means an event held or sponsored by a state agency or municipality, including, but not limited to, an award ceremony, a graduation ceremony or a meeting of a governing body.
- HB 2498 prohibits governmental entities from prohibiting the wearing of tribal regalia and objects of cultural significance at public events in the State of Kansas.

Graduation Requirements

The board may adopt graduation requirements exceeding the minimums set forth by state regulations. To receive a Manhattan High School Diploma from Manhattan-Ogden USD 383, students must have received the following credits, to equal or exceed a total of 24:

- Students are reminded to evaluate their four-year plan periodically and establish goals beyond the basic graduation requirement.
- Annual review of progress toward achieving graduation requirements will facilitate timely completion.
- A student must have completed all graduation requirements to participate in the graduation ceremony.
- Although many courses meet graduation requirements, some courses are not approved in meeting Board of Regents requirements (review approved list of courses).
- Please note, any class taken as dual credit may not transfer to another college/university. Check with dual credit coordinator and school.

- Any deviation from this program must be approved by the principal and the Board of Education.

MHS/USD 383 Graduation Requirements for the Classes of 2025, 2026, and 2027

- English Language Arts – *4 Total Credits*
 - English 9 or Accelerated English 9 – *1.0*
 - English 10 or Accelerated English 10 – *1.0*
 - American Literature or AP English Language & Composition – *1.0*
 - Humanities & Composition or AP English Literature & Composition or English Comp 1 & 2 – *1.0*
- Fine Arts (All fine arts are *) – *1 credit*
 - Any course offered through Performing Art Department, Visual Art Department or Forensics
- Health & Physical Education – *2 Total Credits*
 - 9th Grade Health & Physical Education – *1.0*
 - Physical Education Elective – *1.0*
- Mathematics – *3 Total Credits*
 - Must be Algebraic Concepts equivalent and beyond
- Science (Biological & Physical) – *3 Total Credits*
 - Biology 1 & Biology 2 – *1.0*
 - Physical Science – *1.0*
 - 3rd Year of Science – *1.0*
- Social Sciences – *3 Total Credits*
 - World History – *1.0*
 - U. S. History 1 & 2 or U.S. History MATC or AP U.S. History – *1.0*
 - American Government, MATC Government, or AP Government & Politics – *.5*
 - Social Studies elective – *.5*
- Electives – *8 Credits*
 - Any credits obtained in the programs listed above beyond the required total amount will count towards the 8 elective credits needed.
- **Total credits required for graduation: 24**

USD 383 Graduation Requirements for Graduating Class of 2028 and beyond.

- English Language Arts – *4 Total Credits*

- English 9 or Accelerated English 9 – *1.0*
- English 10 or Accelerated English 10 – *1.0*
- American Literature or AP English Language & Composition – *1.0*
- Humanities & Composition or AP English Literature & Composition or English Comp 1 & 2 – *1.0*
- (.5 Speech/Communications will need to be taken as part of the 4 credits)
- Fine Arts (All fine arts are *) – *1 credit*
 - Any course offered through Performing Art Department, Visual Art Department or Forensics
- Health & Physical Education – *1 Total Credits*
 - Freshman Health – *.5*
 - Physical Education – *.5*
- Mathematics – *3 Total Credits*
 - Must be Algebraic Concepts equivalent and beyond
- Science (Biological & Physical) – *3 Total Credits*
 - Biology 1 & Biology 2 – *1.0*
 - Physical Science – *1.0*
 - 3rd Year of Science – *1.0*
- STEM – Science Technology Engineering Math/CTE – Career Tech Ed – *1 Total Credit*
 - 4th Science Credit or 4th Math Credit or 1.0 Credit of Application Level CTE Course – *1.0*
- Social Sciences – *3 Total Credits*
 - World History – *1.0*
 - U. S. History 1 & 2 or U.S. History MATC or AP U.S. History – *1.0*
 - American Government, MATC Government, or AP Government & Politics – *.5*
 - Social Studies elective – *.5*
- Financial Literacy- *.5 Credits*
 - Student will need .5 Credit Financial Literacy to be taken Junior or Senior Year
- Electives – *8 Credits*
 - Any credits obtained in the programs listed above beyond the required total amount will count towards the 8 elective credits needed.
- Post-Secondary Assets
 - Students will complete two or more postsecondary assets from either Career & Real-World or Academic categories.
 - Career & Real-World Examples: Youth apprenticeships, 40 or more Community service hours, Client-centered projects, Workplace learning experience directly related to a student IPS, Industry-recognized

certifications, Seal of Biliteracy, CTE Scholar, Eagle Scout or Gold Scout, 4-H Kansas Key Award, Two or more high school, athletics/activities, JROTC, 90% attendance in high school

- Academic Examples: ACT composite (Score of 21 or higher), WorkKeys level (Silver or higher), 9+ college hours, State Assessment scores of 3 or 4 for math, ELA, science (demonstrating college readiness), ASVAB per requirements of military branch selected, Senior project/senior exit interviews, SAT score (1060 or higher), Completing Board of Regents curriculum, International Baccalaureate Exam (4+), Advanced Placement Exam (3+)

- **Total credits required for graduation: 24**

Gymnasiums

Gyms are closed before school, during lunch, during Flex Time, and after school.

Harassment

See Board Policies:

- Sexual Harassment [JGEC](#)
- Racial and Disability Harassment: Students [JGECA](#)

Student Achievement and Senior Scholarship Recognition

Night

At the end of every school year Manhattan High School recognize our Seniors and some Juniors during the Student Achievement and Senior Scholarship Recognition Night. It is the responsibility of all Seniors to report accepted scholarships to their grade level counselor. This is done through the Senior Survey and/or direct communication post Senior Survey.

Human Sexuality

Students take health as part of the required physical education class. A portion of the health unit includes a study of human sexuality, including information about sexually transmitted diseases. If you have questions about this program, please make an appointment to visit with the health teacher. If parents object to their student participating in the sexuality unit, the student may be excluded from the unit by completing a request form. There will be no penalty to the student.

Immunizations, Inoculations, Health Examinations and Records

See Board Policy:

- Inoculations (Immunizations) [JGCB](#)

During the school year, 10th graders and new students are given hearing and vision tests. Students participating in athletics must have a physical examination prior to the start of practice.

Any student entering school for the first time shall be required to present to the building administrator or designee, certification from a licensed physician or local health department that the student has received all immunizations as required by the Kansas Department of Health and Environment. Students who have not completed their required immunization may enroll and attend school if they have received the most recent appropriate vaccine in all required series.

Failure to timely complete all required immunizations may result in exclusion from school until the student has complied with the requirements. The parent or guardian of the pupil will be given written notice of the exclusion stating the reasons for the exclusion and the condition under which the student may return to school. The parent or guardian shall be provided a hearing on the matter upon request.

Exceptions to this policy are permitted only under the following conditions:

- An annual written statement signed by a licensed physician stating the physical condition of the student to be such that the immunizations would seriously endanger the life or health of the student.
- The Kansas Certification of Immunization must be signed by one parent or guardian that the student is an adherent of a religious denomination whose religious teachings are opposed to such immunizations.

[Kansas laws require current immunizations to attend Kansas schools.](#)

Infinite Campus-Student Information System

Our student information system is Infinite Campus. Parents can register and access Parent Portal at the following website, when you get notification of your enrollment being processed, or call the Main Office for help. This will allow you to access information such as assignments, grades, and attendance. The Infinite Campus App can also be downloaded onto cellphones from your app store.

[Infinite Campus Student](#)

[Infinite Campus Parent](#)

Insubordination

Students failing to comply with a reasonable request of school personnel or who are defiant of rules governing USD 383 will be considered insubordinate. Students who are insubordinate are subject to disciplinary action.

Library Media Center

The library is open from 7:45 A.M. to 3:10 P.M. Students must sign in and out on the designated computer near the entrance of the library each time they visit. During regular class hours, students must also have an approved SmartPass from their teacher. If the teacher is unable to create a SmartPass, it is the student's responsibility to ask the teacher or substitute to call the library.

Library materials may be checked out at the circulation desk. Books may be checked out for two weeks, while iPad loaners and chargers must be returned on the same day they are checked out. Overdue fines are not charged, but replacement costs for lost or damaged materials will be charged.

Other resources are also available for students to use in the library. To maintain these resources, and the library's overall enriching and inclusive space, it is important that students always maintain the highest levels of respect.

Lockers

If a student needs to utilize a school locker to securely store away, from their person, their personal electronic device(s) during the school day, they can request a locker to be assigned to them. If a student needs a locker to store their backpack, they can request a locker to be assigned to them. This will be a separate locker from the personal electronic device locker. Lockers should be kept locked at all times. Locker difficulties should be reported immediately to the office. The administration reserves the right to search a student's locker if it is deemed necessary. Students taking a P.E. class are assigned gym lockers. Students must lock their gym lockers. Be sure their valuable items are not visible.

Loitering

Students remaining on campus after the instructional day are permitted solely for academic and extracurricular activities. You are not permitted to loiter on or near school grounds. Commons, courtyard, cafeteria, and hallways are closed at 3:10 P.M.

Lost and Found

Please check in the main office for location of lost and found items. Items found should be turned into the main office immediately. At the end of each semester, unclaimed items will be donated to local charities, except for electronic devices, they will be turned into e-waste after the last day of school.

Lost or Damaged Books

USD 383 provides textbooks to students for a fee. This does not remove the student's responsibility for taking care of school property. If a textbook is lost or damaged, students will be asked to pay replacement costs for lost books and repair costs for damaged books.

Manhattan Virtual Academy Course Enrollment

Manhattan High School students have the opportunity to enroll in MVA courses that are not offered at MHS. Students should work with their counselor to enroll. There is no MVA enrollment cost for MHS students to enroll in up to two of their required seven courses during the school day.

Manhattan High School students may enroll in an MVA course that is also offered on campus under the following circumstances:

- Scheduling conflicts
- Full classes
- Administrator approval

Medication

See Board Policy:

- Supervision of Medication [JGFG B](#)
- Student Self-Administration of Medication [JGFG B A](#)

Mid-Term Graduation

See Board Policy [JFCA – Early Graduation \(See IHF\)](#)

Seniors may graduate at mid-term if all requirements are met. At the end of the first semester, seniors that have met all requirements are entitled to a refund of one-half of the enrollment fees. Refunds do not apply toward activity tickets. Mid-term seniors need to pick up a Mid-term Graduation form from the senior office. Seniors must obtain signatures from their counselor, the library, the cafeteria, and each of their teachers indicating that all obligations have been met and/or paid. The form should then be taken to the senior administrative office. Once all the Mid-Term Graduates have been verified, a High School Diploma will be issued to the ones that have met all required obligations. If seniors graduate at mid-term, they may attend Prom and the Graduation Ceremony. They may not participate in any other activities or athletics.

Naloxone (Narcan) Information

See Board Policy:

- Board Policy JGFGA

Naloxone (Narcan) is maintained in district schools and may be administered by trained personnel to individuals experiencing a suspected opioid overdose. Naloxone is a medication designed to temporarily reverse the effects of an opioid overdose while emergency medical services are contacted. Guardians seeking additional information regarding the naloxone policies and procedures should contact the school office or district administration.

Annual Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

1. Right to Inspect and Review Records

Parents or eligible students have the right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Requests should be submitted in writing to the school principal and should identify the record(s) the parent or eligible student wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. Right to Request Amendment of Records

Parents or eligible students have the right to request that the District amend

education records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Requests for amendment should be made in writing to the school principal, clearly identifying the part of the record to be changed and explaining why it is inaccurate or misleading.

If the District decides not to amend the record, the parent or eligible student will be notified of the decision and advised of their right to a hearing. Additional information regarding hearing procedures will be provided at that time.

3. **Right to Consent to Disclosure of Personally Identifiable Information (PII)**

Parents or eligible students have the right to provide written consent before the District discloses personally identifiable information (PII) from education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to **school officials with legitimate educational interests**.

- A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and security personnel); a member of the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee or assisting another school official in performing his or her duties.
- A school official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibility.

The District may also disclose education records without consent to officials of another school or district in which a student seeks or intends to enroll.

4. **Right to File a Complaint**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with FERPA requirements. Complaints may be directed to:

Student Privacy Policy Office (SPPO)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

5. Directory Information

The District may designate certain information as “directory information,” which may be disclosed without prior written consent unless the parent or eligible student opts out. Directory information may include items such as the student’s name, address, telephone number, date and place of birth, participation in activities and sports, dates of attendance, honors and awards, and photographs.

Parents or eligible students have the right to refuse the release of directory information by submitting a written request to the District within the timeline established annually by the District. If no request is received, the District will assume consent for release of directory information.

Notification of Rights Under the Protection of Pupil Rights Amendment

The district abides by the Protection of Pupil Rights Amendment (PPRA) which affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the United States Department of Education: 1.1 Political affiliations or beliefs of the student or student’s parent; 1.2 Mental or psychological problems of the student or student’s family; 1.3 Sex behavior or attitudes; 1.4 Illegal, anti-social, self-incriminating, or demeaning behavior; 1.5 Critical appraisals of others with whom respondents have close family relationships; 1.6 Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 1.7 Religious practices, affiliations, or beliefs of the student or parents; or 1.8 Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of: 2.1 Any other protected information survey, regardless of funding; 2.2 Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 2.3 Activities involving

collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use: 3.1 Protected information surveys of students; 3.2 Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3.3 Instructional material used as part of the educational curriculum.

The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of PPRA. The office that administers PPRA is the following: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605

Nurse's Office

The nurse's office is a place for students who become ill or are injured during the school day. Students who need to visit the nurse's office should receive office or teacher permission. Parents/Guardians will be notified in extenuating situations which involve student injury or illness. The Nurse's Office may be contacted by calling the main office.

The school medication policy complies with Kansas guidelines:

1. Written permission from a professional (physician, dentist, orthodontist, nurse practitioner, or physician assistant) and the parent or guardian must be received before any medication can be given at school.
2. Prescription and non-prescription medication must be in original, appropriately labeled containers and should not be expired.
3. All medications must be stored in the nurse's office.
4. Except for medical prescription, no student or employee may have any CBD-based product on school campus.
5. Medications must be given between 11am and 1pm, unless otherwise indicated in writing by the physician for prescription medication or parents/guardians for non-prescription medication.
6. A form must be completed and signed by the physician (for prescription medication) or parent/guardian (for non-prescription medication) for each different series of medications a child takes.
7. A new form must be completed for each school year.

For additional information, see the [Health Services webpage](#)

Parent-Teacher and Student-Led Conferences

The traditional Parent-Teacher conferences, where the parents have the opportunity to meet visit with each of the student's teachers, are held in the fall semester. Student-led conferences are held approximately 6 weeks into the spring semester. Student-led conferences give students the opportunity to lead a conversation with their advisor and parent/guardian(s) regarding grades, attendance/tardies, graduation requirement check, postsecondary interests and plans, service, resume work, and pre-enrollment in the spring. The advisor is able to provide assistance on behalf of the school for the student.

Perfect Attendance

To attain perfect attendance, students must be present in every class, every hour all year. The only absences allowed to qualify for perfect attendance are school related absences: field trip, activity on campus, activity off campus representing MHS, athletics, two (2) college visits per year (juniors and seniors only), and administrative request. Absences due to in school suspension or out of school suspension will disqualify you for perfect attendance.

Personal Electronic Devices

See Board Policy:

- Board Policy JCDC

Per state statute, personal electronic devices are prohibited during the school day.

See Section Titled Lockers

Plagiarism

A student must not adopt or reproduce ideas, words or statements of another person without appropriate acknowledgement. A student must give credit to the originality of others and acknowledge the indebtedness whenever he or she does the following:

- a. quotes another person's actual words either written or oral,
- b. paraphrases another person's words either written or oral,
- c. uses another person's ideas, opinions or theory; or
- d. borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

Students caught plagiarizing in an assignment may face disciplinary action in the classroom.

Profanity

Language deemed as offensive, vulgar, obscene or derogatory in nature is not permitted. Violations will result in disciplinary action.

Professional Courtesy

- In-Person Professional Courtesy
 - When a teacher or speaker asks for Professional Courtesy you:
 - Close your iPad
 - Give your attention to the teacher or speaker

Public Display of Affection (PDA)

PDA is not appropriate at school or school related activities.

Publications and MHS Media

MHS Student Media includes various journalistic publications created by communications students in the Digital Media pathway at Manhattan High School. **The Mentor** is the official high school newspaper, published by the student staff, and delivered during school. **The Blue M** is the official high school yearbook, documenting the school year's events. They can only be purchased through the outside vendors website. They are distributed once the publisher has them ready, at the end of the school year or the summer. The fourth quarter supplement booklet will be handed out at Central Enrollment. **Big Blue Weekly** newscast is produced to recognize student achievement, activities, and announce school events. It is shown during Advisory. **Indian Insider** covers the video productions livestreaming of school sports and activities on the MHS Student Media YouTube channel. **Manhattan Mention** is the news podcast produced by Digital Media students.

Refund Policy

- Refunds for student withdrawals are given out on Textbook Rental/Student Materials fees only:
 - Full refund during first full week of class attendance.
 - Refund of second semester fees through first full week of second semester.
 - No refunds after first full week of second semester.

Repeating a Class

A student who is not satisfied with a grade may repeat the exact same course and have the new grade recorded on their transcript. The higher of the two grades will replace the original one. For these requests, credit is awarded only once for each course. If the class is a repeatable course, the student must declare their request to their grade level counselors prior to the first day of required attendance. Eligibility for participation in KSHSAA activities may be affected. A student cannot repeat any CTE course unless they failed it the first time. If a failed class is from another school, it can't be replaced at Manhattan High School. MVA and MHS brick and mortar courses can replace any grade. DLL courses can only replace a failed grade. Check with a counselor for specific details.

Repeating a Failed Course through DLL:

Manhattan High School has online coursework through the DLL program. If you fail a class at Manhattan High School, DLL can be taken to replace the grade but it counts as a DLL course. DLL class cannot be taken to improve a passing grade. DLL courses do not count toward NCAA eligibility. The failed grade is removed from the transcript. Credit is awarded with completion of the online class.

Repeating a Failed Course through Manhattan Virtual Academy

MVA Courses can replace a MHS failing or passing grade. MVA courses include Advanced Placement and NCAA approved courses.

Reporting to Law Enforcement

See Board Policy:

- Reporting to Law Enforcement [JDDB](#)

School Resource Officer

The School Resource officer (SRO) is a certified police officer employed by the Riley County Police Department. SRO's are available upon teacher's request to do classroom presentations on law enforcement related issues. In addition to fulfilling their law enforcement duties in and around the schools, SRO's focus on prevention by building relationships with the students and being available as a mentor. Acting as a liaison between the police department and the administration, the SROs are heavily involved in safety and security issues.

Schedule Correction Policy

A student may withdraw (drop) from a class with written instructor, parent/guardian and administrator permission during the first 7 weeks. After the start of the semester the student may withdraw and add study hall. If a student withdraws from a class after the 7th week, or does not attend, the student will have an “F” recorded on his/ her transcript. Schedule corrections will be made prior to the start of the semester for the following reasons:

1. If the student is assigned to a class that was not requested. (Alternate requests are necessary in some cases.)
2. If the student is scheduled for a class taken during summer school and passed.
3. If the student failed a class last semester and must repeat it to meet graduation requirements.
4. If the student is assigned a teacher with whom they took a class and failed, every effort will be made to re-assign the student.
5. If teacher class loads are uneven and need balancing.
6. If the student needs the class to graduate.

Every effort should be made to ensure that the student’s schedule is correct before school begins if the above reasons apply. Counselors are available two weeks before the first day of school.

Searches

See Board Policy:

- Search of Property [JCAB](#)
- Searches of Students [JCABB](#)

With reasonable suspicion, administrative staff may conduct searches of students, vehicles, school property, including lockers and backpacks in accordance with board policy. Multiple students in a bathroom stall is cause for reasonable suspicion. A certified police canine unit will conduct random building and parking lot searches. These searches will be conducted in the least obtrusive way.

Searches-Metal Detector Wand Screening

Weapons, vaping devices, and drug paraphernalia in schools endanger students and staff and disrupt the learning environment. To enhance safety for students and staff, school officials who have developed reasonable suspicion that students may possess any of these

items may search students, their belongings, and property in their possession and may seize any weapon or contraband recovered in such searches. Upon reasonable suspicion that a student possesses any of these items, handheld metal detectors may be used to search students and their belongings.

Secure Firearm Storage

USD 383 is committed to the safety and well-being of all students. As part of this commitment, we encourage families to practice secure firearm storage at home. Proper storage—such as keeping firearms unloaded, locked, and stored separately from ammunition—can help prevent accidents, injuries, and unauthorized access. We invite parents and guardians to visit usd383.org/secure-storage to learn more about secure storage practices and available community resources. Together, we can help create a safer environment for all students.

Senior Release

Seniors requesting special release for second semester should indicate their request on the enrollment form completed during the month of February of the previous school year including parent approval. Prior to requesting senior release, students should ensure that they will meet all requirements for graduation.

Smart Pass

Students are required to utilize our digital pass system, SmartPass when leaving the classroom for a restroom break, utilizing the library, or moving to another requested area. If a student is out of their assigned classroom without a SmartPass, the student will be requested to return to their classroom of origin. Multiple violations could result in loss of privileges and office referral. It is the student's responsibility to create a SmartPass and obtain the classroom teacher's permission.

Special Education Record Keeping

The law provides that Manhattan-Ogden USD 383 may destroy after five years, all data which was used to provide educational services to a student after the data is no longer useful. This does not include grades or graduation records. However, the information to be destroyed may include records which were used to develop educational plans. These records will be available to you if you request it. Some of these records may be needed at some future date to support a Social Security claim or for benefits as a person with disabilities. Contact the Special Services office at Lincoln Education Center to have these records made ready.

Special Interest Materials

These rules apply to the distribution of all special interest materials in school buildings or on school grounds (special interest materials are those which are not connected with the school curriculum or school activities). These rules apply to both students and non-students. At least 24-hour advance notice is required and locations are subject to availability. Materials shall be distributed at a table in a location determined by a building administrator. Appropriate locations include: gym lobby, auditorium lobby and commons area. Banners, signs, posters, and advertisements must have administrative approval before being placed on school property. Flyers may not be placed on individual cars.

Student Code of Conduct

See Board Policies

- Goals and Objectives [JA](#)
- Student Conduct [JCDA](#)
- Suspension and Expulsion Procedures [JDD](#)

The Student Code of Conduct applies at all times while students are on school district property, adjacent areas or other property including property used for school-sponsored activities or events, and school busses or vehicles transporting students for the district. The code also applies when any student's conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Discipline will be supported in compliance with the Student Code of Conduct. In addition, parents/guardians and students are requested to provide the school with a current telephone number where a responsible adult is readily available to respond to the student's failure to meet these expectations.

Major Offenses

Major offenses will result in contacting of parent/guardian, referral to School Resource Officer/RCPD, and up to 10 days of suspension. The following are examples of, but not limited to, major offenses:

- Arson
- Assault
- Conduct that causes a major disruption to the school day
- Drug/Alcohol/Tobacco use/possession (including vaping)
- False alarms
- Fighting

- Theft
- Threats
- Vandalism
- Weapons violation (to include facsimile of weapons)

Some extreme major offenses could immediately result in long term suspension or expulsion. Repeated violations of multiple types of major student conduct violations could result in long-term suspension or expulsion.

Minor Offenses

Minor offenses will result in contacting of parent/guardian, detention, AES. The following are examples of, but not limited to, minor offenses.

- Attendance violation
- Bullying
- Disruptive behavior
- Insubordination
- Out of bounds (outside the limits of where one is permitted to be)
- Tardy violation
- Technology violation

Student ID Cards

All students will have their pictures taken in the fall and a student ID will be produced. Students are expected to carry the ID daily.

Student Insurance

Manhattan-Ogden USD 383 has secured a supplemental accident policy for its students for injuries received during school. This policy has been helpful to many families. It is important to note that since this policy is supplemental it may not cover all expenses. The policy outlines limitations. Request a copy of the policy from your school if you do not have a copy. Information listed below will assist in better understanding the policy. Each family should read the entire policy limitations for complete information.

- The injury must be treated by a licensed physician within 60 days.
- Claims must be filed with Student Assurance Services, within 90 days of the injury.
- There are limitations to the total amount the policy will pay.
- There are limitations to the amount the policy will pay for specific services. For example, radiology services are \$750. Please read the policy for others.

- This policy is supplemental and is to assist families. It is insufficient to serve as primary insurance coverage.
- There are a number of exclusions; please read the policy carefully.
- Parents are responsible for filing claims with the insurance company.
- Parents may request claim forms from their school.
- Assume this policy will not cover all expenses.
- Assume this policy will not cover any/all personal health insurance policy deductible.
- Amount of coverage is subject to change each policy year.

Student Walkout/Protest

Per state statute, schools are required to record an absence when a student leaves campus during the school day to participate in a walkout or protest. Students may only leave with prior parental permission, and all attendance will be documented in accordance with state requirements. Students are encouraged to engage in civic matters in ways that do not disrupt the instructional day.

See Attendance Section regarding absences.

Study Hall

A study hall is maintained for students to be academically successful. Students who abuse the privileges of study hall (excessive tardies or absences) will not be allowed to re-enroll. Guidelines for this class period will be the same as other classes offered. **Study hall does not count for course credit. KSHSAA eligibility can be affected when the student enrolls in study hall.**

Suspension and Expulsion

See Board Policy:

- Suspension and Expulsion Procedures [JDD](#)

Alternative Educational Setting (AES)

AES serves as an alternative to out-of-school suspension. The assignment to AES allows the student to continue academic work while accepting responsibility for unacceptable behavior.

Guidelines include:

1. Only an administrator may assign a student to AES.
2. Students are expected to arrive at the AES room promptly at the beginning of the first hour and will be dismissed at the end of their scheduled school day. Lunch will be served in the AES room.
3. Students may practice or rehearse but will not participate, perform or attend any extra-curricular activities or athletics while assigned to AES (unless the performance is required for a co-curricular grade).
4. Absences due to illness will not relieve students from fulfilling required AES time.
5. If a student is assigned to AES and refuses to attend, the student will be assigned out-of-school suspension.

Social Media- Educator Use

See Board Policy:

- Board Policy IIBGC

Per state statute, educators are not permitted to interact with students on personal social media platforms. Staff may not follow, message, or engage with students online, except through district approved communication systems used strictly for instructional purposes.

Suspension: Out-of-school (OSS)

A student suspended out-of-school may receive credit for work completed during the suspension and may pick up their work in the main office and/or on CANVAS. The student is responsible for turning in work upon their return to their classroom teacher. During OSS, the student is not allowed on any USD 383 property and is not allowed to attend any activities/athletics in which Manhattan High School is involved, whether the event is here or at another school. For two or more out-of-school suspensions per year, students may be prohibited from participating in or attending school athletics and activities for up to one semester.

Tardy Policy

A student is considered tardy when they have not entered the classroom when the bell rings. Students arriving at school after 8:00 AM. should check in at their grade level office.

The following is the classroom guidelines for when a student is tardy: (Per Semester)

- 1-2 Times Tardy: Warning from the teacher
- 3 Times Tardy: Parent is notified by teacher and referred for possible lunch detention

- 5 Times Tardy: Parent is notified by teacher and referred for lunch detention
- 7+ Times Tardy: Possible AES ISS, MTSS Referral, Parent Notification and Possible Meeting

Teacher Assistants

Students who wish to be an assistant for a teacher, counselor, administrator or librarian must have written approval from that individual at the time of enrollment. **During the four years of high school students may receive 1.0 credit (two semesters). KSHSAA eligibility can be affected when the student enrolls in more than two semesters of TEACHER ASSISTANTS.** The assigned grade will be Pass (P1) or No Credit (NC). The student must be on track to meet graduation requirements.

Technology Policies

See Board Policy:

- Computer Use [IIBG](#)
- Printing and Duplicating Services [ECH](#)
- Children's Internet Protection Act [IIBGA](#)

[See USD 383 Technology Handbook Link](#) for the following student specific sections

- USD 383 iPad Section
- Technology Code of Conduct
- Student AI Guidelines

Telephone Message Guidelines

Phone messages being received for students should be of an urgent nature only. Students are not called during class unless it is an emergency. This policy will allow for less classroom interruptions. Normally, messages are given to a student in class at the end of the hour in which it is received. Please note that messages are taken from a parent/guardian for only their student.

Theft

Students who steal are violating student conduct policy and will be subject to disciplinary action and police may be contacted. Students are responsible for their own belongings by locking lockers. Any student who has items stolen at school should report the incident to the main office, fill out a theft report and talk to an administrator or security officer. School

personnel will follow-up on all reports of theft. Students are highly discouraged from bringing large amounts of cash or expensive personal property to school.

Transcript Grade Change Policy

Course grades at Manhattan High School will only be replaced when the identical course has been retaken at Manhattan High School.

Digital Learning Lab courses will be applied toward graduation credit but will only replace grades of parallel courses found in the MHS curriculum if the course was failed previously (see Repeating a Class/DLL Courses).

All outside courses including but not limited to K-State, community college, correspondence, internet and home school will not replace Manhattan High School courses. Moreover, these courses must be approved in advance by the MHS Principal in order for credit to be counted toward graduation. The Sylvan Learning Center courses will not be accepted for credit at Manhattan High School. Appeals to the above policy will be addressed to the MHS Principal.

Transportation

See Board Policy

- Transportation [JGG](#)
- Use of Surveillance Cameras [JGGA](#)

The following rules and regulations are presented here as defined by the Kansas State Department of Education and Manhattan-Ogden USD 383. Parents are expected to review these rules with their child. As with any list of rules, it isn't possible to anticipate every type of misbehavior that occurs on school buses. The rules presented here are a guide for students, parents, teachers, and administrators to help ensure basic standards of conduct.

1. The bus driver shall be in charge of all passengers while they are riding, loading and unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
4. Students shall not extend any part of their bodies out of the bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. No smoking or chewing of tobacco or lighting matches/lighters on the bus.
7. No alcoholic beverages or illegal drugs shall be consumed or carried in the bus.

8. Animals or insects shall not be transported on the bus.
9. No weapons of any type, knives, guns, tear gas, flammable liquids or any other object or material that may harm another student shall be carried on the bus.
10. No eating or drinking is permitted for K-6 students on the bus. All other grade levels are at the discretion of the driver or Transportation administration.
11. No vandalizing of the bus or tampering with its equipment is permitted.
12. Students may not open or close any doors except in cases of emergency.
13. Students shall not disembark except at authorized stops without written permission of the parent or guardian on file at transportation. Notification to the Transportation Department is required at least 24 hours in advance of a change of stop.
14. Students shall not attempt to distract the driver while the driver is operating the bus.

From time to time, parents request that their children be permitted to ride the bus to and/or from some place other than their designated stop. The school district policy and Kansas State Law for these situations is as follows:

- A note to transportation services from a parent or guardian must be received not less than 24 hours in advance.
- The stop must be a designated stop on an existing route.
- If the request involves a student riding a different bus, the request will only be granted if there is adequate room for the additional student.

Please remember only students who are authorized bus transportation will be allowed to ride. If a note is not received, the request will be denied when the student attempts to board the bus.

In addition to transportation imposed consequences, students who violate school student conduct policy will have appropriate consequences.

Truancy

See Board Policy

- Truancy [JBE](#)

Vandalism

Students who damage/destroy school property maliciously or through carelessness are responsible for the damage and will be expected to pay repair/replacement costs. Disciplinary action will be taken.

Violent Acts

Fighting/Violent acts will not be tolerated at Manhattan High School. Police reports will be filed and students that fight or commit violent acts will be suspended out of school. A parent/guardian must accompany the student for the re-admittance conference.

Violent Threats

In an effort to provide a safe and respectful environment for all students and staff, steps will be taken to deter incidents of violence or threats of violence in our schools. Therefore, students and parents must be aware that all threats (verbal, written, or physical) will be taken seriously by school personnel and that each and every threat will carry a consequence.

We request parent and community support in this effort to let our students know that no threat is “just joking” and no threat will be ignored. Our staff will work to teach students better ways to deal with conflict and frustrations, while at the same time establishing that the community is united in the belief that violence or threats of violence in our schools is intolerable.

Procedure:

1. All threats should be reported to school staff immediately by anyone who sees or hears it without regard for interpretation. If it is a threat, report it. A written statement will be taken of the information.
2. Administration and staff will investigate to determine the seriousness and circumstances surrounding the threat.
3. Depending upon the severity of the threat, a threat assessment may be completed and the results shared with RCPD.
4. Any necessary disciplinary action will follow current BOE policy, including notification of parents and law enforcement officials.

Visitor to School

See board policy:

- [Visitors to the School KM](#)

USD 383 values strong partnerships between families and schools. Parents, guardians, and visitors play an important role in supporting student success and helping maintain a positive school environment.

All visitors are expected to conduct themselves in a respectful and appropriate manner when interacting with students, staff, volunteers, and other visitors. Behavior that disrupts the educational environment, interferes with school operations, threatens the safety of others, or includes abusive, threatening, intimidating, or profane language will not be permitted.

School administrators have the authority to limit, deny, or revoke access to school property when necessary to maintain a safe and orderly learning environment. Visitors who fail to follow school procedures or directions from school staff may be asked to leave school property.

USD 383 is committed to working collaboratively with families and encourages respectful communication when questions or concerns arise.

Visitor Check-in

All visitors and guests to the school should check-in and out at the main office. A visitor's badge will be provided in the main office and is to be worn while in the building.

There will be no student visitors while classes are in session. Parents or adults with legitimate business are welcome in the building and must sign-in at the Main Office. Each authorized visitor will be issued a visitor's badge, which should be worn while in the building.

Weapons

See Board Policy

- Weapons [JCDBB](#)

Weapons of any kind, including knives, firearms, flammable liquids, or any object or substance that could cause harm, are strictly prohibited on all USD 383 property and at any USD 383-sponsored activity.

Facsimile of a weapon

If a student brings, possesses, or uses a facsimile of a gun at school they will receive consequences at school and may receive charges from the Riley County Police Department.

- Orbeez, Airsoft, and/or similar types of mechanisms are considered facsimiles of a gun/weapon and will result in school consequences, up to suspension/expulsion.
- If somebody shoots at a person and/or at someone's property, hits a person and/or their property, injures a person and/or damages property, or threatens a person and/or damage to their property, the event could be written up as a battery (misdemeanor), aggravated battery (felony), aggravated assault (felony), criminal damage to property (misdemeanor), or criminal damage to property (felony).

Weather Related School Closing

A team in our district keeps an eye on road and weather conditions. They check city and county roads, the number of crews clearing them, parking lots and sidewalks at our schools, and the safety of our bus routes. While we know families like to know about closures the day before, our goal is to have school whenever it's safe. Weather can be tricky—sometimes it's better or worse than expected—so we wait to make the best decision we can.

How You'll Hear About Closures or Delays

1. Notifications will be sent through **ParentSquare**.
2. We'll also post updates on the USD 383 website, social media, and local radio and TV stations.
3. If we can't decide the night before, we try to make the call between **5:00 and 5:30 a.m.**, that's when some of our transportation employees start their work day

It's a good idea to have a backup plan ready in case school is canceled.

Parents choosing to keep their children home because of severe weather conditions should call the school and let them know of their intent not to send their child to school.

As a general policy, once students are at school, school will not be dismissed early because of weather conditions, except in situations of extreme emergency.

Parents may choose to pick up their children at any time if they feel it is appropriate. If weather sirens are activated, we will not release students. Students and adults will be in severe weather shelters.

Two-Hour Delay

This year, we can delay school by two hours if the weather needs more time to improve. Here's how it works:

1. All schools will start **two hours later than usual**.

2. No breakfast will be served
3. Boys and Girls Club will not be open for before school care at school sites
4. Morning sessions at early learning centers will be canceled

Weather and Bus Stops

If some streets are unsafe for buses, we'll use special [Inclement Weather Bus Stops](#). You can check the list to see if your stop is affected - not all bus stops are affected. We'll let families know through ParentSquare if these stops are needed. If you have Inclement Weather Bus Stop questions, please contact our Transportation Department at 785-587-2190.

Student Activities

[See the MHS Athletics and Activities Handbook](#)