

Lee Elementary School



LES Handbook Addendum

2026-2027

Lee Elementary School



Manhattan-Ogden
USD 383

Dear Lee Elementary Families,

Welcome to a new school year at Lee Elementary! I am so excited to begin another year of learning, growth, and community with all of you. Whether you're returning to us or joining the Lee family for the first time, we are glad you're here.

At Lee, **student safety** is our top priority. We are committed to creating a school environment where every child feels secure, supported, and valued. Our team has worked hard to put procedures in place that ensure both physical safety and emotional well-being, and we will continue to partner with you to maintain a school climate built on trust and care.

We also believe in setting the bar high. **High expectations** are at the heart of everything we do—from academic achievement to personal responsibility. Our students are capable of great things, and we are here to challenge, guide, and encourage them every step of the way.

But school is also a place for joy! This year, you can expect plenty of **fun and engaging opportunities**—from classroom celebrations and spirit days to school-wide events that bring us together and create lasting memories. We want students to love coming to school each day.

Most importantly, we are **in this together**. Families, staff, and students all play vital roles in the success of our school. I encourage you to stay involved, stay connected, and never hesitate to reach out. When we work together, there is nothing we can't achieve.

Here's to a fantastic year ahead!

With gratitude and excitement,

[Daniel Pray](#)

Principal, Lee Elementary

701 Lee St. Manhattan, KS 66502

[Lee Elementary Website](#)

Lee Elementary School 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.

Mission Statement:

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.

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 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.

Welcome to Lee School

701 Lee Street

785-587-2050

[Lee Elementary Website](#)

School and District Policies

Please read this handbook carefully in order to become familiar with the expectations and policies of Lee Elementary School and USD 383. Please share the information with your student(s). **If you have questions, please call our office (785) 587-2050.** All district policies can be found on the district website, under the Board of Education district policies.

Each teacher will provide specific Lee Elementary School expectations and classroom guidelines at the beginning of the school year.

School Hours

School hours are 7:30 a.m. to 2:30 p.m.

Before and After School Procedures

School supervision begins at 7:00 a.m. Students are not allowed at school before 7:00 a.m. Please do not drop off or leave your child unsupervised at the front of the building. To join Boys and Girls Club, please see the information in the next section of the handbook. After school action plans will be shared with parents to complete for each student in order to ensure that the school has information about where your child will go after school.

Boys and Girls Club

Boys and Girls Club offers after school care at Lee. When school ends at 2:30 p.m., students who attend Club will go directly to the cafeteria. Pickup from Boys and Girls Club takes place through the back entrance in the cafeteria. All students must be picked up before 6:00 p.m. or additional fees will be charged for every minute of late pickup past 6:00 p.m. [To register for this program and pay fees, you must go to the Boys and Girls Club's main office located at 220 South 5th Street or register online.](#) **The Lee School Office does not take money or handle any registration for Boys and Girls Club.** Their phone number is 785-539-1947 and their email is leeunit@bgclubmanhattan.com. Please contact them if you have questions.

Getting Your Child to and from School

Students can be dropped off and picked up in front of the school. **Never leave your car unattended in the front circle drive. Please watch carefully for students walking to and from the buses.** If you need to come into the school, you must park in the parking lot. Please observe the **NO PARKING** signs posted and adhere to the arrival and dismissal procedures in the parking

lot. **It is very important that you read the Appendix A-Parking Lot Flow at this end of the Lee School handbook addendum to ensure that you know the expectations for the parking lot and arrival/dismissal in order to keep everyone safe.**

In the case of inclement weather (lightening, extreme cold, etc.), students getting picked up will be dismissed from inside the school building. A Lee staff member will radio in from outside when you arrive to pick up your student. Building admin will make send a message via ParentSquare no later than 2:00 p.m. to notify families if we are changing to “Inclement Weather Pick Up”.

Making Changes to Your Routine for Pick-Up/Drop-Off

Parents must notify the school by 2:00 p.m. if there is a change in after school plans.

Otherwise, students will be asked to maintain their regular routines. Students will only be released to adults who are listed as emergency contacts. ALL parents or unfamiliar adults will be asked to show I.D. when picking students up.

Attendance

The State of Kansas requires schools to have an attendance rate above 90%. By Kansas Statute 72-3120, all children between the ages of 7 and 18 are required to attend school on a regular basis. By law, three consecutive unexcused absences, five unexcused absences a semester, or seven unexcused absences in a year will lead to referral to the appropriate authorities (KSA 72-3121).

In case of student absence, a parent/guardian should contact the school office prior to 8:15 a.m. on the day of the absence stating the reason for the absence. At 8:15 a.m., ParentSquare will automatically send out a message letting you know your student has been marked absent if a reason has not already been entered. An unexcused absence will be recorded for the student until proper notification/documentation for the absence has been received.

The principal will be responsible for determining whether an absence/tardy/early departure is excused or unexcused. The principal, with appropriate documentation, may excuse the following examples of absences: student illness, student doctor appointments, family emergencies, military family leave, etc. Student absences will not be excused for shopping trips, babysitting, hair appointments, family vacations, or personal business, which does not directly involve the child or could be handled outside of the school day.

When student attendance falls below 90%, a letter of concern will be sent home to the parent(s)/guardian(s) of the child. There are three levels of notification letters. Each notification will be noted as a first, second, or third notice. The levels of notice include a Letter of Concern, Steps for Improvement, and Notification of Department for Children and Families (DCF).

If you are dropping off your child after 7:35 a.m., you will be required to bring them in and sign them in with the office.

Your child must be fever free, **without medication**, for 24 hours and/or no vomiting in order to return to school. If you are needing assistance with deciding whether to send your child with illness

to school, please see Appendix B-How Sick is Too Sick for School at the end of the Lee School Handbook Addendum. Please let us know the symptoms your child is experiencing when you call the school office to report an absence due to illness as this helps the Riley County Manhattan Health Department know what illnesses are in our community. Symptoms only are reported to the Health Department, not student names.

Visitor Policy

All Lee doors are locked before, during, and after school. There will be staff members at the doors to let students inside the building during morning arrival time. Our building security system requires all visitors to be admitted through the office by ringing the buzzer. Please help encourage student safety by not attempting to enter or exit anywhere other than the front office.

Prior to any visitor/volunteer/observer arriving at Lee Elementary, they will need to complete the USD 383: Lee Elementary School Visitor/Volunteer/Observer application. The application should be turned in to the principal for approval a minimum of 24 hours in advance of when the visitor/volunteer/observer will be in the building. The visitor/volunteer/observer should have an educational purpose for being in the building, which they will identify on the application they complete. The application will not be required of any university placements in an educational degree program and parents/guardians/siblings of students. It will also not be required for staff spouses or immediate family members of staff visiting during school hours. Anyone else other than K-State placements, parents/guardians/siblings of students, and immediate family members of staff who are visiting/volunteering/observing in the building are required to have the visitor/volunteer/observer application on file.

All visitors including parent/guardians and staff immediate family members are expected to check in at the office. Visitors will need to present photo identification to the office staff and will be required to sign in and wear a visitor's badge once their application has been approved.

Office personnel will call to that teacher's room to let them know the visitor/volunteer/observer has arrived. The visitor/volunteer/observer will be given a name tag to wear while in the building and will be asked to give their vehicle keys to the office professionals when they check-in. Handing over their personal vehicle keys will serve two purposes; it will allow office staff to know who is still in the building in case of emergency and it will require the visitor/volunteer/observer to remember to stop by the office to check out before leaving. If there was a fire or an emergency, we would take our visitor sign-in sheet along with any vehicle keys collected from visitors/volunteers/observers so we could ensure everyone who was in the building is safe.

Visitors/volunteers/observers should always be working or escorted in the presence of a licensed staff member. At no time should a visitor/volunteer/observer be alone with a student including spouses or immediate family of teachers. Parents/guardians may be alone with their own child. These protocols for visitors will help us ensure that every student and staff member is safe.

Lunch

Each classroom's lunch period is 30 minutes. Parents are welcome to eat with their children. Adults may purchase a school lunch.

[To view the USD 383 breakfast and lunch menu, please go to the website.](#)

Sharing Food: Neither school lunches nor sack lunches from home are to be shared or traded by students for any reason.

Outside Meals/Food: Students may pack lunches and/or parents may bring their child lunches. **Any food or drink brought in by students or parents may only be eaten by their student and may not be brought or shared with other students.** Outside food or drink must stay in the cafeteria and be disposed of before exiting the cafeteria at the end of the lunch period.

Gum/Candy/Soft Drinks

When gum, candy, or soft drinks are distributed in classrooms for a special reward, they are to remain in and be consumed in that specific classroom only. Students should not be chewing gum / eating candy / drinking beverages outside of the classroom where it was received at any time. These items are special rewards at Lee that are not given daily. If they should become a distraction to learning or the school environment, the principal may suspend such privilege for the school.

Deliveries for Students

Deliveries such as balloons, flowers, or other gifts will be kept in the office and delivered to the student at the end of the school day. **Outside food deliveries for students are not allowed at any time.**

Communication

Parents need to keep the school informed by calling the main office when cell, home, or work phone numbers are changed. Please be sure your children know parent phone numbers too, or place a copy of those numbers in their backpack.

The principal, faculty and staff at Lee School encourage you to call or email anytime you have a question or concern.

- [Web page address](#)
- Facebook Page: USD 383: Lee Elementary School
- Phone: (785) 587-2050
- Mailing address:
 - Lee Elementary School
 - 701 Lee Street
 - Manhattan, KS 66502

If you contact a staff member and do not receive a response within 48 hours, please call the school office directly.

Your child will not be called out of class to take phone calls from parents. If you need to give a message to your child, please call the office and one of the office professionals will ensure your child receives the message.

How to Contact a Teacher

If you need to contact your child's teacher:

- Contact your child's teacher by sending them a message on ParentSquare.
- Write a note and send it with your child
- E-mail the teacher. Teacher email addresses are on the district web site.
- Call the office and leave a message. The teacher will return your call at the earliest convenience. Office staff will not interrupt instruction time by transferring calls to classrooms. We will take a message for the teacher so that he/she can return your call when class is not in session.

Parentsquare Communication Tool

The district-wide communication tool is Parent Square. The district will share information about how to sign up for Parent Square. Please be sure to download the Parent Square app and follow the directions to sign up.

Ways to Volunteer at Lee

- Assist in the classroom
- Assist with field trips
- Help supervise the playground/lunchroom
- Serve on the PTO
- Serve on the Site Council
- Help in the library
- Assist with the Lee Fun Fair or other PTO/family events

If you would like to volunteer, call the school office to talk with your child's teacher.

Parent-Teacher Organization (PTO)

The parent teacher organization (PTO) gives parents and teachers the opportunity to work together to supplement and enrich the educational experience. The Lee School PTO has a long history of providing support to our children, parents, and community members.

PTO has programs and fundraisers to support the school. Annually, PTO hosts the Lee Fun Fair and butter braid fundraiser. These are our two biggest fundraisers. With fundraiser monies, PTO

supports field trips, technology, materials in the classroom, books for classrooms and the library, arts and cultural events, and safety improvements to name a few. PTO also works closely with Site Council on school improvement issues.

The PTO plans many events that build school spirit and community pride. If you enjoy working on projects with others and want to get to know other Lee parents this group is for you!

Getting involved in PTO is easy. At the beginning of each year, volunteers sign up for activities for which they are interested. PTO will call the volunteers to work on projects and events. Monthly PTO Board meetings are open to all Lee parents. To find out more about PTO visit the school office for information.

Safety Week

Every year Lee Elementary will have a safety week where all safety drills are practiced: fire, tornado, lock-out, lock-down and evacuation. Our evacuation site is Trinity Presbyterian Church. In the event of an actual evacuation emergency, you will need to bring a photo I.D. to be able to pick up your child from the evacuation site.

Indoor Recess

Students will have indoor recess when the temperature is below 20° F. Teachers will provide appropriate indoor activities for students to participate in during indoor recess.

Field Trips

Lee School is located in the center of Manhattan and the students often take walking field trips for special events at K-State, Manhattan Zoo, and the Manhattan Arts Center. Field trips are an important part of the school curriculum.

Monthly Awards Assemblies

The character development program at Lee is Second Step. We also recognize and teach the Six Pillars of Character: caring, citizenship, trustworthiness, responsibility, fairness and respect. One character trait is designated to be promoted each month and teachers select students who exhibit the character trait of the month. Students are then recognized at a school-wide assembly. All students who receive the award for the month are entered into a drawing to enjoy a free Chick-Fil-A lunch with the principal. Thank you to the Manhattan Solar Kiwanis for providing the funds to treat three student and two staff winners to a luncheon.

Lee School Traditions

“Lee School Song” (to the tune of “Yankee Doodle”)

We live, we learn, respect each other

We all work together

Stand side by side

We are the best that we can be, go Lee!

Red and white, we stand as one

Red and white, we all have fun

Lee Longhorns we'll always be

Join hand in hand with pride at Lee!

Lee Multi-Tiered System of Support (Lee MTSS)

USD 383 and Lee Elementary are committed to helping all children succeed. There are many ways to help children learn and to ensure those who need additional supports are successful. The Multi-Tier System of Supports (MTSS) is an approach Lee School uses to provide those supports.

MTSS is a multi-step process of providing instruction and support to promote the academic and behavioral success of all children. Individual children's progress is monitored and results are used to make decisions about further instruction and intervention. Lee Elementary uses MTSS to address reading, math, and behavior. The key components to the MTSS process include high quality curriculum and instruction, universal screenings, research-based interventions to support students in area of need, and progress monitoring. The MTSS process has three tiers. Each tier provides differing levels of instruction. In Tier I, all students receive high quality curriculum and instruction in the general education classroom. The teacher assists all students. In Tier II, the school provides supplemental instructional support, usually in small groups, to students who need additional support to what they are receiving from the general curriculum. At USD 383: Lee Elementary School, ALL students participate in Tier II through the Walk-to-Intervention Model called W.I.N (What I Need) Time. All students at Lee participate in Tier II with each student's needs being met whether they are advanced and need enrichment or high risk and need support and reinforcement. In Tier III, intense instructional support is provided to students with the greatest needs, with frequent progress monitoring. Tier III support is provided in addition to Tier I and Tier II support.

Program for English Language Learners

Lee School has a multicultural population. This environment provides opportunities for students from many parts of the world to learn and work together. At the last count, 27 different languages were represented in the student body. Many of our students are learning English and we have a strong English Language Learners Program (ELL Program) to help students as they learn new grade-level concepts and English simultaneously. Students who are in the program are assessed in their abilities to speak, read, listen, understand, write, and follow directions in English and supported by ELL teachers and aides.

Lee School Discipline Policy

It is our goal for every student at Lee to **Be Safe, Be Respectful, and Be Responsible**. Please see the attached Appendix C-Lee School Behavior Expectation Matrix for the expectations at Lee School. Take time to review the matrix with your child prior to the start of school. The faculty and staff work to provide positive reinforcement whenever possible. Some examples of positive reinforcement include, but are not limited to Good Character awards, High 5 tickets, weekly High 5 winners, Monthly High 5 winners, tangible rewards, and individual classroom specific rewards.

Behavior Management Program

Lee staff utilizes the CHAMPS Behavior Management program. This is a proactive and positive approach to classroom management that will be used by all teachers and staff. CHAMPS is an acronym that reflects the types of expectations used by the teacher to clarify the activity and transitions occurring in class. CHAMPS stands for Conversation, Help, Activity, Movement, and Participation. Establishing a positive, purposeful, and accepting learning climate is essential in order for our school to be successful. Important to the establishment of this climate is our plan for responsible student behavior. The foundation of this plan is the belief that our students must learn to be responsible for the choices they make with their own behavior.

*In the rare event that a student displays an inappropriate behavior, the student will receive an Office Discipline Referral.

Office Discipline Referral

Major behaviors are more severe in nature. Major behavior incidents are reported on an Office Discipline Referral form. A copy of the form is sent home and a phone call to parents will be made. Major behavior incidents could result in in-school or out-of-school suspension for multiple days and may involve police intervention. Examples of severe incidents are:

1. Assault, fighting, or other intentional activity that results in the injury of a student or staff member.
2. Stealing or destruction of property
3. Leaving school grounds without permission

Appendix A

Lee Parking Lot Flow

See attached map on the following page to provide a visual for the information in this email.

In order to ensure everyone's safety please adhere to the following guidelines and procedures.

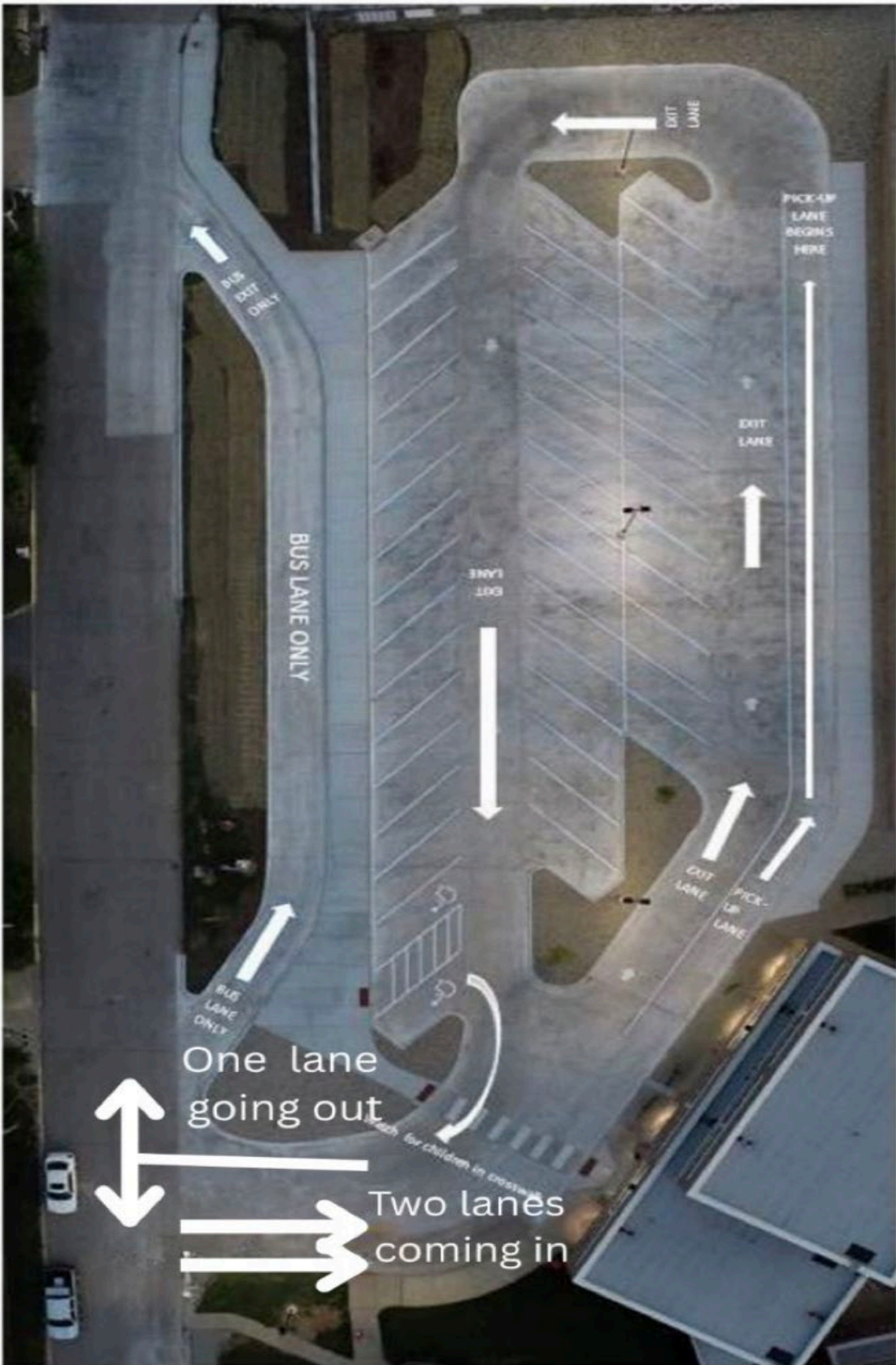
- Always drive slowly when entering and driving through the parking lot. Drivers should be traveling slowly and watching out at all times.
- There are two entry and one exit lane at the same point for vehicles entering the Lee parking lot. (Please view the traffic flow map below for a visual of this information.)

- Please do not enter the bus lane. It is for buses only.
- Upon entering, you will notice a crosswalk where students will be walking to the bus lanes. Drive slowly and stop for students in the crosswalk. **DO NOT BLOCK THE CROSSWALK.**
- The inside lane closest to the sidewalk is the drop-off/pick up lane. Please pull all the way forward in this lane before stopping and letting your child in or out of the car.
- The outside lane is the exit lane. You will pull out into this lane after your child has safely exited or loaded into your vehicle OR if you are needing to park your car.
- NEVER leave vehicles unattended in either the pickup or exit lane. If you want to exit your vehicle to meet your child on the sidewalk, please park in a designated parking spot or on the street and walk up to the sidewalk. Staff will help load/unloads students to ensure safe entry so you are able to remain inside your vehicle.
- Once you turn the corner to begin exiting the parking lot, traffic returns one lane. Please stop for any children or adults that are in the crosswalk.

If you are traveling south on Lee Street after exiting the parking lot, there is no left turn permitted onto Anderson Ave. between the hours of 7:30-9:00 a.m. and 3:30-4:30 p.m. Riley County Police Department will ticket for failure to follow the no left turn.

As always, please reach out with any questions. Thank you for ensuring that our parking lot and bus lane is safe for all.

Lee Parking Lot Flow



Appendix B

How Sick is too Sick for School?

In general, children are too sick to come to school when:

- They are contagious.
- Their symptoms are serious enough to prevent them from focusing on the tasks they need to do in school.

Use this checklist to help determine whether to keep your child home from school.

You can always call the school nurse if you are uncertain, 785-587-2050.

1. Does your child have a fever of 100.4 degrees F or higher? **Yes or No.**
2. Has your child vomited or had diarrhea within 24 hours? **Yes or No.**
3. Are your child's eyes crusty, bright red, and/or discharging yellow or green fluid (conjunctivitis/pink eye)? **Yes or No.**
4. If your child complains of a sore throat, is it accompanied by fever, headache, stomachache, or swollen glands? **Yes or No.**
5. If your child complains of a stomachache, is it accompanied by fever, vomiting, diarrhea, lethargy, sharp pain, and/or hard belly? **Yes or No.**
6. Does your child have a persistent cough? **Yes or No.**

If you answered yes to any of these questions, please keep your child home from school and consider seeking medical attention. Keep your child home until he/she has been symptom free for 24 hours or until the doctor indicates that he/she can return to school.

Children who have a cold, headache, earache, or stomachache that is not accompanied by fever, vomiting, or diarrhea are able to come to school.

If your child has a rash, it could be contagious. Please check with a medical professional before allowing your child to come to school.

Appendix C – Lee Longhorn Behavior Expectations

Expectation	Classroom I will	Hallway & Stairs I will	Playground I will	Cafeteria I will	Arrival & Dismissal I will	Restroom I will	Digital Citizenship I will	Bus Lines I will
Be Safe <i>Longhorns will keep their hands and body to themselves</i>	Follow directions Move around the room by walking	Walk and stay to the right Face forward and follow my teacher	Stay inside the fenced area Follow individual equipment rules Use playground equipment safely	Use walking feet Report spills right away Eat only my food Get permission to leave my seat	Stay to the right and face forward Walk on sidewalk Wait in my designated area	Keep floor and space clean and dry Report spills and messes	Report inappropriate content Use only school approved websites and apps Keep my device off and hold my iPad and headphones against my body while walking	Stay in the gym Walk to my line and sit down Stay to the right and walk away from the curb Maintain a single-file line all the way
Be Respectful <i>Longhorns will follow all adult directions right away</i>	Work cooperatively Use kind words and actions Follow CHAMPS expectations	Keep my hands off the walls and items on the walls Use only one hand on the handrails Use a 0-1 voice level Knock calmly on closed doors	Be kind and considerate to others Line up right away at teacher signal Deal peacefully with conflict Leave all nature outside	Use my manners Use a 0-1 voice level Turn off my voice right away when prompted	Leave all nature outside Use a 0-2 voice level	Use 1 squirt of soap and 1-2 paper towels Allow others privacy Use 0-1 voice level	Return device in good working order Use camera only for assigned tasks Be on my device only with adult permission Allow others to complete their own work	Turn off my voice right away when prompted Use kind words and actions Stay in my line Use a 0-2 voice level
Be Responsible <i>Longhorns will report unsafe or bullying behavior to an adult at school and an adult at home</i>	Use materials and equipment correctly Be prepared with materials Keep my area clean Have a ready to learn mindset Be an active listener and learner	Keep the hallways clean Take the most direct route to my destination Walk with a purpose Share the space I am walking in	Collect and take care of all play equipment Think before I act and consider the consequences	Stay to the right as I enter and exit Manage my time wisely Clean my area before leaving	Be on time Walk in and out of appropriate doors Walk with a purpose and go directly to my assigned location	Wash my hands with soap and water Put trash in the trashcan Only lock doors when stall is in use Return to class promptly	Only use my own login Stay on assigned apps Always return iPad to the charging station Follow technology policies	Stay to the right as I enter and exit Keep all food and drink closed and in my backpack



Manhattan-Ogden USD 383 Elementary School Handbook



Table of Contents

Manhattan-Ogden USD 383 Notice of Non-Discrimination	5
Introduction: Board of Education Policies - Links to policies	6
Admission to Kindergarten & Grade 1 - JBC - Enrollment	6
Attendance - JB - Attendance Records, JBD - Absences And Excuses, JBE - Truancy	6
Before and After School Procedures	7
Bicycles, Scooters and Skateboards and Other Modes of Transportation	7
Birthday Treats and Invitations	7
Board of Education Meetings	7
Child Custody	7
Child Nutrition - JGH - School Food Service Programs	8
Communication with School	9
Deliveries for Students	10
Distribution of Materials - IFC - Community Resources	10
Drills: Fire, Tornado and Other Emergencies for School Safety	10
English to Speakers of Other Languages (ESOL) Program	12
Family Educational Rights and Privacy Act - JR - Student Records, JRA - Types Of Records, JRB - Release Of Student Records, JRC - Disposition Of Records	12
Field Trips – IFCB - Field Trips	12
Fighting/Battery - JCDA - Student Conduct	14
Getting Your Student to and from School	14
Health Programs - JGFGGB - Accommodating Students with Diabetes, JGA - Student Insurance Program, JGC - Health Assessments and Physicals, JGCA - Local Wellness Policy, JGCB - Inoculations (Immunizations), JGCC - Communicable Diseases	14
Illness and Injury Procedures - JGFG - Student Accidents	16
Leaving School - JBH - Release of a Student During the School Day	17
Mandatory Reporting - JDDDB - Reporting to Law Enforcement	17
Make-Up Work - IHA - Grading System, IHB - Homework, IHEA - Make-Up Opportunities .	17
Medication - JGFGB - Supervision of Medications, JGFGBA - Student Self-Administration of Medications	18
Multi-Tiered System of Support (MTSS) - IDAB - Support Programs, II - Educational Testing Program	19

Naloxone (Narcan) Information - JGFGA - Administration of Emergency Opioid Antagonists	19
Notice Of Non-Discrimination - JGECA - Racial and Disability Harassment- Students	19
Parent-Teacher Organization (PTO)	20
Personal Electronic Devices - JCDC	20
Playground/Recess	20
Progress Reports and Family/Parent Teacher Conferences - JF - Academic Achievement.	20
Promotion/Retention - JFB - Promotion and Retention	21
Questions/Concerns - JCE - Complaints	21
Safe and Drug-Free Schools - JDDA - Drug Free Schools, JCDA - Tobacco and Electronic Cigarette Use, JCDBB - Weapons, JCAC - Interrogation and Investigations	22
Secure Firearm Storage	23
School Dress - JCDB - Dress Code.....	23
Site Councils - IB - School Site Councils	23
Special Education - IDACA - Special Education Services	23
Suspension And Expulsion - JDD - Suspension and Expulsion Procedures.....	24
Technology - IIBG - Computer Use, IIBGA - Children's Internet Protection Act.....	24
Technology - Artificial Intelligence (AI) Use - IIBE Use of Artificial Intelligence, IIBF Acceptable Use Guidelines.....	25
Textbook Rental and Materials Fees - JS - Student Fees and Charges, IF - Textbooks, Instructional Materials and Media Centers.....	26
Toys	26
Transportation/Bus Rules and Expectations - JGG - Transportation	26
Social Media-Educator Use - IIBGC – Staff Online Activities	27
Student Walkout/Protest	28
Visiting Schools - KM - Visitors to the School	28
Visitors to the School - KM - Visitors to the School	28
Weather/Other Calamities.....	29



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 USD 383

Notice of Non-Discrimination

The district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities and provides equal access to the Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Special Education, Lincoln Education Center, 901 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000 has been designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Director of Human Resources, Lincoln Education Center, 901 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000, has been designated to coordinate compliance with all other non-discrimination policies.

Inquires may also be directed to: Equal Employment Opportunity Commission - Gateway Tower

400 State Avenue, Suite 905
Kansas City, KS 66101
913-551-5655

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
785-296-3206

United State Department of Education
Office for Civil Rights
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, MO 64106
816-268-0550

Introduction: Board of Education Policies - Links to policies

This handbook is an abbreviated version of USD 383 policies, rules and regulations. Should a discrepancy between board policy and any language in this handbook arise, district policy supersedes this handbook. Board of Education policies referenced in this handbook [can be found at the district website](#).

The policies of USD 383 are the results of a combined effort of the professional staff of the Kansas Association of School Boards, the Board of Education and the district's staff. Policies are principles adopted by the school board to chart a course of action.

Admission to Kindergarten & Grade 1 - [JBC - Enrollment](#)

Children who will be five years old on or before August 31 of the current year will be enrolled in kindergarten. All children must present a birth certificate; and a social security number would be helpful. A transfer student who does not meet the age requirement is allowed to enroll if the child has been in attendance in a state accredited kindergarten while being a legal resident of that state.

Children who will be six years old on or before August 31 of the current year may be admitted to first grade. All those entering first grade that have not attended Manhattan-Ogden schools must present a birth certificate; a social security number would be helpful. A transfer student who does not meet the age requirement is allowed to enroll if the child, while a resident of another state, had completed an accredited kindergarten course or had entered a state accredited first grade.

Attendance - [JB - Attendance Records](#), [JBD - Absences And Excuses](#), [JBE - Truancy](#)

Making sure your child attends school every day is one of the most important things you can do to help your child succeed in school. Contact the school office before 9:00 am if your child will be absent. If your child is not in attendance, and the school has not received parent/guardian notification, the absence will be recorded as unexcused.

For the safety of the child, an attempt will be made to contact the parent. A communications tool called ParentSquare (see more below on communications) may be used for absence communication and automatic notices. There is a limit of 48 hours to excuse students for past absences. The principal has been designated to determine the acceptability and validity of absences as presented by the parent(s) or the student.

Tardies will be recorded and monitored. Students who arrive late must report to the office. If students are gone less than half day, they may be marked tardy. Any time the student

arrives during school hours, a guardian should sign them in. If they do not, it is an unexcused tardy. Students' arrival and departure times will be logged.

Before and After School Procedures

Starting with the 2026-27 school year, the full day start and end times for elementary schools are from 7:30 am - 2:30 pm and half-day start and end times for elementary schools are from 7:30 am - 10:45 am. School supervision and breakfast begin at 7 am. Please do not drop off or leave your child unsupervised at the front of the building before 7 am. Students should arrive at school as near the actual starting time as possible. Students who arrive after the start time will be counted as tardy.

Bicycles, Scooters and Skateboards and Other Modes of Transportation

K-2 grade students may ride bicycles to school when accompanied by an older sibling, parent, guardian or adult responsible for the student. 3-5 grade students can ride independently. All bicycles and scooters should be parked in the racks provided. Only bike and scooter riders should be in the bike parking area. Children are encouraged to provide locks for their bicycles and scooters. For your child's safety, wearing a helmet is highly recommended.

Birthday Treats and Invitations

Treats for birthdays or special occasions may be provided for the class. Parents/guardians should make prior arrangements with the classroom teacher. Treats will be left in the office for teacher pick-up to minimize classroom disruption unless other arrangements have been made. Please contact your student's teacher before sending individual or classroom snacks. Teachers have varying policies that include food allergies. If a student has an invitation for every child in their class, the invitations may be distributed at school. If the student does not have an invitation for every child in their class, the invitations must be distributed outside of school.

Board of Education Meetings

Meetings of the Board of Education are held twice a month. The Board calendar is [available on the website](#). The public is invited to attend these meetings.

Child Custody

Good communication with the teacher and principal is imperative to the school's ability to honor any court-ordered custodial arrangements. Copies of current documentation of

legal arrangements or restraining orders need to be filed with the principal in order for the school to deny access to children by specified adults.

Child Nutrition - [JGH - School Food Service Programs](#)

USD 383 recognizes that a child's nutrition is very important to the successful learning experience. Students are encouraged to participate in school breakfast and lunch programs to receive healthy and nutritious meals that meet USDA standards. The full board approved [meal charge policy can be found on our website](#).

Applications for free or reduced-price meal benefits for the current school year are available after July 1st. Families can [apply online](#) or request a paper application at your child's school. Free and reduced-price meal applications can be submitted at any time throughout the school year but are not retroactive. A new application must be completed each school year unless a family has already been notified by the child nutrition department that the student has been approved to receive free/reduced price meals for the current school year. You may also contact the Child Nutrition Department at 785-587-2851 or [email Stephanie Smith](#) with questions or request a paper application be sent.

We strive to provide a safe and healthy learning environment for all students including those with allergies and reduce the likelihood of severe or potentially life-threatening allergic reactions. Requirements for meal modification requests through child nutrition vary depending on whether a student has a disability or whether it is a food allergy or intolerance that does not rise to the level of a disability. Child Nutrition will make meal modifications prescribed by a licensed physician when a student has a disability. (See the definition of disability on the Medical Statement to Request meal modification form 19-B).

When a student has a religious/cultural dietary preference, food allergy/intolerance or other medical condition that does not rise to the level of a disability the child nutrition department will consider making a meal modification if doing so can be achieved within budgetary and federal regulatory restrictions. Meal modifications will continue until the licensed physician or parent requests in writing that it be stopped (Form 19-C Discontinuation of School Meal Modifications Form). For more information regarding meal substitutions please visit our webpage.

Each classroom's lunch period is around 30 minutes. Parents are welcome to eat with their student. Adults may purchase a school lunch at the adult meal prices with cash or check. Charging adult meals to their student's account is not permitted. To view the USD 383 breakfast and lunch menu, please go to the website. Some sites may have a share table with safe procedures for preventing food waste.

Communication with School

Communication between teachers, students, and families is crucial to overall student success. Schools will work with families to:

- plan and implement effective involvement;
- build the capacity for strong family involvement;
- provide full opportunities for families who are disabled or who have limited English proficiency;
- help families understand the state's content and performance standards, state and local assessments, and other information to improve their children's achievement;
- coordinate and integrate parental involvement strategies with other district and community-based programs and,
- participate in an annual evaluation of the effectiveness of parent involvement.

At the elementary school, we offer many ways for students and families to stay informed about student progress and school activities. These include Back-to-School Night, Parent-Teacher Conferences, school websites, ParentSquare, social media, monthly newsletters, classroom newsletters, and daily announcements. Families may also contact teachers and administrators via email or telephone. Certified staff email addresses are available on the website. In addition, all families will register for access to Infinite Campus Parent Portal. This district web-based student information system allows parents/guardians to check on their child's attendance and grades. Families are also encouraged to receive important school announcements and updates via email or text on ParentSquare in their preferred language.

If events occur at a building, updates will be available through USD 383 social media accounts, USD 383 website and ParentSquare communications platform. USD 383 will use ParentSquare as the school communication platform of the district. ParentSquare automatically generates an account for each parent in partnership with the district's Infinite Campus system, using the parent's preferred email address and phone number.

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

ParentSquare allows the district, schools and teachers to send messages in a variety of ways. One method is a post that would only go to your school's "feed" in the ParentSquare app or web portal. Your school or teacher also could choose to send that post to parents/guardians in the form of a text or email. Staff can choose to send a private message to one or more users. For example, a school nurse might text you to ask a question about administering your student's medication. The third method is a "smart

alert” sent at the district and school level - things like the district newsletter, messages from the superintendent and messages about back-to-school nights. They can be sent via text, email or phone call. The final category is an “urgent smart alert.” These messages will be sent via text, email and phone call and include inclement weather notifications and health and safety issues.

Deliveries for Students

Deliveries such as balloons, flowers or other gifts will be kept in the office and delivered to the student at the end of the school day. Please do not have food delivered to the school for students.

Distribution of Materials - [IFC - Community Resources](#)

USD 383 no longer accepts paper flyers or posters for events for distribution through our schools. Please do not bring paper flyers/posters to our schools. USD 383 has created a community events page on ParentSquare where we will list opportunities available for kids and families in the Manhattan and Ogden area. Events must be directly related to early learning to grade 12 students and families.

Drills: Fire, Tornado and Other Emergencies for School Safety

A statewide school safety hotline 1-877-626-8203, staffed by the Kansas Highway Patrol, has been established. This hotline is available 24 hours per day, 365 days a year. From there, information is transferred to local law enforcement who will relay information to the local school administrator.

Coordinated drills are an excellent way for staff and students to practice what they would do during a real emergency or crisis. Remaining calm can make a big difference in safety and security, so we prioritize school time to practice these drills with our community partners. USD 383 utilizes the Standard Response Protocol and the FBI’s Run, Hide, Fight protocol.

When the severe weather siren is activated, all students, staff and visitors that are at the building will move to the severe weather shelter. Doors will remain locked, and phones will not be answered. The severe weather shelters are available for students, staff, and visitors in the building when the siren is activated. Our shelters are not public shelters. Families should have their own severe weather plan and should not come to the school when the siren is activated.

We also want to make sure that parents/guardians know what is going on when your kids talk with you about the drills. We appreciate your patience and understanding if our drills interfere with your coming to and going from our building! You are welcome to join us.

- Drill 1 - Fire Drill in partnership with Manhattan Fire Department - The fire department watches and evaluates a fire drill. Sometimes the fire department sets up their smoke machine and we block off an exit route. Students and staff practice exiting the building using their primary and 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 the hydrants. Fire personnel also learn where all the controls for the building are located and tour the school at the end of the drill.
- Drill 2 - Tornado/Severe Weather Drill in partnership with Riley County Emergency Management - Riley County Emergency Management observes a tornado drill at each location. An emergency manager may walk around the school with the principal to see where we are putting students and staff. They will help 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 in partnership with the community - Each school will evacuate to their primary or secondary evacuation site. All students and adults in the building will evacuate. 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. All our schools are blessed with wonderful evacuation locations that welcome our students and staff.
- 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. Depending on the situation, no one leaves or enters the building. Activities inside the building remain normal.
- Drill 5 - Lock Down Drill in partnership with the Police Department - Police Department may present education about lock down drills. Officers may talk with students (age-appropriate) about why a police officer might be in their school and that the most important thing that kids can do is listen to the instructions of their teacher. Officers may also go around to each classroom and talk with teachers about the best location for students to be in the classroom and other things that teachers can do to increase the safety for themselves and their students. A lockdown drill is also practiced.
- Drill 6 - HOLD - 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.

We are fortunate to have great community partners that also feel strongly about drills and practicing. If you have questions about School Safety, please contact the Director of Communications and School Safety at 785-587-2000.

English to Speakers of Other Languages (ESOL) Program

Honored to support many students from around the world, our multicultural environment provides opportunities for students to learn and work together. At the last count, more than 40 different languages were represented in the student body. Many of our students are learning English and we have a strong English Language Learners Program (ELL Program) to help students as they learn new grade-level concepts and English simultaneously. Students who are in the program are assessed in their abilities to speak, read, listen, understand, write, and follow directions in English and supported by ELL teachers and aides. [Learn more on our website.](#)

Family Educational Rights and Privacy Act - [JR - Student Records](#), [JRA - Types Of Records](#), [JRB - Release Of Student Records](#), [JRC - Disposition Of Records](#)

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.

Field Trips – [IFCB - Field Trips](#)

Field trips are considered an extension of the school's curriculum and lessons. Permission is requested at registration. Families will be notified of specific field trips as they are being planned. Families who do not wish to have their child participate in a specific field trip should notify the school.

Fighting/Battery - [JCDA - Student Conduct](#)

Fighting or battery on another person will not be tolerated in USD 383 schools. Students who fight with or batter others on or near school property or at school functions will be disciplined. ANY student who encourages or engages in fighting or battery may be disciplined. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities. If a weapon is involved, law enforcement will be notified.

Getting Your Student to and from School

Students can be dropped off and picked up in designated areas of the school. Never leave your car unattended. Please watch carefully for students walking to and from the buses. If you need to come into the school, you must park in the parking lot. Please observe the No Parking signs posted and adhere to the arrival and dismissal procedures in the parking lot. Parents must notify the school by two hours before the end of school if there is a change in transportation plans. Otherwise, students will be asked to maintain their regular routines. Guardians or unfamiliar adults will be asked to show identification when picking students up prior to the end of school.

Health Programs - [JGFGBB - Accommodating Students with Diabetes](#), [JGA - Student Insurance Program](#), [JGC - Health Assessments and Physicals](#), [JGCA - Local Wellness Policy](#), [JGCB - Inoculations \(Immunizations\)](#), [JGCC - Communicable Diseases](#)

In each school year, every student enrolling or enrolled in any school for the first time shall present to the appropriate school board certification from a physician or local health department that the student has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Students who have not completed the required inoculations may enroll or remain enrolled while

completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance. As an alternative to the certification required, a student shall present: 1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests of inoculations would seriously endanger the life or health of the child, or 2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

On or before May 15 of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known students who are enrolled or who will be enrolling in the school of the provision of this act and any policy regarding the implementation of the provisions of this act adopted by the school board. If a student transfers from one school to another, the school from which the student transfers shall forward with the student's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the student transfers.

The Riley County Health Department has assisted in establishing school health policies regarding the readmission of children to school following an illness: 1) Written permission is required from a physician for any child who has been ill with a contagious disease and returns to school before the end of the quarantine period. 2) Written permission to return to school is not required for a child who is absent due to a contagious disease who has completed the quarantine time or whose illness was not a contagious disease.

QUARANTINE TIMES: Following are the quarantine guidelines used to determine when a child may return to classes. These are the guidelines published by the Kansas Department of Health and Environment.

- Chicken Pox: May return to school on the 6th day after the onset of the first lesion and no new lesions for 24 hours, and when all lesions are crusted.
- Impetigo: May return to school 24 hours after treatment has started.
- Head Lice: Parent encouraged to treat hair with pediculicide, infected clothing cleaned, home must also be cleaned to reduce the chance of re-infestation.
- Pinkeye (conjunctivitis) - Infected children are not required to be excluded from school unless their behavior is such that close contact with other students cannot be avoided.
- Ringworm: May return to school immediately after beginning treatment with a fungicide. Keep area covered while at school.

- Shingles: Actively draining lesions should be covered by clothing or a dressing until lesions have crusted. If lesions cannot be covered children should remain home until lesions are dried and crusted.
- Strep Throat, Scarlet Fever, Scarlatina: May return to school after being on an antibiotic for 24 hrs. and when fever free for 24 hrs. without fever reducing medication.
- Scabies: May return to school 24 hours after treatment has started and clothing is disinfected.
- Fevers: May return to school when fever free for 24 hrs. without the use of medication to lower the temperature.
- Vomiting: May return after being vomit free for 24 hours without the use of medication. Exception: If a health care provider determines illness not communicable due to other factors or child is not in danger of dehydration.
- Diarrhea: May return after being diarrhea free for 24 hours without the use of medication. Exception: If health care provider determine illness due to dietary changes, medication, or hard stools, and student is not in danger of dehydration.
- Influenza: Stay home for five days from the onset of symptoms and may not return to school until fever-free for 24 hours without fever-reducing medication.
- Rashes: If rash is associated with a fever, may not return until fever free without fever reducing medications and health care provider note stating that rash is not contagious.
- Fifth's Disease: Greatest period of communicability is before the onset of the rash. Not contagious after rash onset. May return to school if no fever associated with presence of a rash.
- Pertussis (whooping cough): May return to school after completion of antibiotic treatment or after 3 weeks if untreated with antibiotics.
- Measles: May return to school 4 days after the onset of rash.
- Mumps: May return to school 9 days after the onset of symptoms.
- Rubella: May return to school 7 days after the onset of rash.

Please notify the school if your child has any of the above illnesses. If there is a confirmed case of pertussis (whooping cough), chickenpox or other disease that vaccines are available for, in your child's classroom and they are not current on their vaccinations, you will be asked to get the vaccine within 24 hours or keep your child home for 21 days after the onset of the last reported illness in the school. Please keep your school nurse informed of any immunization updates.

Illness and Injury Procedures - [JGFG - Student Accidents](#)

When children become ill and it is necessary for them to leave school, families will be notified. Every attempt will be made to contact the families, or the emergency number

listed in the Student Information System. For the wellbeing of your child, it is important to keep this information updated. In the event of a serious accident, parents or the emergency number listed in Infinite Campus will be contacted immediately. If no one can be reached, school personnel will exercise their best judgment in contacting emergency medical services.

Leaving School - [JBH - Release of a Student During the School Day](#)

Families are required to sign students out before the student will be dismissed from class. Any family member or adult designated on the registration form who wants to pick up a child during the school day must do so at the school office. The principal will require identification from any adult whom he or she does not recognize. School officials reserve the right not to release the child to anyone other than their guardian. Where there is doubt, the guardian will be contacted to confirm that someone else has been authorized to pick up a student.

Mandatory Reporting - [JDDB - Reporting to Law Enforcement](#)

Mandated reporters are required to report child abuse or neglect. If teachers, school administrators or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment to provide childcare services or the employees of persons so licensed at the place where the childcare services are being provided to the child have reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly.

Make-Up Work - [IHA - Grading System](#), [IHB - Homework](#), [IHEA - Make-Up Opportunities](#)

Assignments and work missed should be made up if possible, though many lessons and activities can only be completed through class participation. Student absence deprives students of such opportunities. Students will be given two days to make up assignments given on any day absent. Any exceptions to this should be discussed with and agreed to by the student's teacher and the student. Requests for assignments, due to absences, may be made by contacting the school or the student's teacher.

Families who know in advance that their student is going to be absent, it is important to notify the office before their absence and work may be completed when the students return to school, but if possible, students can complete their work prior to their absence. It is important to remember that homework does not replace instruction.

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.

Extended Absences (three or more days): Families 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.

Short-Term Absences (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. The time allowed to make up the work will be proportional to the time the student was absent.

Medication - JGFGB - Supervision of Medications, JGFGBA - Student Self-Administration of Medications

Kansas regulations require medication forms be on file in the nurse's office for any medication a student has at school. Medication forms must be signed annually by a parent for over the counter medication and by a parent and physician for prescription medications. These forms are available from the nurse's office and they can be printed from the school's web page. Medications must be in their original labeled containers and not expired. The school medication policy is in compliance with Kansas regulations.

1. Written permission from one of the following professionals - physicians, dentists, nurse practitioners, or physician assistants, and from the parent or guardian must be received before any prescription medication can be given at school. The forms for prescription and non-prescription medication are available on the district website or at the school office.
2. All medications must be stored in the nurse's office. Students may carry an inhaler, EpiPen, or insulin if required to do so by parent and physician and proper technique of use has been demonstrated to the school nurse.
3. Prescription and over-the-counter medication must be in the original, appropriately labeled container.
4. Medications will be given as indicated in writing by the physician for prescription medication or families for over-the-counter medication.
5. A form must be completed and signed by the physician (for prescription medication) or parent (for over-the-counter medication) for each different series of medication, either prescription or non-prescription, a child takes.
6. A new form must be completed each school year.
7. A new form must be signed by the physician (for prescription medication) or parent (for over-the-counter medication) whenever the dosage is changed.

Multi-Tiered System of Support (MTSS) - [IDAB - Support Programs, II - Educational Testing Program](#)

USD 383 is committed to helping all children succeed. There are many ways to help children learn and to ensure those who need additional supports are successful. The Multi-Tier System of Supports (MTSS) is an approach used to provide those supports.

MTSS is a multi-step process of providing instruction and support to promote the academic and behavioral success of all children. Individual children's progress is monitored and results are used to make decisions about further instruction and intervention.

MTSS addresses reading, math, and behavior. The key components to the MTSS process include high quality curriculum and instruction, universal screenings, research-based interventions to support students in area of need, and progress monitoring.

The MTSS process has three tiers. Each tier provides differing levels of instruction. In Tier I, all students receive high quality curriculum and instruction in the general education classroom. The teacher assists all students. In Tier II, the school provides supplemental instructional support, usually in small groups, to students who need additional support to what they are receiving from the general curriculum. In Tier III, intense instructional support is provided to students with the greatest needs, with frequent progress monitoring. Tier III support is provided in addition to Tier I and Tier II support.

Naloxone (Narcan) Information - [JGFGA - Administration of Emergency Opioid Antagonists](#)

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.

Notice Of Non-Discrimination - [JGECA - Racial and Disability Harassment- Students](#)

The district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Parent-Teacher Organization (PTO)

A parent teacher organization (PTO) gives parents and teachers the opportunity to work together to supplement and enrich the educational experience. The PTO has a long history of providing support to our children, parents and community members.

PTO has programs and fundraisers to support the school. With fundraiser monies, PTO supports field trips, technology, materials in the classroom, books for classrooms and the library, arts and cultural events, and safety improvements to name a few. PTO also works closely with Site Council on school improvement issues.

The PTO plans many events that build school spirit and community pride. If you enjoy working on projects with others and want to get to know other parents, this group is for you! Getting involved in PTO is easy. At the beginning of each year, volunteers sign up for activities for which they are interested. PTO will call the volunteers to work on projects and events. Monthly PTO Board meetings are open to all parents. To find out more about PTO, visit the school office for information.

Personal Electronic Devices - JCDC

In accordance with House Bill 2299, personal electronic devices are prohibited during the school day.

Playground/Recess

Whenever the weather permits, play periods are held outside. Should your child have a health condition which makes it necessary to limit strenuous activity, please provide his/her teacher with a doctor's note. Supervision is provided on the playground during all recesses. Skateboards, ripsticks, roller blades, or shoes with wheels are not to be brought to school or used on school premises (inside or outside of the building). This is in order to maximize safety for everyone. The school provides playground equipment for students. Students will have indoor recess when the temperature or windchill is below 20°F or heat index over 100°F. Teachers will provide appropriate indoor activities for students to participate in during indoor recess.

Progress Reports and Family/Parent Teacher Conferences - [JF - Academic Achievement](#)

USD 383 has established goals that promote high academic standards, lifelong learning, thinking skills, civic responsibilities, basic skills, and an integrated curriculum. Reporting the progress each student is making toward these goals is the responsibility of each child's classroom teacher. Families can access up-to-date information through the Parent Portal in Infinite Campus and Canvas.

Progress reports are sent home three times a year. Parent teacher conferences are held twice during the school year. Check the district's academic calendar for the exact dates of the parent conferences. Families may also request to schedule a meeting with their child's teachers or principal at any time. Grades, attendance, and information can be found in the Infinite Campus Parent Portal.

Promotion/Retention - [JFB - Promotion and Retention](#)

Students who meet the requirements of the grade level are promoted to the next grade. When it is necessary for a student to be retained in a grade because requirements are not met the parent will be contacted as early as the situation is apparent. The principal will make the final decision.

Questions/Concerns - [JCE - Complaints](#)

An open line of communication creates a positive partnership between home and school. Questions or concerns are best addressed by the parties most directly involved. Thus we encourage a communication process that begins at the most direct level. Please be willing to put your concerns in writing and allow adequate time for the matter to be carefully researched and resolved.

Addressing Questions and Concerns

Families and patrons should use this matrix to address questions or concerns. Topics should be addressed beginning at Level 1. If the matter cannot be resolved, it is appropriate to move to the next level with the inquiry.

*USD 383 certified employees should refer to the Negotiated Agreement and classified/hourly employees should refer to the Classified Employee Handbook in addition to this matrix.



AREA OF CONCERN	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
Academics, Curriculum, Instruction & Assessment	Teacher	Principal	Director of Early Learning, Elementary, or Secondary Education	Executive Director of Teaching & Learning	Superintendent	Board of Education
Activities & Athletics	Coach / Sponsor	Athletics or Activities Director	Principal	→	Superintendent	Board of Education
Discipline	Teacher	Assistant Principal (if applicable)	Principal	Assistant Superintendent	Superintendent	Board of Education
Facilities, Grounds, & Maintenance	Principal	Assistant Director of Maintenance & Facilities	→	Director of Maintenance & Facilities	Assistant Superintendent	Board of Education
Child Nutrition	School Kitchen Manager	Principal	Child Nutrition Coordinator	Director of Child Nutrition	Assistant Superintendent	Board of Education
General Concerns	Teacher	Principal	Relevant District Administrators	→	Assistant Superintendent	Board of Education
Social Emotional & Mental Health	Teacher	Psychologist, Social Worker, or Counselor	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
Special Education	Teacher	Principal	Assistant Director of Special Education	Director of Special Education	Assistant Superintendent	Board of Education
Transportation	Principal	Assistant Director of Transportation	Director of Transportation	→	Assistant Superintendent	Board of Education

Student matters regarding discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Safe and Drug-Free Schools - [JDDA - Drug Free Schools](#), [JCDA - Tobacco and Electronic Cigarette Use](#), [JCDBB - Weapons](#), [JCAC - Interrogation and Investigations](#)

USD 383 has many programs to promote safe and drug-free schools for children of all ages. The programs include school-focused policies and curriculum, student and parent-focused initiatives, and participation in community programs.

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 [our website to learn more about secure storage practices](#) and available community resources. Together, we can help create a safer environment for all students.

School Dress - [JCDB - Dress Code](#)

Student appearance will be neat, appropriate, and not disruptive. If a student's clothing contains sexually suggestive words or swear words, advertises alcohol or drug use or endorses violence, the student shall be required to change it. Hats or caps are not to be worn inside during instructional time. Students will be required to wear footwear for health reasons. Halters, bare midriff tops, spaghetti strap, mesh shirts, men's boxer underwear, sports bras, sagging pants, and bandanas are examples of clothing not considered acceptable. Students should wear weather appropriate attire. Students should wear or bring appropriate shoes for physical education.

Site Councils - [IB - School Site Councils](#)

Site councils are advisory councils mandated by the Kansas State Board of Education. Individual schools form their own site councils and report to the Board of Education annually. Site councils are made up of parents/guardians, teachers, and community members. The Site Council reviews academic progress and other building issues such as discipline, safety, and student/parent programs. Please contact the school principal if you are interested in serving on the Site Council.

Special Education - [IDACA - Special Education Services](#)

Special Education services are available in USD 383. Services are provided for individuals who qualify in the following areas: physical/other health impaired, gifted, learning disabled, traumatic brain injury, intellectual disabled, autism, emotionally disturbed, developmentally delayed, speech/language, hearing impaired, severely multiply disabled, deaf-blind, and visually impaired. Related services are also available and include school psychology, school social work, occupational therapy, physical therapy, vision and hearing consultants, assistive technology, and adaptive physical education.

Families who have questions about special education services for their child should contact the building principal. Special services records will be maintained for five years after exit from active enrollment or graduation from USD 383. Copies are available upon

request and after such time, they will be destroyed. The Kansas State Department of Education maintains a toll-free number (1-800-332-6262), which may be called for additional information or resource materials on special education services, rights, and procedures. [Visit the SPED website for more information.](#)

Suspension And Expulsion - [JDD - Suspension and Expulsion Procedures](#)

The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employees to suspend or expel, any student guilty of any of the following:

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- Conduct which substantially impinges upon or invades the rights of others, or
- Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Technology - [IIBG - Computer Use](#), [IIBGA - Children's Internet Protection Act](#)

All students will be issued an iPad for instructional use. At the K-5 grade levels, these iPads will remain in the school and secured by the classroom teacher or other responsible staff member. Users are responsible for maintaining an environment free of malicious, inappropriate or illegal acts. The user of the Internet is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the Internet will result in the revoking of these privileges. Examples of unacceptable use are (but not limited to):

1. Using the network for any illegal activity, including violation of copyright or other contracts. Transmitting of any material in violation of any U.S. or state regulation, threatening or obscene material or material protected by trade secret.
2. Using the computing resources of another organization's network in violation of its rules.
3. Using the network for financial or commercial gain.
4. Degrading or disrupting equipment or system performance.

5. Vandalizing the data of another user.
6. Wastefully using finite resources.
7. Gaining unauthorized access to resources or entities.
8. Invading the privacy of individuals.
9. Using an account owned by another user.
10. Posting personal communications without the author's consent.
11. Posting anonymous messages.
12. Using school "inappropriate" language, pictures, text, or other data on the computer or network.
13. Obtaining a file transfer without permission.

Users are responsible for maintaining an environment conducive to learning:

1. Users are responsible for maintaining an environment in which resources and responsibilities are shared equitably between users.
2. Users will use only software that has been assigned by staff.
3. Users will agree that the computer systems are set up by the system administrator and will not alter them in any way.
4. Users will agree that use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. [Visit the IT website for more information.](#)

Technology - Artificial Intelligence (AI) Use - [IIBE Use of Artificial Intelligence, IIBF Acceptable Use Guidelines](#)

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.

Textbook Rental and Materials Fees - [JS - Student Fees and Charges, IF - Textbooks, Instructional Materials and Media Centers](#)

Textbook rental and student materials fees include student textbooks, workbooks, and materials supplemental to the textbooks. These fees for each grade level are collected at registration. The Board of Education annually reviews fees and makes changes accordingly. Fee amounts are listed on the district's webpage. Refunds for student withdrawals are given out on the following basis: 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. Delinquent fees may be collected through the district Business Services Department.

Toys

Students should leave toys, trading cards, and all electronic games/equipment at home unless they are being used for an educational purpose, specified by the classroom teacher, to have them at school. Items brought for sharing should stay in the student's backpack before and after sharing time and may not be at the student's desk, taken to the playground, used in the bus lines, on the bus, or in the cafeteria. Should a school faculty/staff member observe the violation of this guideline, the items may be confiscated and held at school until parents are able to retrieve them.

Transportation/Bus Rules and Expectations - [JGG - Transportation](#)

The following rules and regulations are defined by the Kansas Department of Transportation and USD 383. Parents are expected to review these rules with their child. Violations of these rules will result in suspension of bus riding privileges.

1. The driver shall be in charge of all passengers while they are riding, loading onto or 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 a bus.
8. Animals or insects shall not be transported on a bus.
9. No weapons of any type – knives, guns, tear gas, flammable liquids, or any object or material that may harm another student – shall be carried on the bus.
10. No eating or drinking is permitted on the bus.
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 the written permission of the parent or guardian on file at Transportation.
14. District transportation is an extension of the school, which means school rules apply on the bus.

Transportation Services has in place a Board-approved Discipline Plan that lists the consequences of misbehavior on the school bus. Families are welcome to contact Transportation to request a copy of this plan.

Items too large to be safely held while students remain seated may be stored in a designated area. If seating arrangements do not allow room for these items to be safely stored without blocking aisles or exits, the students will be asked to make other arrangements for transporting these items.

From time to time, families request that their children be permitted to get off the school bus at some place other than their designated stop. Written permission from the parent or guardian of the student wishing to make a change must be received in the transportation office at least one day in advance of the change.

1. The stop requested must be a designated stop on an existing route.
2. If the request involves the student riding another bus, the request will only be granted if there is adequate room for the additional rider.
3. If a student delivers a letter to the driver on the afternoon of the request, the request may be denied. [Visit the Transportation website for more information.](#)

Social Media-Educator Use - [IIBGC – Staff Online Activities](#)

In accordance with House Bill 2299, 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.

Student Walkout/Protest

In accordance with House Bill 2513, 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.

Visiting Schools - [KM - Visitors to the School](#)

Parents are welcome to visit school and become acquainted with their child's teacher and classroom. Teachers appreciate it if families let them know ahead of time when they would like to visit. Young children should not visit school unless accompanied by an adult who is responsible for them.

All doors are locked before, during, and after school. There will be staff members at the doors to let students inside the building during morning arrival time. Our building security system requires all visitors to be admitted through the office by ringing the buzzer. Please help encourage student safety by only entering at designated area.

All visitors including parent/guardians and staff immediate family members are expected to check in at the office. Visitors will need to present photo identification to the office staff and sign in and wear a visitor's badge. Office personnel will call that teacher's room to let them know the visitor/volunteer/observer has arrived. The visitor/volunteer/observer will be given a name tag to wear while in the building.

Visitors/volunteers/observers may be working or escorted in the presence of a licensed staff member. At no time should a visitor/volunteer/observer be alone with a student including spouses or immediate family of teachers. Parents/guardians may be alone with their own child. These protocols for visitors will help us ensure that every student and staff member is safe.

Visitors to the School - [KM - Visitors to the School](#)

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.

Weather/Other Calamities

The decision to close school for severe weather conditions will be made no later than 6:00 a.m. Information about school closings will be announced through Parent Square, district social media outlets (Facebook and Instagram), USD 383 website and local media outlets.

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 workday.

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.

Two-Hour Delay: USD 383 can delay school by two hours if the weather needs more time to improve. All schools will start two hours later than usual. For example:

- Elementary schools: 9:30 a.m. (instead of 7:30 a.m.)
- No breakfast will be served

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.

Families should determine, however, whether it is safe for their own children to attend school. Families 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.

When the severe weather siren is activated, all students, staff and visitors that are at the building will move to the severe weather shelter. Doors will remain locked, and phones will not be answered. The severe weather shelters are available for students, staff, and visitors in the building when the siren is activated. Our shelters are not public shelters. Parents/guardians should have their own severe weather plan and should not come to the school when the siren is activated.