



Manhattan-Ogden Oliver Brown Elementary

Oliver Brown Elementary School Handbook

Dear Oliver Brown Families,

Welcome to the 2025-2026 school year at Oliver Brown!

We are excited to embark on this educational journey with you and your child. Our dedicated staff is committed to providing a positive and engaging learning environment where every student can thrive. We believe in fostering a school climate that is inclusive, safe, and secure for all students, ensuring that everyone feels accepted and valued.

At Oliver Brown, we implement a Positive Behavior Interventions and Supports (PBIS) system focused on the expectations of Be Respectful, Be Responsible, and Be Safe. These values are at the heart of our school community and are celebrated throughout the year. Each month, we host assemblies to recognize students who consistently demonstrate these expectations, helping to build a positive and encouraging culture within our school.

We are also proud to carry on traditions that make Oliver Brown special. Some of our annual events include the Bison Stampede, Kansas Day celebrations, music concerts, and STEAM Night. These gatherings bring students, families, and staff together to celebrate learning and create lasting memories.

We recognize that a strong partnership between home and school is essential for your child's success. We encourage you to become actively involved in your child's education. Whether it's participating in PTO activities, volunteering for school events, or staying informed through ParentSquare, monthly newsletters, and our school website, your involvement makes a significant difference.

Communication is key to building cooperative partnerships. We invite you to share your thoughts, concerns, and ideas with us. Please feel free to contact your child's teacher or our office at 785-587-2823. We are here to support you and your child, and we value your input as we work together to create the best educational experience possible.

We look forward to an amazing year together!

Sincerely,



Amber Cook, Principal
Oliver Brown Elementary School
4787 Jackies Way
Manhattan, KS 66502

School Hours

School instructional hours are from 8:45 a.m. to 3:45 p.m. Students may arrive as early as 8:15 a.m. for breakfast. All students are expected to be on their way to their classrooms by 8:40 a.m. to ensure instruction can begin promptly at 8:45 a.m. Teachers will be engaged in instructional activities until 3:45 p.m. each day. Please avoid picking up your child early unless prior arrangements have been made.

On the first and last day of the school year, school will dismiss at 12:00 p.m., and lunch will not be served.

In the event of a 2-hour weather delay school will start at 10:45a.m. and doors will unlock at 10:15 a.m. Breakfast will not be served.

Before & After School Plans

Please discuss after-school plans with your child before dropping them off for the day. If your child is enrolled in an after-school program or activity, they will be directed to attend unless we receive a note or phone call from you. If there is a change in the dismissal plan, please contact the office **before 3:00 p.m.** in order for the change to be honored.

In addition to communicating dismissal changes with the front office, you are welcome to also message your child's teacher. Because teachers are actively teaching or may have a substitute in their classroom, only messaging the teacher of changes is not sufficient.

The front office can be contacted by calling the school at 785-587-2823 or by sending a Parent Square message to the front office staff. Advanced notice allows us to notify classrooms without disrupting learning and ensures a safe, smooth dismissal for all students. Any changes not communicated to the office by 3:00 PM will result in your child following their regular dismissal plan.

Thank you for your cooperation and partnership in keeping our students safe.

Arrival Procedures

Supervision at our school begins each day at 8:15 a.m. Please do not drop off students before this time. The doors unlock at 8:15 a.m. for student arrival. Before the doors open, children should wait at the front of the building with an adult. The playgrounds are off-limits. When dropping off students, please ensure they enter the building through the front door

For drop-offs, including drop-offs for Boys & Girls Club, please use the inside lane of the circle drive. The outside lane should be kept clear for traffic to move. If your child requires assistance exiting the vehicle, or if you would like to take a moment with them, we ask that you park in the designated lot and use the crosswalk. This ensures a smooth and courteous flow of traffic for all families utilizing the drop-off lane. A driver should not exit their vehicle while in the drop-off lane; this lane is to be used for quickly exiting students only. Please be alert to pedestrians at the crosswalk.

Please refrain from parking in spots designated for disabled patrons unless you have the appropriate permit. Additionally, no-parking zones, bus-loading zones, and areas that might impede the flow of traffic should remain clear. Please adhere to all signage and painted notations to ensure the safety of everyone. Parking is limited, so please be courteous and considerate of others and their needs. Our children learn more from our actions than our words.

Thank you for your cooperation and for helping us maintain a safe and efficient drop-off and pick-up process.

Dismissal Procedures

The dismissal bell rings at 3:45 p.m. At dismissal, students will be three groups: walkers/bike riders/parent pick, car riders, and bus riders/Boys & Girls Club.

- **Parent Pickup**- this option requires parents to park in the parking lot and use the crosswalk to pick students up from teachers at the front entrance of the school. Parents should remain behind the cones and wait for teachers to dismiss the students. They should then use the crosswalk to return to their vehicles. Please follow the directions of the crossing guard. This ensures the safety of everyone participating and allows for the flow of traffic
- **Car Riders**- this option is for parents who prefer to stay in their vehicle and drive through the pickup line. Students will gather in the library when dismissed and will be called out and assigned a colored traffic cone to stand next to for pickup. When the car reaches the cone, the students will enter the vehicle. Parents/guardians need to remain in the car while in the car line.

- **Walkers/Bike Riders**- this option allows students to be escorted by a teacher from the entrance of the school up to the crosswalk. Teachers will then hold cars to allow students to safely cross the street.
- **Bus Riders** - will be dismissed to the cafeteria. Bus riders will then be escorted out the east entrance to the bus lane to safely load buses.
- **Boys & Girls Club**- will be dismissed to the cafeteria in a designated area and be met with Boys & Girls staff.

-If a staff member does not recognize a person trying to pick up a student, they will ask for photo identification. If the person is neither on the student's list nor has the student's caregiver called the school, the office staff will call the caregiver. This is to ensure students are safe. Thank you in advance for appropriate communication and cooperation

Students not picked up by 3:45pm will come to the office where office staff will attempt to contact someone on the pick-up list

Attendance Policy

Being on time at school each day is so important. You are encouraged to bring your student to school on time to make sure that they are prepared for instruction to begin promptly at 8:45 a.m. The first bell rings at 8:40 a.m. If your child eats breakfast, please plan accordingly to ensure that they are timely to class. The tardy bell rings at 8:45 a.m. Students who arrive late must report to the office. If students are gone less than ½ 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.

If your child will be absent (ill, out of town, etc.), please call 785-587-2823 to report the absence by 9:00 a.m. to the OFFICE. After five consecutive absences from an illness, a doctor's note will need to be excused. You are welcome to communicate with the classroom teacher too; however, the official notification should go through the office. If we do not hear from you, we will attempt to contact you to check your child's whereabouts. If your child is not in attendance, and the school has not received parent/guardian notification, the absence will be recorded as unexcused.

Early Check Out

If a student needs to be picked up early, they will be called to the office **only after** the caregiver has arrived. This ensures your student receives the maximum amount of instructional time. If your student has an appointment or needs to leave during the school day, you **must** come into the office to sign them out. All early pickups must occur **before 3:30 p.m.** Please note: After 3:30 p.m., dismissal procedures begin, and students are no longer in their classrooms. This may cause delays in locating and calling them to the office.

Communication with Teachers

Parent Square is USD 383's program for school to family communication. Messages about school events, reminders, and sign-ups will be sent out to you via Parent Square.

If you need to contact your child's teacher:

- Direct message the teacher on Parent Square
- Call the office. The teacher will call you back.
- E-mail the teacher. E-mail addresses are on the district website and are provided by the teacher.
- Write a note and send it to school with your child.

Cell Phones/Electronic Devices

Cell phones, smart watches, and personal electronic devices are often a distraction from instruction, students' time on task, and can expose students to information or material not appropriate for the school setting. If parents deem it necessary for their children to have a device, it should remain in their backpack during school hours or during the time the child is on school premises. The staff, school, and district are not responsible for devices brought to school. Cell phones and smart watches should remain in backpacks and in "off" mode during school. Should the cell phone or smart watch become an interruption at any time while at school, it will be confiscated by school personnel and turned into the office.

Birthday Treats, Invitations, and Classroom Snacks

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.

The policy at Oliver Brown Elementary regarding the distribution of birthday party invitations is the following: If the student has an invitation for every child in the class, the invitations may be distributed at school. If the student does not have invitations for every child, the invitations must be distributed outside of school. This policy supports our Bully Prevention policy of including others.

Snacks, both classroom parties and school provided, should be eaten in the classroom or designated area. Individual gifts (such as flowers, balloons, etc.) that are delivered to students during the school day will be given to the student at the end of the school day. Please contact your child's teacher before sending individual or classroom snacks. Teachers have specific classroom policies and allergies present, which vary.

Electronics, Toys, and Games

Students should leave toys, trading cards, electronic games, etc. at home, unless they have permission of the Principal to have them at school for instructional purposes. Spinners, fidgets and other devices are considered toys unless provided as part of an IEP, SIT plan, or 504. Students are responsible for electronic devices they bring to school. The school shall not be responsible for loss, theft or destruction of devices brought onto school property.

School Ground, Courtesy, and Safety

Dogs and other animals should not be brought to the immediate school grounds (i.e. playgrounds, sidewalks, blacktop areas). Even in the outer areas, animals must be on a leash.

The school playgrounds are off limits to public use from 7:00 a.m. until 6:00 p.m. on days that school is in session. Oliver Browns students should not be on the playground before or after school as well, due to lack of supervision and/or after school program use. Parents who visit school are asked to refrain from taking younger children to the playground while at the building.

Visitor Policy

Visitors are welcome at Oliver Brown Elementary. To ensure classroom learning is not disrupted, please arrange with the teacher when you want to visit. All visitors must sign in at the front office and get a visitor's sticker. When leaving, visitors must sign out in the front office.

Site Council

The Site Council provides advice and counsel to the school on issues related to school improvement and quality programming. In addition, the Site Council serves as a liaison between the school, community, and Board of Education. Site Council meetings are held four times per school year: September, November, February, and April, in the Oliver Brown Conference Room. If you want to serve on Oliver Brown's Site council, please contact the building principal.

PTO

Oliver Brown has an active Parent-Teacher Organization (PTO) that meets on the third tuesday of the month. Please consider joining, your input and help are important. Contact information: oliverbrownempty@gmail.com

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 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.

Questions/Concerns

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

Additional communication

Check out the USD #383 Website School calendar and the Oliver Brown school page for upcoming events. Oliver Brown Elementary School has a Facebook page where information and photographs are posted.



Manhattan-Ogden USD 383 Elementary School Handbook



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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

School hours are 8:45 am to 3:45 pm. School supervision begins at 8:15 am. Please do not drop off or leave your child unsupervised at the front of the building before 8:15 am. If your child needs to arrive before 8:15 am, they can join the Boys & Girls Club or a school-supported supervision program. Children should arrive at school as near the actual starting time as possible. Students who arrive after the start time will be counted as tardy. Students eating breakfast should arrive 20-25 minutes prior to the start of school.

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.

Cell Phone/Electronic Communication Devices

Cell phones, smart watches, and personal electronic devices are often a distraction from instruction, students' time on task, and can expose students to information or material not appropriate for the school setting. If parents deem it necessary for their children to have a device, it should remain in their backpack during school hours or during the time the child is on school premises. The staff, school, and district are not responsible for devices brought to school. Cell phones and smart watches should remain in backpacks and in "off" mode during school. Should the cell phone or smart watch become an interruption at any time while at school, it will be confiscated by school personnel and turned into the office.

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 of students certain rights with respect to the student's education records. One right is to inspect and review the student's education records within 45 days of the day the district receives a request for access. 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.

Parents or eligible students may ask USD 383 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

There is a right to consent to disclosures of personally-identifiable information contained in the student's 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 person serving on 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 tasks.

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. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. There is also a right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA at US Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, DC 20202-8520. [Learn more at the USD 383 website.](#)

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 Child 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 3:15 pm if there is a change in transportation plans. Otherwise, students will be asked to maintain their regular routines. ALL parents 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.

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.

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.

Students who have a signed Manhattan-Ogden USD 383 Technological Code of Conduct on file may bring their personal devices (including but not limited to a cell phone) to school. The code of conduct can be found online. During the school day, and during school sponsored activities before and after-school, the personal device may only be used for school approved activities when the teacher gives permission for the student to use their personal device. Students are responsible for the safety and care of their own devices. No devices may be charged at school. All personal technology devices must be stored in the student’s book bag during the school day and school sponsored activities before and after-school, unless they have been approved by the teacher or staff for use. [Visit the IT website for more information.](#)

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.](#)

Visiting Schools

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.

Weather/Other Calamities

The decision to close school for severe weather conditions will be made no later than 6:00 am. 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:

- Middle and high schools: 9:40 a.m. (instead of 7:40 a.m.)
- Elementary schools: 10:45 a.m. (instead of 8:45 a.m.)

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

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

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.