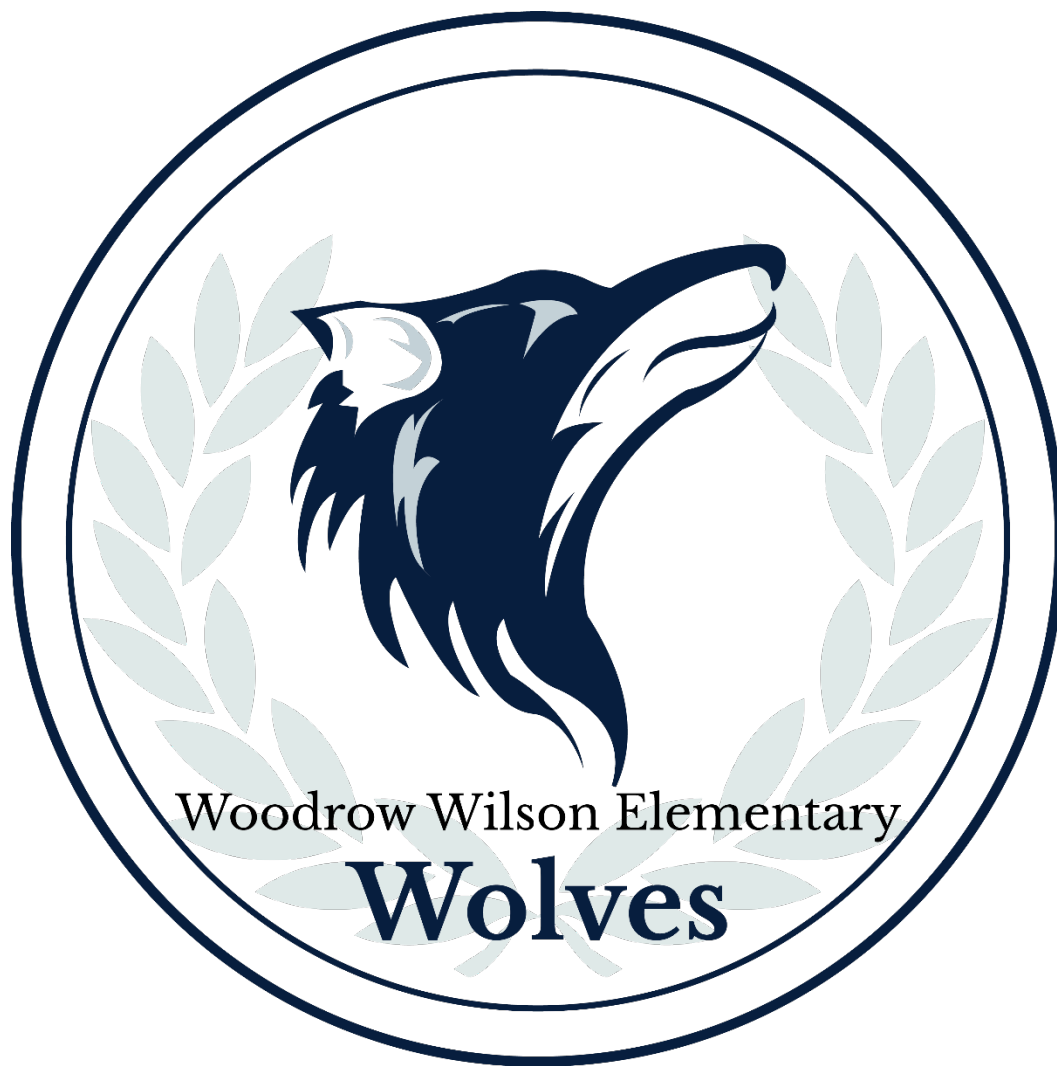


Woodrow Wilson Elementary School Parent School Guide 2026-2027

Home of the Wolves



*"For the strength of the pack is the wolf, and the strength of the wolf
is the pack," Rudyard Kipling*

Daniel Simon, Principal

312 N. Juliette Ave.

Telephone: 785-587-2170, Fax: 785-587-2173

Welcome to the Woodrow Wilson School Family!

Dear Woodrow Wilson Families,

Welcome to the 2026–2027 school year!

At Woodrow Wilson Elementary, we are proud of our long tradition of academic excellence, strong relationships, and commitment to helping every child succeed. Our staff is dedicated to creating a safe, caring, and academically challenging environment where students feel valued, supported, and connected.

At Woodrow Wilson, we believe that schools work best when families and educators work together. We encourage families to stay involved, communicate regularly with teachers, participate in school events, and partner with us in supporting student success.

Our schoolwide expectations are simple: Be Safe, Be Respectful, and Be Responsible. These expectations guide our work with students every day and help us maintain a positive learning environment where all children can thrive.

This guide has been created to help answer common questions and explain the procedures that help our school operate safely and efficiently. While no handbook can answer every question, we hope it serves as a helpful resource throughout the year.

Thank you for trusting us with your children. We look forward to partnering with your family and making this a fantastic school year.

Sincerely,

Danny Simon

Principal

Welcome from Woodrow Wilson PTO

The Woodrow Wilson PTO plays an important role in supporting our students, staff, and school community. Through volunteer efforts, fundraising, and community events, the PTO helps provide opportunities and experiences that enrich the educational experience for all students.

Throughout the year, the PTO sponsors family events, supports classroom needs, provides resources for teachers and students, and helps strengthen the connection between school and home.

We encourage all families to get involved in whatever way works best for them. Whether you volunteer regularly or help occasionally, your support makes a difference.

We look forward to working together to make this a wonderful year for Woodrow Wilson students and families.

Mission Statement

The mission of Woodrow Wilson Elementary School is to provide a safe, caring, academically challenging learning environment in which every student has the opportunity to achieve his/her full potential.

Woodrow Wilson General School Policies and Clarifications

School Hours

- **7:00 a.m.** – Building opens for students and breakfast begins
- **7:25 a.m.** – Teachers pick up students from supervision areas
- **7:30 a.m.** – School day begins
- **10:45 a.m.** – Half-day dismissal
- **2:30 p.m.** – Regular dismissal
- **2:30–6:00 p.m.** – Boys & Girls Club after-school programming

Morning Supervision

Student supervision begins at **7:00 a.m.**

Because staff supervision is not available before that time, **students should not arrive or be dropped off before 7:00 a.m.**

Students arriving before 7:00 a.m. may be left unsupervised, creating safety concerns.

During morning supervision:

- Kindergarten through 2nd grade students report to the gymnasium after they eat breakfast.
- 3rd through 5th grade students report to the cafeteria.

Students may not go directly to classrooms before school.

Breakfast

Breakfast is available free of charge to all students and is served from **7:00–7:30 a.m.**

Students who wish to eat breakfast should arrive as close to 7:00 a.m. as possible to allow enough time to eat before class begins.

Students arriving after 7:30 a.m. may not be able to receive breakfast because the kitchen may already be closed. The exception would be on rare occasions when buses arrive late due to planned transportation activities or safety drills.

Although breakfast and lunch are free for all students, families are still encouraged to complete free and reduced meal applications when available. These applications help schools qualify for important funding that supports students and programs.

After School Care

The Boys & Girls Club provides after-school care at Woodrow Wilson until 6:00 p.m. Families interested in this program must register directly through the Boys & Girls Club.

Attendance

Regular attendance is one of the most important factors in a child's academic success. Every day of instruction matters, and arriving on time helps students begin their day successfully and avoid missing important learning opportunities.

Students are expected to arrive at school on time and attend school regularly. Students arriving **after 7:30 a.m.** will be counted tardy.

If your child will be absent, please contact the school office as soon as possible. If the office has not received notification regarding an absence, ParentSquare will automatically send an attendance notification to the parent or guardian.

Parents may respond to ParentSquare attendance notifications to excuse an absence, but phone calls to the office are preferred.

Families have **48 hours** to communicate the reason for an absence. After that time, the absence will be marked unexcused.

Attendance letters may be sent throughout the year when students accumulate multiple absences or tardies. These communications are intended to keep families informed and support positive attendance habits. Excessive absences may result in truancy concerns as outlined in district policy.

Who to Contact

Attendance, Transportation Changes, Enrollment, or General Questions

- Woodrow Wilson Office
- (785) 587-2170

Academic Questions or Classroom Concerns

- Your child's classroom teacher

Health Concerns or Medication Questions

- School Nurse

PTO Information

- Woodrow Wilson PTO

Whenever possible, classroom concerns should begin with the classroom teacher. Most questions can be resolved quickly through direct communication.

Safety and Security

The safety of our students and staff is our highest priority.

Throughout the year, students and staff participate in safety drills, including:

- Fire drills
- Severe weather drills
- Secure Campus drills
- Lockdown drills
- Evacuation drills

Our evacuation site is:

- First United Methodist Church
- 612 Poyntz Avenue

If students are evacuated to this location, families should be prepared to present a photo ID when picking up their child.

Visitors

All visitors must enter through the main office, sign in, and wear a visitor badge while in the building.

We welcome family involvement and encourage parents to visit our school. Classroom visits should be scheduled in advance with the classroom teacher and approved by the school. Advance notice helps us minimize disruptions to student learning.

Because students rely on consistent routines and classroom environments, extended classroom visits are generally discouraged.

When leaving, visitors must sign out and exit through the front door.

Expectations for Visitors

We ask all visitors to model respectful behavior and language when interacting with students, staff, and other families.

Visitors are expected to follow all school procedures while on school grounds.

Communication

Strong communication between school and home is essential to student success.

ParentSquare

ParentSquare is Woodrow Wilson's primary communication platform.

Families should ensure that their contact information remains current in Infinite Campus so they receive important messages, school updates, attendance notifications, and emergency communications.

Communication with Teachers

Teachers value communication with families and will respond as soon as reasonably possible during the school week.

Because teachers spend most of the school day actively teaching and supervising students, immediate responses should not be expected during instructional hours.

Parent Teacher Conferences are held in October and February of each year. Report cards and progress notes are sent home three times per year: October, February, and May.

Addressing Concerns

If you have questions about academics, classroom expectations, behavior, or student progress, we encourage you to contact your child's teacher first. Most concerns can be resolved quickly through direct communication.

If additional assistance is needed, school administration is always available to help.

Official School Communication

Official communication with the school should occur through:

- ParentSquare
- District email
- School phone numbers

Personal cell phone calls and text messages should not be used as a primary means of communicating with school staff.

Student Phone Calls

Students generally do not use school phones during the school day except in emergency situations or when approved by school staff.

To minimize disruptions to instruction, parents should not expect to speak directly with students during the school day.

Phone messages for students or teachers will be taken through the office and delivered as appropriate.

Arrival and Dismissal Procedures

Morning Arrival

Students should not arrive or be dropped off before **7:00 a.m.** as there is no supervision prior to that time.

The designated morning drop-off location is along eastbound Osage Street and in the bus lane. Parents may use either location for quick drop-off, provided they remain in their vehicles.

Please remember:

- Buses always have the right of way.
- Vehicles may not be parked or left unattended in the bus lane during drop off.
- The bus lane is intended for quick drop-off only.
- Parents should pull as far forward as possible before unloading students.
- Students should be prepared to exit the vehicle promptly.
- Crosswalks must remain clear at all times.

Parents wishing to walk their child into the building should park in the designated visitor parking stalls or on surrounding streets.

All students enter through the front entrance upon arrival.

Afternoon Dismissal

Students will be dismissed according to the transportation plans provided by families.

Parents who pick up their children at dismissal should wait on the front lawn near Door 14. Students will be released once they identify their parent or caregiver.

Children should be picked up promptly at **2:30 p.m.**

Students who are not picked up on time will be brought to the office while staff attempt to contact family members. Our goal is always to ensure students are safe and supervised until they are reunited with a responsible adult.

Transportation Changes

Transportation changes should be communicated directly to the office by **1:45 p.m.**

To avoid confusion and ensure student safety, transportation changes should not be sent solely through ParentSquare messages, emails, or other communications directed to classroom teachers. Teachers may not see those messages before dismissal.

Student Pick-Up by Other Adults

Only adults listed in Infinite Campus may pick up students from school.

If someone not listed in Infinite Campus will be picking up your child, please notify the office in advance. The school may require identification before releasing a student.

Walking and Bicycle Riders

Students who walk or ride bicycles home should use designated crosswalks and follow directions provided by crossing guards and staff.

Crossing guards are present at key intersections during dismissal to help students cross safely.

Personal Electronic Devices

Kansas law prohibits student access to personal electronic communication devices during the school day.

If families determine that a student must bring a personal electronic device to school, the device must remain powered off or silenced and stored in the student's backpack throughout the school day.

Personal electronic devices include, but are not limited to:

- Cell phones
- Smart watches
- Bluetooth headphones or earbuds

- Tablets
- Gaming devices
- Other electronic communication devices

Students may not use personal electronic devices before school, during the school day, or while on school grounds during school hours.

If a personal electronic device becomes visible, creates a disruption, or is used during the school day, it may be confiscated by school personnel.

Upon the first offense, a student may retrieve the device from the principal at the end of the school day if they have responded respectfully to staff.

Upon a second offense or repeated violations, a parent or guardian will be required to pick up the device and meet with the principal to discuss the issue.

Woodrow Wilson Elementary and USD 383 are not responsible for lost, stolen, or damaged personal electronic devices brought to school.

Breakfast and Lunch

Breakfast and lunch are provided free of charge to all Woodrow Wilson students.

Breakfast is served from **7:00 a.m. until 7:30 a.m.** Students wishing to eat breakfast should arrive early enough to finish before teachers pick up students at 7:25 a.m.

Parents and approved visitors are welcome to join their child for lunch. All lunch visitors must check in through the office before entering the cafeteria.

Visitors should sit with their child in the student's regular seating area and are expected to follow the same expectations that apply to students in the cafeteria.

Unless arrangements have been made through the office by a parent or guardian, only individuals listed in Infinite Campus may eat lunch with a student.

Visitors may not provide food to students other than the child they are visiting.

Students who bring lunch from home should not bring candy or carbonated beverages.

Birthday Celebrations

Birthdays are special occasions, and we enjoy helping students celebrate their day at school.

Birthday treats may be brought to school on a student's birthday and will be shared at a time determined by the classroom teacher.

Birthday treats should be provided for the entire class and should take into account any food allergies or dietary restrictions that may be present. Classroom teachers reserve the right to decline treats that do not meet classroom health or safety needs.

Individually wrapped treats are encouraged.

Birthday celebrations are generally brief and occur at times determined by the classroom teacher.

Families are welcome to send invitations to school only if every student in the class is invited. Invitations for only part of a class should be distributed outside of school.

Teachers will not distribute invitations or post invitations through ParentSquare on behalf of families.

Bicycles, Scooters, and Personal Items

Students riding bicycles or scooters to school should walk them once they reach school property.

Bicycles and scooters should be secured in the designated bike racks. Helmet use is strongly encouraged.

To help maintain a positive learning environment, students should leave toys and personal items at home unless specifically requested by school staff.

Items that should generally remain at home include:

- Toys
- Playground balls
- Trading cards
- Pokémon cards
- Collectibles
- Fidgets
- Electronic games

Items brought to school without permission may be confiscated and held until a parent or guardian can retrieve them. Woodrow Wilson Elementary and USD 383 are not responsible for lost, stolen, or damaged personal items brought to school by students.

Playground and Recess

Outdoor recess is an important part of the school day. Students are expected to follow playground rules and demonstrate safe, respectful, and responsible behavior.

Students who repeatedly violate playground expectations may temporarily lose recess privileges or be assigned alternative activities.

Whenever weather permits, students will participate in outdoor recess. Families should send students with weather-appropriate clothing, including coats, hats, gloves, and other seasonal items when necessary.

Indoor recess will be held when:

- The wind chill is below 20°F
- The heat index exceeds 100°F
- Weather conditions make outdoor activity unsafe

The playground is supervised during the school day. No school supervision is provided before school, after school, or during Boys & Girls Club programming.

The playground is not available to visitors during school hours.

Lost and Found

Lost and found items are collected throughout the school year.

Families are encouraged to label coats, water bottles, lunch boxes, and other personal belongings with their child's name.

When the lost and found becomes full, items will be displayed in common areas to help students identify missing belongings.

Unclaimed items are periodically donated to the FIT Closet.

Keeping Information Current

It is important that families keep student information current throughout the school year.

Please notify the office promptly if any of the following information changes:

- Home address
- Phone numbers
- Emergency contacts
- Parent or guardian information
- Authorized pick-up individuals
- Medical information

Accurate information helps us communicate effectively and respond quickly in the event of an emergency.

Family Involvement and School Traditions

Woodrow Wilson is proud of its strong sense of community and family involvement.

Throughout the year, students and families have opportunities to participate in activities such as:

- PTO-sponsored events
- Literacy Night
- Field Day
- STEAM Night
- School-wide celebrations and traditions

We encourage families to stay connected through ParentSquare and participate whenever possible. These events help strengthen the partnership between home and school and contribute to a positive school culture.

This guide is intended to provide families with information specific to Woodrow Wilson Elementary School. Additional district policies, procedures, and information can be found in the Manhattan-Ogden USD 383 Elementary School Handbook that follows.



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

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 - [JGFG - Supervision of Medications](#), [JGFG - 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.