



# Woodrow Wilson Elementary

Dr. Deb Nauerth, Principal  
debn@usd383.org

Manhattan – Ogden U.S.D. 383  
312 N. Juliette Ave  
Manhattan, KS 66502

Telephone 785-587-2170  
Fax 785-587-2173

*Home of the Wolves*

---

“...the strength of the pack is the wolf and the strength of the  
wolf is the pack.”

Rudyard Kipling



Parent Handbook  
2018-2019



Dear Woodrow Wilson Families,

On behalf of Woodrow Wilson Elementary School, it is truly my pleasure to extend a heartfelt welcome to you! Woodrow Wilson has a tradition of providing excellence in education to all students. This is a legacy to which our highly qualified, dedicated faculty and staff are committed. As a team we will continue to work diligently to cultivate an atmosphere that promotes learning characterized by child centered instruction and decision-making, academic excellence, trust, respect, active family/community involvement, effective communication, and recognition of outstanding performance by our students, faculty, and staff.

It is well documented that parent involvement is an important component to promoting student success. We are excited to have you as a partner in your child's education and greatly value your participation. We hope you will take advantage of the many opportunities to be involved at Woodrow Wilson including PTO, Site Council, and classroom activities.

We look forward to serving your family's educational needs. Together we will thrive with an outstanding year!

Dr. Deb Nauerth  
Principal

On behalf of Woodrow Wilson PTO, Welcome!

The goal of Woodrow Wilson PTO is to benefit our school through volunteerism and fundraising. Our PTO sets the example, illustrating through setting goals, planning, and dedication that that many can come together as one to mutually benefit our students, families, staff and administration. PTO has many fun family events throughout the school year, from restaurant nights, to the Back to School Picnic to the Fall Harvest Dance to the Spring Carnival, to name just a few, we hope to see you there!

The money raised by PTO is used to benefit every student in the school. In recent years the PTO has purchased a school mascot costume, a sound system, iPads, document cameras and Apple TVs for classrooms, a new piano for the music room, helped ease the expenses for students who earn a trip to Washington, D.C., for National History Day, paid for State Assessment Rewards parties for 3-6<sup>th</sup> grades and much, much more.

We are always looking for extra hands and fresh ideas. Our work runs on volunteerism and even an hour can make a difference!

Woodrow Wilson PTO

## **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

1. **Attendance:** Absences, late arrivals (tardies), and early departures from/during the classroom learning experience disrupt the continuity of student progress and instruction. The benefits of classroom instruction include but are not limited to: project based learning, class discussions, teacher and electronic presentations, and active student participation. Many of the benefits of these instructional opportunities are lost during extended or frequent absences or tardies and cannot be recouped, even by other means of make-up assignments. Consistent school attendance is also necessary to be in compliance with state law.
  - The State of Kansas requires schools to have an attendance rate above 90%. By Kansas Statute 72-3120, all children between the ages of 7 and 18 are required to attend school on a regular basis. By law, three consecutive unexcused absences, five unexcused absences a semester, or seven unexcused absences in a year will lead to referral to the appropriate authorities (KSA 72-3121).
  - In case of student absence, a parent/guardian should call the school office by 9:00 a.m. on the day of the absence stating the reason for the absence. If the office has not received a call by that time, school officials will attempt to make contact to determine the reason for the absence. If the parent is unable to take or return the call, a note must be sent by the parent the day the student returns to school. An unexcused absence will be recorded for the student until proper notification/documentation for the absence has been received.
  - The principal will be responsible for determining whether an absence/tardy/early departure is excused or unexcused. Contacting classroom teachers prior to planned absences is recommended, however, teachers are not able to excuse students from school.
  - The principal, with appropriate documentation, may excuse the following examples of absences: student illness, student doctor appointments, family emergencies, military family leave, etc. Student absences will not be excused for shopping trips, babysitting, hair appointments, family vacations, or personal business which does not directly involve the child or could be handled outside of the school day, etc.
  - When student attendance falls below 90%, a letter of concern will be sent home to the parent(s)/guardian(s) of the child. There are three levels of notification letters. These levels include a Letter of Concern, Steps for Improvement, and Notification of Department for Children and Families (DCF).
  - Frequent tardies or early departures add up over time and are also detrimental to student learning. Please help us to be sure that your child(ren) does/do not miss out on instructional opportunities by helping them get to school on time and stay for the duration of the day. Tardy students must be checked in by parents in the office.
  - When students have accumulated three tardies or early pick-ups in a row or five tardies or early pick-ups in a semester, due to the instructional opportunities that are being missed, parents will receive a letter requesting a school/parent meeting to assist in resolving the situation.
  - Your child must be fever free, without medication, for 24 hours and/or no vomiting in order to return to school. Please let us know the symptoms your child is experiencing when you call the school office to report an absence due to illness as this helps the Riley County Manhattan Health Department know what illnesses are in our community. Symptoms only are reported to the Health Department, not student names.
2. **Building Hours:**
  - 8:10 a.m. – Doors open for school supervision of students in the gym and for breakfast.
  - 8:35 a.m. – Teachers pick up students from gymnasium for classes.
  - 8:40 a.m. – Class begins (Late classroom arrivals will be counted tardy)
  - 3:50 p.m. – Dismissal
  - 11:55 a.m. – ½ Day Dismissal
  - Before and after school programming, both on and off-site, (before 8:10 and after 3:50) is available through Boys and Girls Clubs of Manhattan 539-1947 and Wonder Workshop 776-1234.

3. **All visitors to the building are required to utilize the main entrance and sign in at the office. Visitors are required to wear appropriate visitor identification badges while in the building.** Parents are always welcome at Woodrow Wilson Elementary but are asked to set up prior appointments with classroom teachers for all classroom visitations or parent/teacher meetings through district means of communications. The office should always be included in these communications to avoid misunderstandings. Twelve-hour advance notice is requested. Please understand that there will be some visitation times that are more appropriate than others, based on the type of learning activity that is taking place. Students do rely on the consistent dynamics of their classroom environment; therefore requests for extended/lengthy visits are generally discouraged.
4. **Official school contacts:** In an effort to avoid miscommunications related to contacts other than face-to-face, official contacts **to school** should to be made directly through either the Woodrow Wilson Elementary Office (785) 587-2170 or via district email [@usd383.org](mailto:@usd383.org) (to all appropriate recipients). District phones and district e-mail are the official means of receiving (non face-to-face) communications for Woodrow Wilson Elementary. Cell phone calls and texts to personal phone lines of school employees are considered "personal" in nature.
5. **Student use of school phones.** Students are typically not granted access to school phones. Students are expected to have their day planned and the necessary materials with them so that parents do not need to be called during the school day.
6. **Phone messages for teachers and students will be taken in the office and forwarded to the classroom.** Calls will not be directly forwarded to classrooms during instructional/learning times but messages will be appropriately forwarded in a timely manner. **Please refrain from calling or texting teacher's personal cell phones** during instructional/student contact times as these are interruptions that do negatively affect the positive flow of the learning environment.
7. **Student use of cell phones at school.** If parents deem it necessary that their children have a cell phone at school, it should remain in their backpack during school hours or during the time the child is on school premises (buses are considered school premises). Cell phones should remain in "silent" or "off" mode at all times while at school. Should the cell phone become an interruption, be visible, or be located somewhere other than in the student's own backpack at any time while at school, it will be confiscated by school personnel and turned into the office. Upon the first offense, students (if respectful to the adult who felt the need to confiscate the phone) may pick up the phone from the building principal at the end of the school day. On or after the second offense, it will be necessary for parents to pick up the phone and meet with the principal to resolve the source of interruption(s).
8. **Students will be sent home daily as directed on the "Family Sheet"** unless there has been a contact with the office by a custodial adult concerning alternative arrangements. This notification is best done in writing (telephone requests may or may not be acceptable due to varying circumstances). We ask that these changes, if by phone, be brought to the attention of the office (785-587-2170) before 3:00pm so that notification of your child and bussing, etc...can be completed before dismissal. Please communicate any changes to the "Family Sheet" with the Woodrow Wilson office as soon as possible. Any request made after 3:15 cannot be honored due to the hectic end-of-day routine in the office.
9. **Parents who drive students to school should drop their children off on eastbound Osage Street (the loading/unloading zones are marked).** Pull forward as far as possible to prevent following traffic from backing up onto Juliette St. Please have all family business done with your child(ren) by the time you pull into the unloading zone to prevent delays. This IS NOT A PARKING ZONE! If you need to come into the building, park your car beyond the first driveway (east) so that other children can unload safely and without delay. Please do not block crosswalks as this creates safety issues for our students.

10. **Parents who pick up their children at the end of the day** will wait at the south front entrance, which is to the south of our main school entrance. Students will be waiting inside the school in the hallway near the library at the south front entrance doors for parent pick-up. Students will only be dismissed when an adult sees the child's parent or other adult picking up. Children should be picked up within five minutes of scheduled dismissal time. School is dismissed at 3:50 p.m. and students should be picked up by 3:55 p.m. daily. There are affordable after-school programs available for families who are not able to consistently accommodate personal schedules with dismissal times. If your child usually rides a bus or has an alternate form of transportation home and you need to pick up your child after school, you must call the office before 3:15 p.m. to notify us about this change. Any change in transportation must be communicated with the office by 3:15 p.m.
  
11. **Students who walk or bike home and need to cross Juliette Avenue, should cross Juliette at the Leavenworth corner where there are stop signs and the crossing guard is typically stationed.** The combination of bus parking/loading and the high level of traffic along Juliette Avenue can make crossing the street at Osage and Juliette more dangerous (as there are limited sight lines for both drivers and pedestrians and there are no STOP signs). We ask that parents and other adults set a safe example and use the (STOP sign/crossing guard protected) Juliette/Leavenworth crossing.
  
12. **Breakfast Times and Lunch Accounts:** Breakfast is served between 8:15 and 8:35 daily. Students who are tardy may not receive a full breakfast if the kitchen has closed. Should your child be late for school due to bussing issues, the kitchen will save a breakfast for him/her. Prices for breakfast and lunch are posted on the USD 383 website. Free and reduced lunch fees are calculated by the district in conjunction with state guidelines.
  
13. **Lunchroom Visitation:** All lunch visitors must check in through the office before entering the cafeteria. Unless the office is contacted by the child's parent/guardian, only individuals listed on the student's "family sheet" will be allowed access to the child. Students may either eat individually with their visitor at a side table or their visitor may join them at their classroom table. Visitors may not provide food to students other than those they are visiting. When student lunches are brought by a visitor, the contents of their lunch will be considered to be under their supervision/discretion.
  
14. **Sack Lunches:** In situations where lunches are brought from home and will be consumed under lunchroom supervision: candy, pop/soft drinks will not be permitted in the cafeteria.
  
15. **Sharing Food:** Neither school lunches or sack lunches are to be shared or traded by students for any reason.
  
16. **Gum / Candy / Soft Drinks:** When gum, candy, or soft drinks are distributed in classrooms for a special reward, they are to remain in and be consumed in that specific classroom only. Students should not be chewing gum / eating candy / drinking beverages outside of the classroom where it was received at any time. These items are special rewards at WW that are not given daily. If they should become a distraction to learning or the school environment, the principal may suspend such privilege for the school.
  
17. **Dress code:** School dress is expected to be appropriate for all school situations and weather. Sizing may deem clothing articles appropriate or inappropriate depending on the situation. Students who wear the following items to school will be required to change or cover them: Bare midriffs, spaghetti strap tops, tube tops, low-cut necklines, see-through tops, sagging pants, under-shirts, and shirts with product logos or social statements deemed inappropriate or disruptive to the school setting by building administration (especially those related to alcohol, tobacco, and those that have negative, offensive, or sexual undertones). Shorts and skirts should be longer than the child's fingertips when their hands are relaxed at

their sides. Leggings, stretch pants, or tights must have the waist line to below the buttocks covered with some other apparel such as a long shirt, dress or skirt. All outer-clothing should be sufficient to cover all undergarments. We also encourage well-fitting, comfortable clothing that has the ability to be flexible as temperatures change. Students are encouraged to wear shoes/sneakers rather than sandals or flip-flops; playground and gym play is more safe and enjoyable with appropriate footwear.

18. **Hats/bandanas, etc., must be removed** when students are in the building (except during special classroom/building activities). We respectfully request that parents and visitors model the same practice while in the school. The only exceptions are a cultural/religious practice or medical condition preference where the child/adult feels more comfortable wearing a head covering.
19. **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. Fidgets are allowed as an instructional intervention when indicated to meet a specific learning need documented by a teacher, doctor, Student Improvement Plan (SIP), 504 Plan, or an Individualized Educational Program (IEP).
20. **Skate boards, 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.
21. **Bicycles and scooters** are not to be ridden on school walkways. In order to maximize safety for pedestrians and riders, once on school grounds, bicycles/scooters should be walked to the bike rack and secured.
22. **Students will be taught and provided instructions concerning safety rules on the playground. Students will be redirected and/or reprimanded should they violate safety procedures.** Students may be removed from the playground for varying durations if observed violating playground rules and safety guidelines.
23. **The Woodrow Wilson Discipline Document will be utilized to report incidents that meet Olweus bullying guidelines to parents.** Olweus is USD #383's anti-bullying curriculum.
24. **Indoor Recess** students will have indoor recess when the temperature is below 20° F. Teachers will provide appropriate indoor activities for students to participate in during indoor recess.
25. **This is a working document...** Additions, deletions, and revisions to guidelines will be made and implemented as necessary throughout the year.

### **General Playground Rules at Woodrow Wilson Elementary**

1. Be respectful to other people and property at all times.
2. Be responsible for equipment that you brought onto the playground and return it to the classroom.
3. Understand that all adults with badges are supervisors for all students on the playground. Respectfully follow their directions and requests.

4. Stay on the playground/inside the fence at all times.
5. Do not interact/talk with pedestrians outside of the fence.
6. Stay in the appropriate areas that are designated for specific age groups.
7. Do not hit, kick, push, pull, chase, tackle, carry, or pile on others.
8. Do not pick up or throw rocks, pinecones, dirt, sand, snowballs, snow, etc.
9. Use equipment and benches as they are designed to be used.
10. Do not pull on or hang from tree limbs; do not climb trees.
11. Do not pick flowers or pull leaves from plants and trees located on the playground.
  
12. Do not bring food or drink onto the playground at lunch recess. Teacher permission and direct supervision is required to have food on playground. **(The playground should be patrolled by these groups upon leaving the playground to pick up any and all trash found on grounds).**
13. Do not bring items from home (toys, radios, CD players, gaming devices, other miscellaneous electronics, video cameras, cell phones, etc.) onto the playground. \*Should students disobey this rule, they are solely responsible for the fate of the object that may be lost, stolen, or damaged.
14. Help keep our playground clean and safe by picking up trash and putting it in the trash cans near the doors to the buildings **at the end of each recess.**

### **Kick Ball, Four Square, and other Playground Activities**

Much time is lost and many disagreements ensue due to differing expectations and rule interpretations at recess. In order to encourage "fair play," minimize disagreements, and to help the games/activities move fluidly, the following rules will be followed during all kick ball games, four square games, and other activities at recess. Any player not following the rules as stated, encouraging others to not follow the rules, or causing confusion by attempting to change the rules will be removed from the game/activity. Any player acting in an unsportsmanlike manner will also be removed from the game/activity.

### **Woodrow Wilson Playground Safety and Fair Play**

#### Swings:

Use the swings safely and properly.  
 Always SIT in the swing.  
 One person per swing.  
 Stop before you get off; don't jump out.  
 Swing straight forward and back.  
 Do not hold on to another swing or a person on another swing.  
 Do not twist the chains of the swing.  
 Do not throw swings into the air.  
 Do not weave in and out between the swings.  
 Keep a safe distance when walking near the swings.

#### Slides and ladders:

One person at a time on any ladder or slide.  
 Go down slides feet first in a sitting position.  
 Do not stop in the middle of the slide or ladder  
 When using the slide, land on your feet.  
 Do not climb, run, or walk up the slide.  
 Do not put toys or rocks on the slide.  
 Do not stand at the bottom of the slide.

#### Spinner and bouncer:

One person per spinner or bouncer at a time.  
 No pushing the person on the spinner.  
 Stand a safe distance away to wait your turn.

#### Climbing equipment:

One person on each piece of equipment at a time.

Do not push or pull others.  
Do not play tag on the equipment.  
Climb down; don't jump off.  
Use the equipment as is was designed to be used.

Ball courts:

Follow the rules of the game.  
Stay off the court unless you are playing the game.  
Tackle football is not allowed under any circumstances.  
Playing catch or running patterns is permissible.

Jump ropes:

Use jump ropes ONLY for jumping rope

Four Square / Circle Two:

First person on deck is the referee (nobody else).  
If the referee isn't paying attention, they go to the end of the line.  
If a "do-over" is necessary / called, the referee goes to the end of the line.  
The referee's call is final.  
Server must serve from the server box to box #2 (opposite corner).  
Serve must be dropped in server box first and then be hit underhanded.  
The ball may be hit one or two handed (simultaneously).  
The ball cannot be caught, held, or picked up and thrown (carry)  
The ball must bounce only once in a square before it is returned.  
All hits after the serve must be underhand only.  
Line is out (this includes the lines dividing the squares)  
The ball can hit the ground only once inside a box or someone is out.  
No slamming the ball, all hits are to be underhand.  
The ball can only be hit once by a player for each time the ball is in their square.

Kick Ball:

Teams will be determined by an adult on recess duty to ensure equitable teams.  
\*Student captains will not pick teams  
The offense will provide its own pitcher (the pitcher will complete the inning).  
\*Alternate: An adult pitches for both teams  
Each player will receive a maximum of three pitches.  
All kickers on the kicking team must wait on/in the on-deck circle/kicking line.  
The defense will provide an umpire for each inning (all calls are final).  
Umpires are not otherwise allowed to "make plays" while umpiring.  
\*Alternate: An adult umpires the game  
Teams will switch infield/outfield after the third out.  
Runners not at least halfway to the next base when the ball returns to the pitching circle must return to the previous base.  
No "stealing" or "leading off".  
Outs will be forced by any of the following situations:

- after three pitches (need for fourth pitch = an out)
- catching a fly ball in the air
- hitting an off-base runner with the ball below the armpits and above the knees (with a two handed throw or chest pass)
- tagging the off-base runner while holding the ball
- forcing an out at the base by controlling the ball and touching the base before the runner
- by a runner failing to "tag up" on a caught fly ball or leaving a base before the ball is kicked (in this situation, the offense needs to touch the base with possession of the ball to force the out before the player goes back or the next pitch is made)
- by a runner not being on a base when the ball is pitched
- by a runner leaving the "normal" base running pathway to avoid being tagged or thrown out





Dear Parents and Families:

This letter is to inform you that Manhattan-Ogden USD 383 receives federal Title I funding and will comply with the “Parents Right to Know Information” required by No Child Left Behind [Section 1111(6)(A)ESEA].

We are very proud of our teachers and programs to support student growth. Our educators are ready and prepared to give your child a high-quality experience to advance their skills, experiences and learning. Federal guidelines give you the right to know about your child’s teachers’ credentials and school performance. We are happy to provide this information to you.

At any time, you may ask:

- whether your child’s teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching;
- whether your child’s teacher received an emergency or conditional certificate through which state qualifications were waived; and
- what degrees your child’s teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration. You may ask whether your child receives help from a paraprofessional and, if your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications. Title I schools are also required to notify every parent when a student is being taught for four or more consecutive weeks by a classroom teacher who is not highly qualified. As part of our commitment to keep you informed, you may also request information at any time on your child’s achievement on district and State assessments as well as your school’s performance as reflected on Kansas State Department of Education building report cards and Kansas State Assessment results. Our staff is committed to helping your child develop the academic knowledge and critical thinking skills needed to succeed in school and beyond. If you have any questions about these matters or anything else concerning your child’s education, please contact your building principal. Thank you.

July, 2016

## MISSION STATEMENT

The mission of the Manhattan-Ogden School District is to educate each student to be a contributing citizen in a changing, diverse society.

### -GOALS-

1. The education of all students will be based on high academic standards.
2. Curricular standards will be implemented consistently across the district.
3. Basic skills, thinking skills, core knowledge, multicultural understanding, and personal and civic responsibilities will be the foundation of an integrated curriculum.
4. Assessment of student learning will be aligned with district curriculum and appropriately balanced with instructional time.
5. The district will provide support of programs through existing and new resources.
6. Schools will accommodate the needs of individual learners while being guided by high expectations for all students.
7. Lifelong learning experiences will be offered for pre-kindergarten through adult regardless of age, gender, ability, race, religion, or economic status.
8. The district will implement policies and practices to attract and retain quality staff. Regular, formal, and timely evaluation procedures will be used to improve the effectiveness of instruction and the performance of personnel.
9. The district and the schools will provide staff with adequate time and resources to engage in productive professional planning and development.
10. The appropriate use of technology for learning, instruction, communication, and management will be supported.
11. The district and the schools will provide a safe and orderly environment.
12. Schools will involve families in the education of their students.
13. The district and the schools will increase the frequency and effectiveness of communication with their staff, students, parents and community patrons.
14. Partnerships will be maintained and expanded with the broader communities.

Revised: 5-18-05: Reaffirmed 7-5-17

### Manhattan-Ogden USD 383 Learner Outcomes

We will know our students are contributing citizens for a changing diverse society when they are:

#### **EFFECTIVE COMMUNICATORS**, Who:

Clearly express ideas and effectively communicate with diverse audiences, through a variety of mediums, and for a variety of purposes.

#### **SELF-DIRECTED LEARNERS**, Who:

Create a positive vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.

#### **COMPLEX THINKERS**, Who:

Identify, access, integrate, and use available resources and information to reason, make decisions, and solve complex problems in a variety of contexts, and translate issues and situations into manageable tasks that have a clear purpose.

#### **QUALITY PRODUCERS**, Who:

Create intellectual, artistic, practical, and physical products that reflect originality, high standards, and the use of advanced technologies.

#### **COLLABORATIVE WORKERS**, Who:

Use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.

#### **COMMUNITY CONTRIBUTORS**, Who:

Contribute their time, energies, and talents to improving the welfare of others and the quality of life in their diverse communities.

## TELEPHONE NUMBERS

<b>Amanda Arnold Elementary</b>	1435 Hudson Avenue, 66503	587-2020
<b>College Hill Preschool</b>	2600 Kimball Avenue, 66502	587-2830
<b>Dwight D. Eisenhower Middle School</b>	800 Walters Drive, 66502	587-2880
<b>Frank Bergman Elementary</b>	3430 Lombard, 66503	587-2865
<b>Bluemont Elementary</b>	714 Bluemont, 66502	587-2030
<b>Food Service Office</b>	1112 Hayes Drive, 66502	587-2851
<b>Head Start</b>	1700 Leavenworth Street, 66502	587-2045
<b>Lee Elementary</b>	701 Lee Street, 66502	587-2050
<b>Manhattan High School West Campus</b>	2100 Poyntz Avenue, 66502	587-2100
<b>Manhattan High School East Campus</b>	901 Poyntz Avenue, 66502	587-2150
<b>Marlatt Elementary</b>	2715 Hobbs Drive, 66502	587-2060
<b>Northview Elementary</b>	300 Griffith Drive, 66502	587-2070
<b>Ogden Elementary</b>	210 Elm St., Box L - Ogden KS 66517	587-2080
<b>Parents As Teachers</b>	300 Griffith Drive, 66502	587-2058
<b>Robinson Education Center</b>	2031 Poyntz Avenue, 66502	587-2000
<b>Susan B. Anthony Middle School</b>	2501 Browning Avenue, 66502	587-2890
<b>Theodore Roosevelt Elementary</b>	1401 Houston Street, 66502	587-2090
<b>Transportation Services</b>	1120 Hayes Drive, 66502	587-2190
<b>Woodrow Wilson Elementary</b>	312 North Juliette Avenue, 66502	587-2170

## **Manhattan-Ogden USD 383 Manhattan, Kansas**

### **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 Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Special Services, Robinson Education Center, 2031 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, Robinson Education, 2031 Poyntz Avenue, Manhattan, Kansas 66502, 785- 587-2000, has been designated to coordinate compliance with all other non-discrimination policies.

Inquiries may also be directed to:

Equal Employment Opportunity Commission Gateway Tower  
400 State Ave., 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

**MANHATTAN-OGDEN USD 383 BOARD OF EDUCATION**

<b>David Colburn</b>	1906 Bluestem Terrace (66502) <a href="mailto:nelsoncolburn@yahoo.com">nelsoncolburn@yahoo.com</a>	537-0485
<b>Jurdene Coleman</b>	PO Box 291 (66505) <a href="mailto:usd383.coleman@gmail.com">usd383.coleman@gmail.com</a>	785-408-7224
<b>Darell Edie</b>	2800 Illinois Lane (66502) <a href="mailto:darellje4@gmail.com">darellje4@gmail.com</a>	532-8760
<b>Leah Fliter</b>	2825 Nevada Street (66502) <a href="mailto:usd383.fliter@gmail.com">usd383.fliter@gmail.com</a>	587-9438
<b>Karla Hagemeister</b>	4650 S Dwight (66502) <a href="mailto:karla.usd383@gmail.com">karla.usd383@gmail.com</a>	565-9583
<b>Curt Herrman</b>	3405 Woodduck Way (66503) <a href="mailto:mailme@curtherrman.com">mailme@curtherrman.com</a>	410-6846
<b>Katrina Lewison</b>	1025 Mill Valley Circle (66503) <a href="mailto:katrina.lewison383@gmail.com">katrina.lewison383@gmail.com</a>	785-477-0762

**BOARD OF EDUCATION MEETINGS**

Meetings of the Board of Education are held twice a month. The Manhattan Mercury and local radio stations announce these meetings in advance. The public is invited to attend these meetings.

**STATEWIDE SAFETY HOTLINE NUMBER**

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

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

We encourage parents to talk with their children and for those young people to feel comfortable expressing concerns to their parents or school employees. If your child reports a concern to you, please contact the school principal, or use the hotline that provides another avenue for reporting.

\*\*\*\*\*

**This handbook is meant to be an abbreviated version of Manhattan-Ogden 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 [www.usd383.org](http://www.usd383.org)**

### ADMISSION TO FIRST GRADE

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 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.

### ADMISSION TO KINDERGARTEN

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; 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.

### ARRIVAL

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. If, for any reason, it is necessary that a child arrive at school before the doors are unlocked, please notify the school principal. Students eating breakfast should arrive 20-30 minutes prior to the start of school.

### ATTENDANCE

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.

#### Procedure

Contact the school office before 9:00 a.m. 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.

#### Tardies

Tardies will be recorded and monitored. Students who arrive late must report to the office. If the student has missed more than 90 minutes of class time at the beginning of the school day it will be recorded as a half-day absence.

#### Absences

All absences will be recorded as excused or unexcused. If your child accumulates three (3) unexcused absences or seven (7) total absences (except for school events or verified by medical personnel), a letter may be sent home regarding student attendance. Your child may also be referred to the Student Improvement Team to address attendance issues.

#### Truancy Reports

According to Kansas Compulsory Attendance Law, when a student has unexcused absences on three (3) consecutive school days or five (5) school days in a semester or seven (7) school days in a school year, whichever occurs first, a report of truancy will be made to the Department for Children and Families (DCF) for legal action.

#### Absences and Excuses JBD

*When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.*

*Approved: 5/05*

#### Excused/Unexcused Absences JBD-R

*Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.*

- 1. Personal illness and professional appointments.*
- 2. Serious illness or death of a member of the family.*
- 3. Emergencies calling for the student's services or presence at home.*
- 4. Obligatory religious observances.*
- 5. Participation in a district-approved or school-sponsored activity.*
- 6. Absences prearranged by parents and approved by the principal.*

#### Significant Part of a School Day

*A significant part of a school day is defined as an absence of three or more periods (3 hours) during any one school day.*

#### Make-Up Work

*It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence*

Approved: 5/05

#### Truancy JBE

*The building principal shall report students who are inexcusably absent from school to the appropriate authority.*

*Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant.*

*Prior to reporting to either Department for Children and Families (DCF) (if the student is under 13) or the county or district attorney (if the student is 13 or over), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.*

#### Waiver of Compulsory Attendance Requirements

*Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempted from compulsory attendance requirements pursuant to a court order.*

#### Involvement of Law Enforcement

*Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.*

#### Reporting to Parents

*If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.*

Approved: 5/05

### **BICYCLES, SCOOTERS and SKATEBOARDS**

K-2 grade students may ride bicycles to school when accompanied by an older sibling, parent, guardian or adult responsible for the student. Parents will notify the school that a primary grade student is riding a bicycle to school. 3-6 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.**

A child riding a bicycle should know all the rules of the highway. Riders must observe the following rules:

1. I will always ride singly.
2. I will have my bicycle in good working condition.
3. I will use hand signals.
4. I will observe all traffic rules.
5. I will ride single file.

Children who fail to comply with these rules may be denied permission to ride bicycles or scooters to school. Skateboards, rollerblades, and shoes with inserted wheels are not to be brought to school.

### **BULLYING**

Bullying by Students JDDC

*The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.*

*Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement*

Approved: 11/07; Revised: 8/13; 1/16

Bullying by Parents (excerpt KGC)

*Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.*

Approved: 8/13; 1/16

### **BULLY PREVENTION HOTLINE**

Anonymous Resources for Bullying Prevention  
24-Hour Parent & Youth Resource Hotline  
1-800-332-6378  
Email or text [1800children@kcsl.org](mailto:1800children@kcsl.org)

### **BUS RULES**

1. The following rules and regulations are defined by the Kansas Department of Transportation and Manhattan-Ogden USD 383. Parents are expected to review these rules with their child. Violations of these rules will result in suspension of bus riding privileges.
2. The driver shall be in charge of all passengers while they are riding, loading onto or unloading from the bus.
3. The bus driver shall have the authority to assign a seat to each passenger.
4. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
5. Students shall not extend any part of their bodies out of the bus windows.
6. Students shall not get on or off the bus or move about while the bus is in motion.
7. No smoking or chewing of tobacco or lighting matches/lighters on the bus.
8. No alcoholic beverages or illegal drugs shall be consumed or carried in a bus.
9. Animals or insects shall not be transported on a bus.
10. 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.
11. No eating or drinking is permitted on the bus.
12. No vandalizing of the bus or tampering with its equipment is permitted.
13. Students may not open or close any doors, except in cases of emergency.
14. Students shall not disembark except at authorized stops without the written permission of the parent or guardian on file at Transportation.

Transportation Services has in place a Board-approved Discipline Plan that lists the consequences of misbehavior on the school bus. Parents 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, parents request that their children be permitted to get off the school bus at some place other than their designated stop. The school district policy and Kansas State law for these special situations is as follows:

**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.

### **BUS TRANSPORTATION**

Free transportation is provided for students as defined in Board of Education policy JGG. Transportation applications are available from building principals.

### **TRANSPORTATION JGG**

*Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.*



*Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.*

*Bus drivers shall report violations of the rules to the Director of Transportation who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.*

*When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.*

*All rules shall be published in the student handbook.*

Approved: 5/05; 3/16

### **CELL PHONES**

Students shall not use cell phones, audio or visual recording devices, or other electronic devices during school hours, except as authorized by the principal. Recordings, audio or visual, made in violation of board policy or school rules are the sole property of USD 383, and may be used only with permission of the Superintendent of the district.

Students are responsible for cell phones they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning the appropriate use of cell phones or other electronic devices.

### **CHILD CUSTODY**

Good communication with the teacher and the principal are imperative to the school's ability to honor any special custodial arrangements. Copies of documentation of legal arrangements and/or restraining orders need to be filed with the principal in order for the school to deny access to children by their biological parents.

### **CHILDREN'S INTERNET PROTECTION ACT – IIBGA**

*The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.*

*Such plan shall include measures to address the following issues:*

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,*
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,*
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online,*
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and*
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.*

*For purposes of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.*

*This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.*

Approved: 2/13

### **COMMUNICATION WITH SCHOOL**

Communication between teachers, students, and parents is crucial to overall student success.

Schools will work with parents to:

- plan and implement effective parent involvement;
- build the capacity for strong parent involvement;
- provide full opportunities for parents who are disabled or who have limited English proficiency;
- help parents 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 parents to stay informed about student progress and school activities. These include: Back-to-School Night, Parent-Teacher Conferences, school website, monthly newsletters, classroom

newsletters, and daily announcements. Parents may also contact teachers and administrators via email or telephone. All staff email addresses are listed on the school website. In addition, all parents are encouraged to 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. Parents are also encouraged to sign-up for USD 383 *Intouch*, to receive important school announcements and updates via email. Manhattan-Ogden Messages sends school announcements to a cell phone number. For more information about registering for Parent Portal or *Intouch*, contact the school office. Manhattan-Ogden Messages sign-up is available at [www.usd383.org](http://www.usd383.org).

## **COMPUTER ACCESS, CODE OF ETHICS**

### **Computer Ethics**

To be prepared for a future characterized by change, students must learn to think rationally and creatively, solve problems, manage and retrieve information, and communicate effectively. By mastering information problem-solving skills students will be ready for an information-based society and a technological workplace.

The Internet is a worldwide computer network. The most basic functions provided by the Internet are access to remote informational facilities, file transfer, and electronic mail. Manhattan-Ogden USD 383 is committed to making advanced technology and increased access to learning opportunities available to all of our students. Our goal in providing this access to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communications.

The purpose of computer usage and on-line services is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of computers, the Internet and other on-line services must be in support of education and research consistent with the educational objectives and the Learner Outcomes of USD 383.

### **Appropriate Usage**

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.

## **COMPUTER USE -- IIBG**

### **Use of District Computers/Privacy Rights**

*District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for district educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.*

### **Copyright**

Any request for new software shall be submitted on the district's Software Approval form and signed as approved by the Director of Technology (or designee). Software acquired by staff, using either district or personal funds installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

#### Hardware/Software

The Director of Technology (or designee) will approve the purchase of hardware or software. Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

#### Installation

No software, including freeware and shareware, or other applications may be installed on any district computers or electronic device until cleared by the Director of Technology (or designee). The Director of Technology (or designee) will verify the compatibility of the software or application with existing software and hardware, and prescribe installation and de-installation procedures. Students shall not install software on district computers or computer systems. Program files must have the Director of Technology's (or designee) approval to be installed on any district server or computer.

#### Equipment Connected to the Network

Non-approved district equipment (e.g., laptop, e-reader or other wireless device) will not be connected to the network or computing system without the signed Technology Code of Conduct by parent/guardian or responsible adult. This Code of Conduct will outline the responsibilities of the user and the district with respect to these devices. Any network device (e.g., printer, server, access point, hub/switch) is not to be installed without the prior approval of the Director of Technology (or designee).

#### Audits

The Director of Technology or designee may conduct periodic audits of hardware or software installed within the district to verify legitimate licensing and use.

#### Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail systems or other official district communication systems. Any district e-mail, computer application, information in district computers, or computer systems is subject to monitoring by the administration. Only district business shall be conducted on district e-mail systems.

The district Information Technology department may remove faculty/staff information from district systems without notice (e.g., computers, laptops or servers) to allow for proper functioning of these systems. It is the responsibility of the faculty/staff member to maintain a backup of their information.

#### Ownership of Employee Computer Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

#### Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of, or repair to, district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: 2/13

#### Computer Safety

Users are responsible for maintaining a safe environment:

1. Users will keep passwords secure.
2. Users will change passwords when directed by the network administrator.
3. Users will agree that the administration, faculty, and staff can request that the network administrator close a student's account when inappropriate behavior by a student occurs.

#### Guidelines for Computer Safety

1. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
2. Manhattan-Ogden USD 383 makes no warranties of any kind, whether expressed or implied for the access it is providing. Manhattan-Ogden USD 383 will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your risk. Manhattan-Ogden USD 383 specifically denies any responsibility for the accuracy or quality of information obtained through its system.

3. Vandalism is defined as any unauthorized access and/or malicious attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creating of computer viruses. Users will be assessed the cost of damage to the computer or computer application.
4. Users may encounter material that is controversial which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a worldwide network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.
5. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of Manhattan-Ogden USD 383, its administrators, teachers, staff, or the participating schools.
6. Manhattan-Ogden USD 383 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. When using this learning tool, users must understand and practice proper and ethical use.

### **DISTRIBUTION OF MATERIALS**

The district and buildings have established procedures and regulations governing the distribution of special interest materials in the building. Please check with the principal for the correct procedure.

### **DRUG FREE SCHOOLS**

#### Drug Free Schools JDDA

*Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, designer drugs, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. Unauthorized use of over-the-counter medications or inhalants is similarly prohibited in the aforementioned locations.*

#### Definitions:

*"Designer drug" means a synthetic version of a controlled substance (such as, but not limited to, heroin) that is produced with a slightly altered molecular structure to avoid having it classified as an illicit drug.*

*"Unauthorized use" means use in a greater quantity, at a higher frequency, or for purposes other than as specified on the product's label.*

*Possession, use and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:*

1. *Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;*
2. *In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGA and/or board policy JGFGBA; and*
3. *Used, if at all, in accordance with label directions.*

#### Curriculum: JDDA-R

*All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs, non-medically authorized prescription drugs, non-medically authorized inhalants, alcohol, and that the unlawful possession and use of these items is both wrong and harmful.*

*The Board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.*

#### Student Conduct

*As a condition of continued enrollment in the district, students shall abide by the terms of this policy.*

*Students shall not manufacture, distribute, dispense, possess, use, sell, or be under the influence of illicit drugs, controlled substances, designer drugs, or alcoholic beverages nor engage in authorized use of over-the-counter medications or inhalants at school on or in district property, or at any school activity, program, or event. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to the following sanctions (offenses are cumulative within each of K-6, 7-8, and 9-12 grades):*

*A student who is found to be in violation of this policy will be subjected to one or more of the following consequences: suspension, expulsion, and/or revocation of the privilege to participate in and/or attend school activities. Upon returning to school,*

the student will be required to meet with the Drug and Alcohol Prevention Coordinator, Social Worker, or Counselor for mandatory education.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol education and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file in the principal's office. Parents or students should contact the directors of the programs to determine the cost of and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: 5/05; Revised: 4/07; 5/15

### **EARLY DISMISSAL OF SCHOOL/WEATHER**

When school is to be dismissed at times other than regular dismissal times, the announcement will be broadcast by all local radio stations.

**ALWAYS LISTEN TO LOCAL RADIO STATIONS** on possible dismissal days due to storms or inclement weather. This news will be on the radio as early in the morning as possible. Area radio and TV will also be asked to broadcast these announcements. (FM Radio 101.5 KMKF, 103.5 KQLA, 106.9 KTPK, 107.7 KMAJ, 95.3 KHCA, 97.5 KJCK, 102.5 KBLS, 94.5 WIBW, 89.5 KHCD & AM Radio 1350 KMAN)

Parents should determine, however, whether it is safe for their own children to attend school. Parents choosing to keep their children home because of severe weather conditions should call the school and let them know of their intent not to send their child to school.

As a general policy, once students are at school, school will not be dismissed early because of weather conditions, except in situations of extreme emergency. Parents may choose to pick up their children at any time if they feel it is appropriate.

### **ELECTRONIC DEVICES – BRING YOUR OWN DEVICE**

#### **Purpose:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24 hours each day. Outside of school, students are free to pursue their interests in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to empower students to engage actively in their own learning, Manhattan-Ogden USD 383 will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Computer Use Policy as well as the following Technology Code of Conduct requirements.

#### **Device Types:**

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, e-readers, tablets/slates, iPod Touches, cell and smart phones. No devices created specifically for gaming are allowed (e.g., Nintendo DS, PlayStation Portable PSP).

#### **Requirements:**

1. Any student who wishes to use a personally owned electronic device within Manhattan-Ogden USD 383 must read and sign the Technology code of Conduct, then have a parent/guardian also read and sign this agreement, then submit this form to the building principal. A student may only use a device if permitted by the building principal, who may withdraw that permission at any time at the principal's sole discretion.
2. The student takes full responsibility for the electronic device at all times. The district is not responsible for the security of the device.
3. The student is responsible for the proper care of the personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The district reserves the right to inspect a student's personal device at any time, particularly if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using the personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device will result in the loss of use of the device within the district and/or disciplinary action.

6. The student must comply with a teacher's request to shut down the device or close the computer screen.
7. A personal device must be charged prior to bringing it to school and shall be capable of running off its own battery while at school. Devices may not be charged while at school.
8. The student may not use the device to record, transmit or post photos, audio or video while at school. Any recordings or photographs made at school are the property of Manhattan-Ogden USD 383, and that Manhattan-Ogden USD 383 has complete control over the use of such recordings and photographs.
9. During school hours the student may only use the device for school approved activities.
10. The student must use the wireless network with his/her own username and password.
11. Parents are encouraged to place identification information on the device and keep serial number information on file at home.

### **ELECTRONIC MEDIA GAMES AND TOYS**

Students should leave toys, trading cards, media players and electronic games at home unless they have the permission of the principal to have them at school for instructional purposes.

Students are responsible for electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

### **EMERGENCY SAFETY INTERVENTIONS** GAAF

*The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.*

*This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.*

**Definitions** (See K.A.R. 91-42-1)

*"Emergency Safety Intervention" is the use of seclusion or physical restraint.*

*"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.*

*"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement*

*"Mechanical Restraint" means any device or object used to limit a student's movement.*

*"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.*

*"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.*

*"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.*

*"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.*

#### **Prohibited Types of Restraint**

*All staff members are prohibited from engaging in the following actions with all students:*

*Using face-down (prone) physical restraint;*

*Using face-up (supine) physical restraint;*

*Using physical restraint that obstructs the student's airway;*

*Using physical restraint that impacts a student's primary mode of communication;*

*Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and*

*Use of mechanical restraint, except:*

- *Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;*
- *Any device used by law enforcement officers to carry out law enforcement duties; or*
- *Seatbelts and other safety equipment used to secure students during transportation.*

#### **Use of Emergency Safety Interventions**

*ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing*

the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

#### Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

*The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.*

#### Local Dispute Resolution Process

*The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.*

*If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.*

*Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.*

*Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.*

*Approved: 8/13; Revised 1/14; 7/15*

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents of minor-age students and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish 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. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Manhattan-Ogden 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.

3. The 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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

#### Directory Information

For purposes of FERPA, Manhattan-Ogden USD 383 has designated certain information containing educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, the most recent educational agency or school attended by the student, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Manhattan-Ogden USD 383 at Robinson Education Center, 2031 Poyntz Avenue, Manhattan, Kansas 66502, on or before **September 1 of the current year**. If a refusal is not filed, Manhattan-Ogden USD 383 assumes you have no objection to the release of the directory information designated.

#### FIELD TRIPS

Field trips are considered an extension of the school's curriculum and permission forms are signed at enrollment. Parents will be notified of specific field trips as they are being planned. Parents who do not wish to have their child participate in a specific field trip should notify the school.

#### FIGHTING/BATTERY

Fighting/battery on another person will not be tolerated in Manhattan-Ogden 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/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.

#### FIRE, TORNADO AND OTHER EMERGENCIES

Pupils and teachers have been instructed as to the safest places in the building for protection from tornadoes. Periodic tests are conducted so that students will know what is expected in fire, tornadoes, or other emergencies.

A tornado alarm is announced. The usual fire alarm is a continuous ring.

Each building has a comprehensive crisis management plan for circumstances of unusual origin (weather, fire, acts of violence). These crisis plans are periodically reviewed and updated.

Plans are specific to each building, taking into account the building's location and floor plan, evacuation procedures and other procedures to protect students and staff from harm. Detailed crisis plans are not publicized to ensure the probability of success. Building administrators participate in discussions at the district level to better formulate building level plans and also communicate with the Riley County Police Department and Department of Fire Services.

A district-level Crisis Communication Plan that is the same for each school is in place. If a crisis situation occurs, tune your AM radio to News/Talk 1350 KMAN. This is our source of immediate communication to parents. We will communicate details of the situation and give continuous updates to keep you informed. Information will also be released to other media sources. Telephone calls to the school building slow down the notification and communication with emergency personnel by school officials. If necessary, we will set up a telephone hotline and broadcast the number to you.

#### FOOD ALLERGIES

With the increase in food allergies among students and the need for confidentiality for these students, food should not be shared between students. Parents should only provide meals for their student/s to consume in order to reduce the risk of exposure to an allergen. Food may be sent to share with the entire classroom for celebrations at the discretion of the teacher, but these items

should only be consumed after the lunch period and should be shelf stable to avoid any illness associated with improper food handling.

## **GIFTS**

### *JL Gifts*

*The Board of Education policy on gifts is as follows:*

*The giving of gifts between students and staff members is discouraged.*

*Approved: 5/05*

## **GRIEVANCE PROCEDURE - DISCRIMINATION**

Students in matters regarding discrimination on the basis of sex, race, or handicap may utilize the following grievance procedure.

1. **Definition:** A "Grievance" shall mean a complaint which has been filed by a student or by a student's parent or guardian, on his or her behalf, claiming discrimination on the basis of his or her sex (including any violation of Title IX or the regulations adopted under it), race, or handicap. Normal channels of communication, from student to teacher to administrator to Board of Education, shall be used whenever feasible, in seeking clarification of questions of concern to the student, before the grievance procedure is utilized.

2. **Purpose:** The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to justifiable complaints. The proceedings shall be kept confidential at each level of this procedure.

3. **Time:** The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter should include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

4. **Level One:** A student with a complaint shall first (Level One-A) present it orally and informally to his/her teachers. If the complaint is not promptly resolved, he/she may (Level One-B) present a formal claim in writing (including all supporting statements and evidence) to his/her school principal or the principal's designate. Within five (5) school days after receiving the written complaint, the principal or the principal's designate shall state his/her decision in writing, with all supporting reasons and evidence.

5. **Level Two:** Within five (5) school days after receiving the decision at Level One, the complainant may appeal the decision to the district Affirmative Action chairperson/Title IX Office. The appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The district Affirmative Action chairperson/Title IX Officer shall evaluate the evidence and decisions, and shall render his/her decision within five (5) school days after receiving the appeal.

6. **Level Three:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, he/she may within five (5) school days file his/her complaint with the Superintendent. The appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence and decisions. The Superintendent shall evaluate the evidence and render his/her decision within five (5) school days after receiving the appeal.

7. **Level Four:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level three, he/she may within ten (10) school days file his/her complaint with the Board of Education. The appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence and decisions. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, for consideration at the next regular meeting of the Board and a final determination at the next regular meeting of the Board. A final determination shall be made within twenty (20) calendar days from said meeting.

8. **Withdrawal:** the complainant at any level without prejudice or record may withdraw a complaint.

9. **Hearings and Decisions:** At each of the above four levels, the complainant shall be given the opportunity to be present and to be heard. A student's parents or guardian may serve as the student's representative(s) and be present at all proceedings. All decisions at each level (with the exception of Level One-A) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly.

10. **Reprisals:** No reprisal of any kind shall be taken by or against any part in interest or any participant in the grievance procedure by reason of such participation.

11. Preservation of Records: All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request.

12. Disclaimer: In the implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that formal legal rules, including the rules of evidence, shall not apply.

13. Notice of Complaint: The party or parties complained against shall be notified promptly of any complaint and shall have the right to be present at all stages of the grievance procedure.

## **GRIEVANCE PROCEDURE - STUDENT**

### **Definition**

Complaints by a student or by a student's parent, on his/her behalf, claiming discrimination on the basis of sex, handicap or race should follow the procedures outlined in the Title IX student grievance procedure.

A "grievance" shall mean a complaint which has been filed by a student or by a student's parent, on his or her behalf claiming discrimination on the basis of sex, handicap or race (including any violation of Title IX or the regulations adopted under it). Normal channels of communication, from student to teacher to administrator to Board of Education, shall be used.

## **HEALTH AND IMMUNIZATION**

### **Health Assessments and Physicals JGC**

*All students up to the age of nine (9) shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied.*

*Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.*

## **HEALTH PROGRAMS**

- (a) 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.
- (b) As an alternative to the certification required about subsection (a), 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.
    - (a) 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.
    - (b) 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.

Kansas Statue 72-5209

### **School Health Policy**

The Riley County Medical Society and the School Health Committee have 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.

### **Required Quarantine Period**

Chicken Pox: May return to school six (6) days after the onset of eruptions.

Head Lice: May return to school after treatment with a pediculicide. Nurses may request parents bring treatment label or the product to school.

Measles: May return to school five (5) days after onset of rash.

Mumps: May return to school seven (7) days after arrest of swelling.

Pink Eye: May return to school twenty-four (24) hours after active treatment has started and eyes are free of discharge.

Ring Worm and Impetigo: May return to school when active treatment is started.

Scarlet Fever/Strep Throat: May return to school twenty-four (24) hours after start of treatment.

Fever: May return after being fever free for twenty-four (24) hours.

Vomiting and Diarrhea: May return after being vomiting and diarrhea free for twenty-four (24) hours.

### **ILLNESS AND INJURY PROCEDURES**

When children become ill and it is necessary for them to leave school, parents will be notified. Every attempt will be made to contact the parents, sitter or emergency number listed on the enrollment sheet. For the wellbeing of your child it is important to keep this information updated. If no one can be reached, the child will be kept at school.

A school nurse is on duty on a part-time basis in the building and is on call for emergencies.

In the event of a serious accident, parents will be notified immediately. Should the school be unable to locate the parent, an attempt will be made to locate the person listed on the enrollment sheet as the person to notify. If this person cannot be located, school personnel will exercise their best judgment in contacting emergency medical services.

### **INOCULATIONS JGCB**

*All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.*

*Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations.*

*At the beginning of each school year, information on immunizations applicable to school age children shall be provided to parents and guardians of students in grades six through 12. The information on immunizations shall include:*

- (1) A list of sources for additional information; and*
- (2) related standards issued by the national centers for disease control and prevention.*

*Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.*

*Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.*

Approved: 7/08; 2/16

### **LEAVING SCHOOL**

Children are allowed to leave the school grounds with parent permission. Parents are required to sign students out before the student will be dismissed from class.

Any parent or adult designated on the enrollment 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 the custodial parent. Where there is doubt, the custodial parent will be contacted to confirm that someone else has been authorized to pick up a student.

### **LOCKDOWNS**

School personnel have been trained in lockdown procedures. In the event of a real lockdown situation, school personnel will be doing their best to ensure that students are secure within the building. Our goal is safe care, custody and accountability of children.

In a lockdown the exterior doors will be secured and incoming phone calls may not be answered. No one other than law enforcement or other emergency personnel will be admitted into the building during a lockdown.

Students will be kept inside locked classrooms with the blinds drawn. No one will leave the classrooms or secure areas within the building until the lockdown is lifted unless they are being evacuated by emergency personnel. The lockdown will be lifted by the

school principal or district administrator on site. When the lockdown is lifted, parents may come to school to pick up their children. Parents must have a photo ID to pick up their child(ren).

Any public statement during a lockdown will come from the Robinson Education Center.

Lockdowns may be practiced during the school year.

### **LOST AND FOUND**

Many items (clothing, lunchboxes, glasses, etc.) are placed in "Lost and Found" each year. Parents can help their children avoid such losses by carefully marking the child's name on clothing, boots, lunchboxes, etc. for easy identification. Encourage your child to look for lost articles in "Lost and Found."

### **MANDATORY REPORTING**

According to Kansas reporting law (K.S.A. 38-2223) 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 child care services or the employees of persons so licensed at the place where the child care 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**

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.

Students who know in advance that they are going to be absent for any reason should bring a note to their teachers before their absence and work may be completed when the students return to school, but it is preferred that students complete their work prior to their absence.

### **MEDICATION**

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: [www.usd383.org](http://www.usd383.org) 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 between 11:00 and 1:00 unless otherwise indicated in writing by the physician for prescription medication or parents 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 for 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.

### **PLAYGROUND SUPERVISION**

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 permit. Supervision is provided on the playground during recess and the lunch period.

### **PROGRESS REPORTS/PARENT TEACHER CONFERENCES**

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.

Progress reports are sent home three times a year. Conferences are held twice during the school year. Check the district's yearly calendar for the exact dates of the parent conferences. Parents may also request a conference or consultation with their child's teachers, counselor, or principal at any time. Additional information can be found in the Infinite Campus Parent Portal. Contact the school office for access information.

Charting the progress and growth of a child's learning includes a multitude of information. Parents are a teacher's first resource. They are their child's first and most influential teacher. Upon learning about the child, classroom teachers are then expected to inform parents of the materials that were presented, the academic and behavioral expectations, the progress each child made toward the goals, and the assessments that were used to ascertain the grades given.

Each year the state of Kansas requires schools to assess themselves. These reports inform the public of the progress the entire school and district are making toward meeting the requirements toward school improvement. While the reports from the state are reported as a building or a district, there are also individual student reports. Parents have the right and are informed of any scores their child has attained on the state's assessments.

### **PROMOTION AND RETENTION**

Elementary 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 recommendation.

### **PROOF OF IDENTITY FOR CHILDREN ENROLLING IN SCHOOL**

Whenever a child enrolls in school for the first time, the district requires proof of identity of the child. The proof of identity for students enrolling for the first time in the district may include, but not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Kansas Department for Children and Families (DCF), a certified transcript of the student, a baptismal certificate, or other documentary evidence that the Board considers satisfactory. Efforts will be made to enroll the student efficiently. Those students who are homeless shall be provided services comparable to other district students and shall be enrolled immediately as outlined in BOE policy JBCA.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

#### **Notification of Rights under the Protection of Pupil Rights Amendment**

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

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the United States Department of Education: 1.1 Political affiliations or beliefs of the student or student's parent; 1.2 Mental or psychological problems of the student or student's family; 1.3 Sex behavior or attitudes; 1.4 Illegal, anti-social, self-incriminating, or demeaning behavior; 1.5 Critical appraisals of others with whom respondents have close family relationships; 1.6 Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 1.7 Religious practices, affiliations, or beliefs of the student or parents; or 1.8 Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of: 2.1 Any other protected information survey, regardless of funding; 2.2 Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 2.3 Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use: 3.1 Protected information surveys of students; 3.2 Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3.3 Instructional material used as part of the educational curriculum.

The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with requirements of PPRA. The office that administers PPRA is the following:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202-4605

### **QUESTIONS/CONCERNS**

An open line of communication creates a positive partnership between home and school. Questions and/or concerns are best addressed by the parties most directly involved. Thus we encourage a communication process that begins at the most direct level.

In the event where the matter cannot be resolved you are asked to follow the steps listed below:

1. Issue taken to school employee directly involved in matter.

2. If not resolved contact the principal.
3. If still not resolved contact the Director of Elementary Education, then the Associate Superintendent, and then the Superintendent.
4. Should a matter not be resolved at the Central Office, contact the Board of Education.

Please be willing to put your concerns in writing and allow adequate time for the matter to be carefully researched and resolved.

## **RACIAL AND DISABILITY HARASSMENT** JGECA

Racial and Disability Harassment: Students

*The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.*

*Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.*

*It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.*

*Prohibited conduct under this policy includes racially or disability-motivated conduct which:*

- *Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with*
- *or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;*
- *Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or*
- *Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.*

*Racial or disability harassment may result from verbal or physical conduct or written graphic material.*

*The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.*

*Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.*

*Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.*

*An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.*

*When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or Department for Children and Families (DCF) authorities. To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with*

the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

*The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.*

*False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.*

*A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.*

Approved: 10/12; Revised: 10/13

## **REPORTING TO LAW ENFORCEMENT** JDDB

*Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal or superintendent shall report such act to the appropriate law enforcement agency.*

Approved: 11/08; 2/16

## **SCHOOL DRESS**

Student dress will be neat, appropriate, and not disruptive (this includes hairstyle and color). If a student's clothing contains sexually suggestive words or swear words or advertises alcohol or drug use, 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. Children are encouraged to wear conventional clothing. 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. During the fall and spring when weather is hot, both boys and girls may wear shorts to school. Students should wear or bring appropriate shoes for physical education.

## **SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM**

All schools in USD 383 participate in the National School Lunch Program/Breakfast. These meals must meet patterns established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to have an allergy or be disabled and the disability of allergy would prevent the child from eating the regular school meal, the school will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability or allergy, please get in touch with the Food Service Office for further information.

Free and reduced meal prices and guidelines will be available at elementary schools on or before August 1 of the current year. This information is also available on the district's webpage - [www.usd383.org](http://www.usd383.org) - and on Cox Cable Channel 20.

## **SCHOOL MEALS**

All school cafeterias serve breakfast and lunch that meet USDA guidelines.

Breakfast consists of: Meat or meat alternate, bread or bread alternate, fruit or vegetable, and milk

Lunch consists of: Meat or meat alternate, bread or bread alternate, two or more vegetables or fruits, and milk

## **SCHOOL MEAL ACCOUNTS**

Parents are strongly encouraged to monitor their child(ren)'s meal accounts on a regular basis on [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). For a small fee, payments may be made on-line. Cash or check payments will also be accepted at your child's school.

Students may not charge meals to their accounts after April 30<sup>th</sup>. A student may be refused a meal when the account balance is negative. All meal accounts must be paid in full on or before the last day of school.

## **SEXUAL HARASSMENT** JGEC

*The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.*

*Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited*



at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student, or any student to an employee, when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building principal or district coordinator shall report such conduct to the appropriate law enforcement or Department for Children and Families (DCF) authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 10/12

## **SPECIAL EDUCATION**

Special Education services are available in Manhattan-Ogden 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.

Parents 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 Manhattan-Ogden 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.

### **STUDENT INSURANCE**

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

- The injury must be treated by a licensed physician within 60 days.
- Claims must be filed with Student Assurance Services, within 90 days of the injury.
- There are limitations to the total amount the policy will pay.
- There are limitations to the amount the policy will pay for specific services. For example, radiology services are \$750. Please read the policy for others.
- This policy is supplemental and is to assist families. It is insufficient to serve as primary insurance coverage.
- There are a number of exclusions; please read the policy carefully.
- Parents are responsible for filing claims with the insurance company.
- Parents may request claim forms from their school.
- Assume this policy will not cover all expenses.
- Assume this policy will not cover any/all personal health insurance policy deductible.
- Amount of coverage is subject to change each policy year.

### **SUSPENSION AND EXPULSION OF PUPILS - GUIDELINES**

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

- A) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B) Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- C) Conduct which substantially impinges upon or invades the rights of others, or
- D) 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
- E) 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.

### **Length – Notice Hearing**

Duration of suspension or expulsion; notice and hearing; reports of hearings.

- A) No suspension shall extend beyond the current school semester and no expulsion shall extend beyond 186 school days. A suspension may be for a short term not exceeding five school days, or an extended term exceeding five school days.
- B) Except as authorized in subsection (C), no suspension for a short term shall be imposed upon a pupil or student without giving the pupil or student a hearing thereon. The notice may be oral or written, and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements:
  - 1) The right of the student or pupil to be present at the hearing, and
  - 2) The right of the student or pupil to be informed of the charges, and
  - 3) The right of the student or pupil to be informed of the basis for the accusation, and
  - 4) The right of the student or pupil to make statements in defense or litigation of the charges or accusations.
- C) A short-term suspension may be imposed upon a pupil or student forthwith, and without affording the pupil or student or the parents or guardians thereof a hearing if the presence of the pupil or student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. A written notice of any short-term suspension and the reason therefore shall be given to the pupil or student involved and to the parents or guardians after the suspension has been imposed and, in the event the pupil or student has not been afforded a hearing prior to any short-term suspension, an informal hearing shall be provided as soon thereafter as practicable but in no event later than 72 hours after such short-term suspension has been imposed.
- D) No suspension for an extended term and no expulsion shall be imposed upon a pupil or student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the pupil or student. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the pupil

or student proposed to be suspended or expelled and to the parents or guardians thereof. Any notice of a proposal to suspend for an extended term or to expel shall state the time, date, and place that the pupil or student will be afforded an opportunity for a formal hearing, and the hearing shall be held not later than ten days after the date of this notice. The notice shall be accompanied by a copy of this act and the regulations of the Board of Education adopted under K.S.A. 72-8903.

- E) Upon the conclusion of any formal hearing which results in a suspension for an extended term or an expulsion, the person or committee which conducts the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the Board of Education of the school district and shall be open to the inspection of the pupil or student who is suspended or expelled and if the pupil or student has not attained 18 years of age, to the parents or guardians and counsel or other advisor of the pupil or student. If the pupil or student has attained 18 years of age, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the pupil or student only upon written consent of the pupil or student.
- F) Whenever any formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to classes by the student or pupil, pending any appeal or during the period allowed for notice of appeal, is not reasonably anticipated to cause continuing repeated material disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others, in which case the student or pupil may return to regular classes until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified in this subsection, the report of the hearing shall provide that the suspension shall continue until appeal therefrom is determined or until the period of suspension or expulsion has expired, whichever is the sooner.
- G) Whenever any written notice is required under this act to be given to parents or guardians of any student or pupil, it shall be sufficient if the same is mailed to the residence of the parents or guardians at the address on file in the school records of the student or pupil. In lieu of mailing the written notice, the same may be personally delivered.

#### Due Process

Procedural due process requirements; "counsel" defined.

The formal hearing provided for in K.S.A. 1977 Supp. 72-8902 shall be conducted in accordance with regulations relating hereto adopted by the Board of Education. Such regulations shall afford procedural due process including but not limited to, the following:

- A) The right of the student or pupil to have counsel of his or her own choice present and to receive the advice of such counsel or other person whom he/she may select, and
- B) The right of the parents or guardians of the student or pupil to be present at the hearing, and
- C) The right of the student or pupil and his/her counsel or advisor to hear or read a full report of testimony of witnesses against him or her, and
- D) The right of the student or pupil, and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena, and
- E) The right of the student or pupil to present his/her own witnesses in person or their testimony by affidavit, and
- F) The right of the student or pupil to testify in his/her own behalf and give reasons for his/her conduct, and
- G) The right of the student or pupil to have an orderly hearing, and
- H) The right of the student or pupil to a fair and impartial decision based on substantial evidence.

For the purposes of this act and the act of which this section is amendatory, "counsel" means any person a student or pupil selects to represent and advise him or her at all proceedings conducted pursuant to the provisions of Article 89 of Chapter 72 of the Kansas Statutes Annotated.

#### Appeals

Appeal to Board of Education; procedure; record.

- A) Written notice of the result of any hearing resulting in a long-term suspension or an expulsion shall be given to the pupil or student suspended or expelled and to his parents or guardians within twenty-four (24) hours after determination thereof. Any pupil or student who has been suspended for an extended term or expelled, or one of his parents or guardians, may appeal such suspension or expulsion to the Board of Education of the school district by filing a written notice of appeal with the clerk of the Board of Education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the Board of Education, or by a hearing officer appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. The pupil or student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consonant with K.S.A. 1970 Supp. 72-8903. In all expulsion or extended term suspension cases, there shall be made a record of the appeal hearing by mechanical or electronic recording or by an official court reporter, and the costs thereof shall be paid by the school district. The Board of Education shall render its decision on any such appeal not later than five (5) days after the conclusion of the appeal hearing.

- B) For the purpose of hearing any appeal under this section, the Board of Education may appoint one or more hearing officers. Any such hearing officer shall be a member of the Board of Education or a certified employee of the school district. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the Board of Education in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he shall, after hearing the same, prepare a written report thereon to the Board of Education. After receiving any such report, the Board of Education shall determine the appeal with or without additional hearing.

Any appeal determined by the Board of Education in accordance with this subsection (B) shall be valid to the same extent as if the matter were fully heard by the Board of Education without a hearing officer.

#### Suspension of Compulsory School Attendance Law

Non-application of compulsory attendance law. The provisions of K.S.A. 1969 Supp. 72-1111 shall not apply to any pupil while subject to suspension or expulsion pursuant to the provisions of this act.

#### Oaths

Power and duties of persons conducting hearings; "principal witness" defined.

Any person, hearing officer or any member of a committee or the Board of Education holding a hearing under Article 89 of Chapter 72 of Kansas Statutes Annotated may:

- A) Administer oaths for the purpose of taking testimony therein;
- B) Call and examine witnesses and receive documentary and other evidence; and
- C) Take any other action necessary to make the hearing accord with procedural due process.

Any hearing officer, any member of a committee or the Board of Education holding a formal hearing or an appeal hearing under Article 89 of Chapter 72 of the Kansas Statutes Annotated may, and upon the request of any student or pupil for whom any such hearing is held or his or her parent or counsel shall, petition the administrative judge of the judicial district in which the school district is located requesting that the clerk of the district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and the production of books, records, reports, papers, and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purposes of this section, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

#### TEXTBOOK RENTAL AND MATERIALS FEES

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 enrollment. The Board of Education annually reviews fees and makes changes accordingly. Fee amounts are listed on the district's webpage – [www.usd383.org](http://www.usd383.org) – and on Cox Cable Channel 20.

#### Refund Policy

Refunds for student withdrawals are given out on Textbook Rental/Student Materials fees only:

- Full refund during first full week of class attendance.
- Refund of second semester fees through first full week of second semester.
- No refunds after first full week of second semester.

Delinquent fees will be collected through the district Budget and Accounting Department.

#### TOBACCO AND ELECTRONIC CIGARETTES USE JCDA

*Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property.*

*"Electronic cigarette" means a battery-powered device, whether or not such device is shaped like a cigarette that can provide inhaled doses of nicotine by delivering a vaporized solution by means of cartridges or other chemical delivery systems.*

*Administrators shall report students under the age of 18 who are in violation of K.S.A. 79-3321 to the appropriate law enforcement agency.*

*Vaping by students and/or the possession of a vaping device or vaping paraphernalia, is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property.*

*Administrators shall report students under the age of 18 who are in violation of this policy to the appropriate law enforcement agency.*

Approved: 5/05; Revised 12/13; 12/14

## TRANSFER TO OTHER SCHOOLS

USD 383 board policy JBC-Enrollment states, "Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent." Any parent wishing to transfer his/her child must secure the appropriate form from a building principal or the Education Center and return it to the Office of the Superintendent. When transfers are approved, the parent is responsible for the transportation of the child to and from school.

## USE OF FACILITIES

School buildings and grounds may be available for use by community groups outside of the school day. Rental of these facilities may be made by calling the principal's office to check on the availability of the date desired and charges. Following this, appropriate paperwork must be completed and submitted within a minimum of seven working days prior to the requested use.

## VISITING SCHOOLS

Parents are welcome to visit school and become acquainted with their child's teacher and classroom. Teachers appreciate it if parents let them know ahead of time when they would like to visit. Children should not visit school unless accompanied by an adult who is responsible for them. When you come to visit school please go to the office to sign in and get a visitors' tag.

## WEAPONS JCDDB

*A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.*

### Weapons and Destructive Devices

*As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:*

- *any item being used as a weapon or destructive device;*
- *any facsimile of a weapon;*
- *any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;*
- *the frame or receiver of any weapon described in the preceding example;*
- *any firearm muffler or firearm silencer;*
- *any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;*
- *any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;*
- *any bludgeon, sand club, metal knuckles or throwing star;*
- *any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;*
- *any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.*

### Penalties for Possession

*Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.*

*Possession of a weapon of a type other than described under the "Weapons and Destructive Devices" heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.*

*Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile to the Department for Children and Families (DCF) or the Commissioner of Juvenile Justice.*

Approved: 10/12; Revised 10/13

## INDEX

ADMISSION TO FIRST GRADE .....	6
ADMISSION TO KINDERGARTEN.....	6
ARRIVAL.....	6
ATTENDANCE (Procedures-Tardies-Absences-Truancy-Policies) .....	6
BICYCLES, SCOOTERS AND SKATEBOARDS .....	7
BOARD OF EDUCATION – BOARD OF EDUCATION MEETINGS.....	5
BULLYING.....	7
BUS RULES.....	8
BUS TRANSPORTATION .....	8
CELL PHONES.....	9
CHILD CUSTODY .....	9
CHILDREN’S INTERNET PROTECTION ACT .....	9
COMMUNICATION WITH SCHOOL.....	9
COMPUTER ACCESS, CODE OF ETHICS.....	10
COMPUTER USE.....	10
DISTRIBUTION OF MATERIALS .....	12
DRUG FREE SCHOOLS.....	12
EARLY DISMISSAL OF SCHOOL/WEATHER.....	13
ELECTRONIC DEVICES – BRING YOUR OWN DEVICE .....	13
ELECTRONIC MEDIA GAMES AND TOYS.....	14
EMERGENCY SAFETY INTERVENTIONS .....	14
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	16
FIELD TRIPS.....	17
FIGHTING/BATTERY.....	17
FIRE, TORNADO AND OTHER EMERGENCIES.....	17
FOOD ALLERGIES .....	17
GIFTS.....	18
GOALS.....	2
GRIEVANCE PROCEDURE – DISCRIMINATION.....	18
GRIEVANCE PROCEDURE – STUDENT .....	19
HEALTH AND IMMUNIZATION.....	19
HEALTH PROGRAMS.....	19
ILLNESS AND INJURY PROCEDURES.....	20
INOCULATIONS.....	20
LEARNER OUTCOMES .....	2
LEAVING SCHOOL.....	20
LOCKDOWN.....	20
LOST AND FOUND.....	21
MANDATORY REPORTING.....	21
MAKE-UP WORK.....	21
MEDICATION.....	21
MISSION STATEMENT.....	2
NOTICE OF DISCRIMINATION.....	4
PLAYGROUND SUPERVISION .....	21
PROGRESS REPORTS/PARENT TEACHER CONFERENCES .....	21
PROMOTION AND RETENTION.....	22
PROOF OF IDENTITY FOR CHILDREN ENROLLING IN SCHOOL.....	22
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) .....	22
QUESTIONS/CONCERNS .....	22
RACIAL HARRASSMENT .....	23
REPORTING TO LAW ENFORCEMENT.....	24
SCHOOL DRESS.....	24
SCHOOL LUNCH/BREAKFAST PROGRAM .....	24
SCHOOL MEALS .....	24
SCHOOL MEAL ACCOUNTS.....	24
SEXUAL HARASSMENT.....	24
SPECIAL EDUCATION .....	25
STATEWIDE SAFETY HOTLINE NUMBER .....	5
STUDENT INSURANCE.....	26
SUSPENSION AND EXPULSION OF PUPILS – GUIDELINES.....	26
TELEPHONE NUMBERS .....	3
TEXTBOOK RENTAL AND MATERIALS FEES (Refund Policy).....	28
TOBACCO AND ELECTRONIC CIGARETTES USE .....	28
TRANSFER TO OTHER SCHOOLS.....	29
TRANSPORTATION.....	8
USE OF FACILITIES .....	29
VISITING SCHOOLS.....	29
WEAPONS.....	29

# MANHATTAN-OGDEN USD 383 Academic Calendar 2018-2019

JULY						
S	M	T	W	T	F	S
1	2	3	X	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	X	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Aug. 15 - First Day of School - 1/2 day only  
 Sept. 3 - No School - all USD 383 - Labor Day  
 Sept. 17 - 20 - AMS, EMS & MHS Conf.  
 Sept. 21 - No School - all USD 383

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	X	X	X	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X	31				

Oct. 8 - No School - all USD 383 schools  
 Oct. 19 - No School - all USD 383 schools  
 Oct. 24 - 25 - Elementary Conferences  
 Oct. 25 & 26 - No School - Elementary Only  
 Nov. 19 - 23 - No School - Thanksgiving Break  
 Dec. 20 - Jan. 2 - No School - Winter Break

JANUARY						
S	M	T	W	T	F	S
		X	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	X	X	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	X	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 3 - School Resumes  
 Jan. 21 - No School - all USD 383 -- MLK Jr. Day  
 Feb. 4 - 7 - AMS, EMS, MHS Conferences  
 Feb. 8 - No School - all USD 383  
 Feb. 13 - 14 - Elementary Conferences  
 Feb. 14 - 15 - No School - Elementary Only  
 Feb. 18 - No School - all USD 383  
 Mar. 8 - No School - all USD 383 schools  
 Mar. 11 - 15 - No School - Spring Break

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	X
19	20	21	22	23	X	25
26	X	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr. 1 - No School - all USD 383 schools  
 April 19 - No School - all USD 383 schools  
 May 16 - Last day for seniors  
 May 19 - MHS Graduation - 2 pm  
 May 23 - Last Day of School - 1/2 day only  
 May 18 & 24 - Inclement Weather Make-up Days (if needed)

**\*\*Calendar is subject to negotiations\*\***

Manhattan-Ogden USD 383
Amanda Arnold Elementary School 587-2020
Anthony Middle School 587-2890
Bergman Elementary School 587-2865
Bluemont Elementary School 587-2030
College Hill Preschool 587-2830
Eisenhower Middle School 587-2880
Head Start 587-2045
Infant-Toddler Services 776-6363
Lee Elementary School 587-2050
Manhattan Alternative H.S. @ Job Corp 587-2129
Manhattan High School East Campus 587-2150
Manhattan High School West Campus 587-2100
Manhattan Virtual Academy 587-2100 x8073
Marlatt Elementary School 587-2060
Northview Elementary School 587-2070
Ogden Elementary School 587-2080
Parents As Teachers 587-2058
Robinson Education Center 587-2000
Theodore Roosevelt Elementary School 587-2090
Transportation Department 587-2190
Woodrow Wilson Elementary School 587-2170

Parent-Teacher Conferences
<b>Elementary Schools</b>
October 24 & 25
February 13 & 14
<b>AMS &amp; EMS * 3:30 - 7pm</b>
September 17 & 19
February 4 & 6
<b>MHS * 4:30 - 8pm</b>
September 19 & 20
February 6 & 7

**Facebook** - [www.facebook.com/USD383/](http://www.facebook.com/USD383/)  
**Twitter** - @usd383  
**Website** - [www.usd383.org](http://www.usd383.org)

Secondary Reporting Periods
August 15 - October 18 = 43.5 days
October 22 - December 19 = 38 days
January 3 - March 7 = 43 days
March 18 - May 23 = 46.5 days

Elementary Reporting Periods
August 15 - October 18 = 43.5 days
October 22 - February 7 = 61 days
February 11 - May 23 = 62.5 days

Legend
No School - all USD 383 schools
Administrative Offices Closed
1/2 Day of School
No School - Elementary
Weather Make up Days