



1919 Harrison St
Great Bend, KS
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STUDENT HANDBOOK

2026

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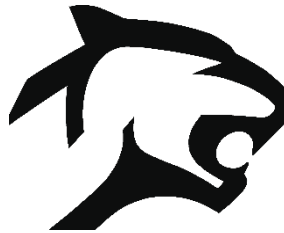
2027



GREAT BEND
PUBLIC SCHOOLS • USD 428

2026-2027

GBMS Student Handbook



Great Bend Middle School
1919 Harrison Street
Great Bend, KS 67530
(620) 793-1510

Principal: Myron Ellegood
Assistant Principal: Tanner Davis

Unified School District #428

Superintendent of Schools Khris Thexton
Assistant Superintendent John Popp
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The Great Bend Public Schools do not discriminate on the basis of race, color, national origin, sex, handicap/disability, age, or religion. Persons having inquiries may contact the ADA and Section 504 Coordinator at 620-793-1500.

2026-2027 First Semester



Name: _____ Core: _____

Red Days	Room	Class	Teacher

Black Days	Room	Class	Teacher

2026-2027 Second Semester



Name: _____ Core: _____

Red Days	Room	Class	Teacher

Black Days	Room	Class	Teacher

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GBMS POLICY STATEMENT

The USD 428 Board of Education shall continually review its policies and shall, as the need dictates, delete, amend, and, supplement existing policies and adopt new policies. All rules and regulations found in handbooks and handbook supplements shall be considered a part of these policies and rules by reference (BOE Policy BDA). Great Bend Middle School follows the policies of the USD 428 Board of Education. Any questions regarding these policies may be directed to the Middle School Office or the Board of Education Office, where these policies are available for public viewing. Information found in this Student Handbook may be subject to change without prior notification and does not constitute a contractual commitment or binding promise by Great Bend Middle School or USD 428 to perform in any specific manner. To the extent any policies herein conflict with the general policies of the Board of Education, the BOE general policies shall control.

SCHOOL YEAR

A school year is defined as July 1 to June 30.

SCHOOL HOURS

School hours at Great Bend Middle School are from 8:05 a.m. to 3:25 p.m.

BEFORE/AFTER SCHOOL

Students may arrive at 7:00 a.m. only if they are going to attend homework help or zero hour activities. Otherwise students should arrive between 7:15 a.m.– 7:55 a.m. and go directly to the gym. Direct supervision will be provided by Great Bend Middle School from 7:15 a.m. until 3:40 p.m. unless attending a school-sponsored activity.

ATTENDANCE POLICY

It is a parental responsibility to require the regular attendance of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years. Any absence from school, other than for illness, is discouraged by the Board of Education. When a student is absent from school and parental or guardian contact does not occur, the school will attempt to contact the parent or guardian via the *Safe Arrival* electronic system to determine the reasons for the absence.

School-Related Activities

All work missed must be made up for course credit. Arrangements should be made to obtain work prior to the absence.

Excused Absences

The principal shall establish a procedure to determine the reason any student is absent from school or shall have the parent or guardian contact the school.

Excused Reasons

- Personal Illness
- Death in the Family
- Religious Holiday (of the student's faith)
- Scheduled Health Related Appointments
- Other special or unusual circumstances specifically approved by the building principal;

In order for other absences to be considered "excused", parents must contact the school on or before the date of the absence.

Students who miss ten (10) days or more per year will not be excused nor will makeup credit be allowed unless the absences are substantiated by a health care provider's statement.

Unexcused Absences

When students are absent from school and parental contact is not made then the absence shall be deemed unexcused.

Unexcused Reasons

- Shopping Trips
- Oversleeping
- Personal Trips
- Refusal to attend school

TRUANCY

The State of Kansas Statutes provide that every child between the ages of 7 and 18 must be in attendance at a recognized learning center during each regular session, unless the child has been certified by a physician to be physically or mentally incapacitated.

If a student misses a significant part of three (3) consecutive unexcused days of school or five (5) unexcused days in a semester or (7) unexcused in a year that student shall be considered truant. It is the responsibility of the building administrator to notify parents of their pupil's absence and to report cases of truancy. A significant part of the school day means: A student who is absent for one class hour/period, several class hours/periods, or the entire school day without a valid excuse shall be considered unexcused from school.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts a class and causes loss of instructional time. Any student who arrives at school after 8:05 A.M. is considered tardy. Students must check in the office upon arrival. Students who have an unexcused tardy to Advisory may be assigned an office detention by administration.

1st Referral: Once a student accumulates (3) three tardies to school per semester, the student will receive an one (1) hour after school office detention and parents will be notified.

2nd Referral: Once a student accumulates (5) five tardies to school per semester, the student will receive two (2) one hour after school office detentions and parents will be notified.

3rd Referral: Once a student accumulates (7) seven tardies to school per semester, the student will receive 1 (one) day of In School Suspension.

Any tardies after (7) will be assigned a consequence determined by the administration.

All other unexcused tardies will have the following consequences assigned by the teacher.

STUDENT EARLY RELEASE

Students will not be released during the school hours without permission from both the parent/guardian and the learning center principal. The Great Bend Middle School procedure for parents needing to get their child(ren) out of school early is for the parents to come to the office and request their student be dismissed

For their personal safety, students are not allowed to wait at exits or outside to be picked up early, therefore, students will not be dismissed from class prior to the parent's arrival. Students need to scan in and out using their student id in the office when leaving or entering the building during the school day.

CANCELLATION OF SCHOOL

On rare occasions it may be necessary to dismiss school because of adverse weather conditions. School closings because of adverse weather conditions will be notified through the School Messenger App and announced on local radio and television stations:

KVGB 1590 AM

KHOK 100.7 FM

KZLS 107.9

B104 104.3

KSNC-TV Channel 2 (Cox Channel 3)

If parents or legal guardians consider weather conditions unsafe, they are welcome to come to the attendance center and request dismissal of their child(ren). All reasonable attempts will be made to contact parents or contact persons listed in the office file in the event of an early school closing. Children will be kept at school until contact is made.

MAKEUP WORK

All students absent from school are expected to make up missed work. Arrangements should be made with the classroom teacher to obtain make up work.

In general, students will be given one day for every day missed to complete the assignments. Teachers can make adjustments on missed school work depending upon the student's needs, abilities, and circumstances relating to the student's health.

HOMEWORK HELP

There will be times when students will be assigned homework. Parents are urged to support this activity, as it is important that the school and parents both expect each student to achieve his/her best. If parents have a concern about homework, they are encouraged to visit with the teacher in order to understand the objectives of the work and to see if the student is making the best use of his/her time during the school day. Homework Help is available from 7:00-7:55 am and 3:25-4:25 pm.

Students' progress will be monitored throughout the school year. If a student is failing one or more subject or has multiple missing assignments, the student will be required to attend homework help. When the student is no longer failing any subject and have met their teacher's requirements, he/she will no longer be required to attend homework help.

CORE TEAMS

All enrolled pupils will be randomly assigned to a core team prior to enrollment at Great Bend Middle School.

DRINKS

Students are only allowed to have non-flavored water in the classrooms and hallways. All other drinks should be consumed in the Commons area during breakfast or lunch.

LOCKERS/LOCKS

The lockers and locks at Great Bend Middle School are assigned to students by the office and are free of charge.

Lockers are to be used for storing **bookbags**, outerwear and school materials only. Physical education lockers and locks are provided by the physical education teachers. It is the student's responsibility to keep his/her locker locked at all times. Students are responsible for all items stored in the locker.

The school maintains no responsibility for lost or stolen property, therefore, no valuables of any type are to be brought to school. There will be a **\$10.00** fee for lost locks. No personal locks will be allowed.

PERSONAL PROPERTY

All items of personal property brought to school should be marked or labeled with the student's name. Great Bend Middle School is not responsible for lost or stolen personal property

HALL PASSES/E-HALL PASS

Any student traveling outside of the classroom during class time must complete a hall pass request electronically via E-hall Pass as well as have a physical hall pass issued by a teacher or staff member. Students outside the classroom during class periods without a hall pass will be sent to the office.

BOOKS

Textbooks and workbooks will be provided at the learning center. Fees paid at enrollment will cover the book rental. A list of needed supplies is available at the learning center or on the USD 428 Website. Lost or damaged text or library books will be assessed a replacement fee.

SCHOOL FEE REFUND POLICY

- If a student leaves within one month of the first day of school, refund all text book fees.
- After the first month of school and up to the end of the first semester, refund one half of the textbook fees.
- After the first semester, no refunds of any fees.
- Periodical fees are not refundable.
- Technology fees are not refundable.

EMERGENCY DRILLS

A written plan for emergency drills (fire drill, tornado drill, and threatening situations) is available in the office and every classroom.

The drills will be explained to staff and students at the beginning of the school year. Practice drills will be conducted periodically in accordance with state statutes.

BULLYING PREVENTION POLICY

Definition of Bullying

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- 1) Harming a student or staff member, whether physically or mentally;
- 2) Damaging a student's or staff member's property;
- 3) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- 4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- 5) Harming a student or staff member's social status or reputation.

(B) *Cyberbullying* - means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

The Board of Education and Kansas Statute 72-6147 and 72-1138 prohibits bullying in any form, including electronic means on or while using school property, in a school vehicle, or at a school-sponsored activity or event.

The administration shall propose and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

GREAT BEND MIDDLE SCHOOL

BEHAVIOR CODE

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

Unacceptable conduct shall include, but not be limited to:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of, the building corridor or room;
3. Setting fire to or damaging any school building or property;
4. Firing, displaying, or threatening use of firearms, explosives, or other weapons
on the school premises for any unlawful purpose;
5. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or
activity or of any lawful meeting or assembly on the school campus;
6. Preventing students from attending a class or school activity;

*Violation of #4 shall result in expulsion from school for a period of one

(1) calendar year.

7. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private or school property or attempt to steal private or school property either on the school grounds or during a school activity.

*Violation of any of this regulation may result in suspension or expulsion.

BEHAVIOR EXPECTATIONS

DISCIPLINE

Good behavior is essential in promoting a safe and orderly school environment which is conducive to learning. The environment must be safe from physical and emotional injury. We believe that all students can behave appropriately at school and that all students deserve an excellent learning climate. Good behavior results from positive choices. Students must be provided the opportunity to succeed in social situations as well as in academic areas. Learning rights, respect, and responsibility are important for every student and staff member of Great Bend Middle School.

Discipline is a shared responsibility - shared by the student, the school staff, and the parent. Each teacher has posted a set of classroom/school expectations and related consequences for misbehavior. In addition, each teacher will actively demonstrate and explain these classroom/school rules.

In all areas of the school and on any school property or while attending district sponsored activities, ALL GBMS STUDENTS ARE EXPECTED TO:

- Be Safe!
- Be Respectful!
- Be Responsible!

A definition of what safe, respectful, and responsible looks like at GBMS will be taught and modeled for students throughout the year.

DISCIPLINE REFERRALS

When a student violates the Great Bend Middle School Behavior Code he/she could be referred to the office by a middle school staff member.

When a student is referred to the office the following guidelines will be followed unless administrative discretion is used.

1st Referral: The student will receive two after school office detentions and parents will be notified of the student's behavior (except for severe violations).

2nd Referral: The student will be assigned in-school suspension for two days and a parent/student, and school administrator conference will be held (except for severe violations).

3rd Referral: The student will be out of school suspended for two days and a parent/student, and school administrator conference will be held before the student is allowed to return to school.

4th Referral: The student will be out of school suspended for three to five days and a parent/student, and school administrator conference will be held before the student is allowed to return to school.

5th Referral: The student will be out of school suspended with a hearing to determine long-term suspension or expulsion.

*The referral guidelines are based on a nine-week cycle.

REPEATED
SCHOOL VIOLATIONS

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he/she is properly under the authority of school personnel.

*Violation of any provision of this behavior code may result in suspension and/or expulsion.

VERBAL REPEATED
SCHOOL VIOLATIONS

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he/she is properly under the authority of school personnel.

*Violation of any provision of this behavior code may result in suspension and/or expulsion.

VERBAL ABUSE OR
PHYSICAL ASSAULT ON A
SCHOOL EMPLOYEE,
STUDENT OR VISITOR

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee, student, or visitor:

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

*Violation of any of this regulation may result in suspension or expulsion.

ABUSE OR PHYSICAL ASSAULT ON A
SCHOOL EMPLOYEE,
STUDENT OR VISITOR

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee, student, or visitor:

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

*Violation of any of this regulation may result in suspension or expulsion.

WEAPONS AND DANGEROUS
INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

- 1) On the school grounds during, before or after school hours;
- 2) On school grounds at any other time when the school is being used by any school personnel or school group;
- 3) Off the school grounds at a school activity, function or event.

*Violation of any of this regulation may result in an automatic ten (10) day suspension with a hearing to determine long-term suspension or expulsion.

SEARCH OF LOCKERS

When there are reasonable grounds for suspecting a search will reveal evidence that a student has violated or is violating either state or federal laws or the rules of the school, or when there are reasonable grounds to believe a search is necessary to preserve and protect the welfare and property of the district, students, faculty, administrators, and general public, a search of a student's locker and/or the student himself/herself shall be permissible. All searches shall be conducted by the building principal, or his/her designee, in accordance with the rules and regulations approved by the board.

INVESTIGATION

The school administration and others designated by the superintendent may conduct investigations and question student(s) about infractions of school rules or the student conduct code. Unless the situation warrants otherwise, all searches of a student shall be carried out in the presence of an additional adult witness. No strip searches will be conducted by any school district officials.

The building administration reserves the right to search the following:

- Lockers and desks are owned by the district and as such are subject to search at any time by school officials.
- If there is reason to suspect that a student may have illegal substances or items in his/her possession, the student may be asked by the principal to empty pockets, purses, shoulder bags, back packs or other similar items. A vape detection wand may be used to assist in the search. The use of the vape detection wand will be conducted in a respectful and non-invasive manner, consistent with district policies and applicable laws.
- Vehicles parked on school property are subject to search by school officials.
- Drug detection dogs may be used to check building, lockers, and vehicles.

Students who bring illegal substances or items with them to school or who store such items in desks, lockers, or vehicles parked on school property will be subject to disciplinary action including possible suspension and expulsion from school. Illegal substances or items discovered by a search of the student, locker or vehicle will be turned over to law enforcement officials, where applicable.

**TOBACCO OR VAPING
PRODUCTS BASIC POLICY**

The intent of the Board of Education is to maintain tobacco-free schools. The district recognizes the tremendous threat to individual and public health which is presented by the smoking of tobacco and using any other tobacco products, including electronic smoking devices, and every school shall conduct intensive education programs concerning the hazards of using tobacco products. Such programs shall focus upon the addictive qualities of nicotine and the damage done to the human body by the use of cigarettes or other forms of tobacco. In addition to classroom programs, all other practical steps shall be taken to discourage smoking and any other use of tobacco products by students.

Students already addicted to nicotine shall be encouraged to participate in "Stop Smoking Clinics." Whenever feasible, school and district officials shall seek advice and assistance from the American Lung Association, American Cancer Society, and/or other community agencies or individuals with recognized expertise in combating nicotine addiction.

**TOBACCO / VAPE PEN /
E-CIGARETTES / NICOTINE
DELIVERY SYSTEMS**

The use of vapes has proven to be very detrimental to the health of students. As such, USD 428 Board of Education policy prohibits the use and possession of these items and any paraphernalia associated with them in schools and on any school grounds. Any student determined to have used or be in possession of such items as determined by district personnel will incur disciplinary action.

The disciplinary corrective action for students caught with tobacco/e-cigarette/vape pen/any vape paraphernalia includes disciplinary action and mandatory education courses for parents and students as listed in the chart below:

**NARCOTICS, ALCOHOLIC
BEVERAGES, DRUGS, AND
CONTROLLED SUBSTANCES**

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage, or intoxicants of any kind:

1. On the school grounds during, before or after school hours;
2. On school grounds at any other time when the school is being used by any school personnel or school group;
3. Off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription (for prescribed person and prescribed quantity) from a registered physician shall not be considered a violation of this rule.

*Violation of any of this regulation shall result in a five (5) day suspension with a hearing to determine long-term suspension or expulsion. The second offense will result in a ten (10) day suspension with a hearing to determine the disciplinary plan.

TOBACCO / VAPE DISCIPLINARY PLAN

	EDUCATION OPTION	NON-COMPLIANCE OPTION
1ST OFFENSE	• 1-3 days ISS • Mandatory Informational course on vaping (MHF Stanford Ed) • Parent meeting with Principal and counselor • Police may be contacted	• OSS 3 days • Mandatory informational course on vaping (MHF Stanford Ed) • Contact Police • Notice to appear issued
2ND OFFENSE	• 3 days ISS • Contact Police • Notice to Appear issued • Mandatory parent/student cessation course through Juvenile Services	• OSS 5 days • Contact Police • Notice to Appear issued • Mandatory parent/student cessation course through Juvenile Services • Reentry hearing with parent present • Signed reentry consent form
3RD OFFENSE	• OSS 3-5 days • Contact Police • Notice to Appear issued • Individual Cessation Counseling (<i>at parent's expense</i>) • Addiction counseling/courses • Reentry hearing with parent present • Signed reentry consent form	• OSS 10 days • Possible Expulsion hearing • Contact Police • Notice to Appear issued
4TH OFFENSE	• OSS 10 days • Expulsion hearing • Contact Police • Notice to appear issued	

GANG ACTIVITY

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

A student shall not wear, carry or display gang paraphernalia, or exhibit behavior or gestures which symbolize gang membership, or cause and/or participate in gang- related activities.

Unacceptable conduct shall include, but not be limited to:

1. Writing gang symbols on notebooks, textbooks, school property, clothing, and/or on your person;
2. Carrying or displaying bandanas;
3. Making gang gestures;
4. Threatening or making threats with gang undertones.

*Violation of any of this regulation may result in a ten (10) day suspension with a hearing to determine long-term suspension or expulsion.

DRESS CODE

All clothing must be in good taste. Jackets, belt buckles, T-shirts, sweatshirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertisements which are inappropriate, suggestive, or obscene. This specifically prohibits students from wearing messages that relate to drugs, alcohol, tobacco, weapons, violence, sex, or vulgarity, or messages that reflect adversely upon persons because of their race or their ethnic or religious group. The guidelines apply to apparel worn at school, in physical education classes, at athletic practices, and on trips with school clubs or organizations. Apparel and clothing containing printed or visual messages which are inappropriate in a school setting will necessitate a change of clothing or may be a cause for suspension proceedings. Hats and caps must not be worn in the building. Appropriate footwear shall be worn.

Student Dress

- 1) In general, students should dress in neat, clean, and appropriate clothing that does not disrupt the educational process. Forms of dress or appearances that have been found to be disruptive to the educational process and/or create a health or safety risk shall be prohibited. These shall include but not be limited to the following.

Clothing Tops

- 1) Appropriate clothing tops must be worn. Shirts must be appropriate length. The shirts must meet the pants/shorts/skirt when the students' arms are at their sides.
- 2) Clothing must cover undergarments. Clothing must cover all private parts and must not be see through.

Pants

- 1) Clothing must be mid-thigh or longer. Shorts must have at least a four inch inseam.
- 2) Pants or shorts are to be worn at the waistline. Extremely baggy pants/ shorts are not acceptable.

Other

- 1) Wearing, carrying, or displaying gang related apparel or symbols is prohibited, including bandanas.
- 2) No sleeping attire, including pajamas, house shoes, and robes are not allowed except on designated days.
- 3) Heavy coats must be kept in the students' locker and not worn during the school day. Any clothing, jewelry, or accessories that could be a safety hazard will not be allowed.

- 4) Body piercings should be school appropriate and non-disruptive to the learning process.
- 5) Hair color and style should be school appropriate and non-disruptive to learning process.
- 6) Students who represent the school in extracurricular activities shall conform to the personal appearance codes as prescribed by the sponsor of each activity.

Violation of any provision of this behavior code may be the basis for suspension, expulsion, or other disciplinary action.

STUDENT ID'S

Student ID Policy; Students at GBMS are required to have their student ID at all times during the school day. The ID's are needed to easy identification that they are a student at GBMS. They are also required for scanning attendance through the office during the school day, to check out library books, to scan for lunches and to attend athletic activities. The following will be the steps followed by the administration for students who habitually do not have their ID when they arrive to school daily.

- 1) The student is given two IDs for free for the school year. One on the first day of school and a second one if they should lose the first one.
- 2) After the free ID has been given, a student can charge for one ID at a time. The cost of the replacement ID is \$3.00
- 3) If a student does not have their student ID at lunch, the student will be sent to the back of the line and will not be allowed to purchase any items from the a-la-cart.
- 4) Student without their ID will not be permitted to attend sporting events unless they sit with the parent(s) or guardian(s).
- 5) Defacing of the ID will require the student to receive a new ID and the student maybe assigned one after school office detention.

TELEPHONE

Students may use the telephone located by the office for calls before and after school. Parents may leave a message with the office personnel for their student which will be delivered during the student last class of the day. **Students will not be called out of classrooms to take phone calls.** In the event of an emergency, school personnel will be informed of the emergency and will facilitate that process.

Students will not be allowed to carry or use personal cell phones during school hours. The phone should be shut off upon entering the school building and kept in his/her locker.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Whenever a change of address or a change in telephone number occurs, parents are asked to please report their new address and/or phone number to the school in writing or by personal phone call.

ILLNESS

If a student becomes ill at school, the student must obtain a Nurse's Referral slip from the teacher and the teacher must complete the top part of the slip. The Nurse or office staff will determine if the student needs to go home and or needs over-the-counter medications. If the proper authorization for over-the-counter medications has been completed by the parents, medication will be given as directed as per the instructions of the manufacturer. If the student is deemed to be able to return to class, the nurse or office staff will complete the Nurse's Referral slip and send the student back to class. If the student is deemed to be ill, the Nurse or office staff will contact a parent/guardian to pick them up.

MEDICATION POLICY

If medication must be taken during the school day, these regulations will be followed.

- Parents/legal guardians must supply written orders from a physician detailing the name of the prescribed drug, the dosage, and the time interval the medication is to be given.
- The parent/legal guardian must supply a written request for compliance with the physician's order.
- Medication must be brought to school in a container appropriately labeled by the pharmacist or physician.
- The initial dose of any medication must be administered at home prior to having it given at the learning center.
- Over the counter medication (Tylenol, Advil, Ibuprofen, or Tums) may be given at the school nurse's discretion once a parent/guardian completes the permission for over the counter medication form electronically or hardcopy and provides it to the school.

ACCIDENTS

Any accident occurring on school property that requires more than basic first aid shall be evaluated by the school nurse or designee.

Once the student has been evaluated by the nurse/designee for treatment of any injuries, the parent will be notified by phone of the accident. In the case of serious injury or illness to students while at school, we will attempt to locate the parents. If we are unable to locate the parents, we immediately refer the child to the family doctor listed the electronic form completed during enrollment or, if necessary, to the emergency room at the hospital

1-to-1 CHROMEBOOK INITIATIVE

All Great Bend Middle School students will be assigned a Chromebook computer that will be utilized in classes throughout the school day. Proper care and etiquette for use of the Chromebooks will be expected by all students as outlined in the school board policy entitled "Great Bend USD 428 1-to-1 Chromebook Initiative Handbook". This document provides students with information about the general use of technology, ownership of the Chromebooks, rights and responsibilities for possession of the device, care of the Chromebook, its educational use and good citizenship.

E-MAIL

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following the guidelines approved by teachers or administrators.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or any individual computer. Students who violate these rules or any classroom rules relating to computer use are subject to disciplinary action up to and including denial of all school computer privileges and/or suspension or expulsion from school.

PERSONAL ELECTRONIC (WIRELESS) COMMUNICATION DEVICES

This policy applies to cell phones, iPods, earbuds, smart watches or any other personal electronic communication device capable of recording or broadcasting and communication with another electronic device.

Use of a personal electronic communication device will not be allowed in the building during school time. During the school day, personal electronic communication devices should be turned off upon arrival and be out of sight in a locker. Students shall not use personal electronic communication devices during passing periods, in class, or while attending school activities during school hours without specific permission and supervision by a teacher, coach, or principal.

Use of a personal electronic communication device to invade the privacy of or cause embarrassment to another person is prohibited and shall be considered a level of behavior that is intended to cause another individual physical or mental harm.

Consequences: Any student using a personal electronic communication device in violation of this policy may have the device confiscated by staff.

- *First offense:* Staff confiscates the personal electronic communication device and turns it in to the main office. Administration will return the device to the student after school. The student will be assigned two office detentions.
- *Second offense:* The personal electronic communication device will be returned to the student after school. The student will be assigned four office detentions.
- *Third Offense:* The personal electronics communication device will be returned to a parent or legal guardian. The student will be assigned one day of in-school suspension.
- *Fourth Offense:* The personal electronics communication device will be returned to a parent or legal guardian. The student will not be permitted to bring the device to school. The student will be assigned two days of in-school-suspension.
- *Fifth and Subsequent Offense:* The personal electronics communication device will be returned to a parent or legal guardian. The student will be suspended from school.

The consequences listed here are not exclusive, and additional discipline may be imposed for violations of any other policy if the circumstances warrant.

PROGRESS REPORTS

Progress reports will be sent home a minimum of one time per nine weeks or more if the teacher/team feels it could be helpful to the student. Parent and/or guardian may be required to sign and return the progress report to his/her teacher/team.

GRADES

Report cards are issued following the end of a nine-week period for 7th and 8th graders. Letter grades indicate a student's scholastic progress.

Grading Scale

- A-Superior 100-90
- B-Above Average 89-80
- C-Average 79-70
- D-Below Average 69-60
- F-Failing 59 -0
- I-Incomplete

Parents and or guardians are encouraged to sign up for Family Access to monitor the student's progress throughout the school year.

HONOR ROLL

Principals' Honor Roll

All As

Middle School Honor Roll

(Combination of A's and B's)

STUDENT RECOGNITION

Gold Level

4.0 G.P.A.

Only 3 or less unexcused tardies per 9 weeks grading period in all classes.

No unexcused absences

No office referrals

No ISS or OSS Suspensions

Silver Level

3.0-3.9 G.P.A.

No D's or F's

Only 3 or less unexcused tardies per 9 weeks grading period in all classes.

No unexcused absences

No office referrals

No ISS or OSS Suspensions

Bronze Level

2.0-2.9 G.P.A.

No D's or F's

Only 3 or less unexcused tardies per 9 weeks grading period in all classes.

No unexcused absences

One office referral or less

No ISS or OSS Suspensions

PROMOTION & RETENTION

The policy of the district is to encourage and assist each student in progressing in continuous growth of academic achievement. In order to advance from the 7th grade to the 8th grade and from the 8th grade to the 9th grade, students must pass four core classes (English, Math, Science, and Social Studies) and two electives. The passing grades will be a cumulative semester grade for electives and a cumulative year-end grade for core classes. In arriving at a decision for either promotion or retention

of a student, the principal will consider the viewpoints of the teachers, special services personnel, and parents/guardians.

The final decision in any case pertaining to promotion or retention shall rest with the building principal.

ATHLETICS/ACTIVITIES

Students may purchase an activity pass for \$35.00. The activity pass entitles the student to attend all home regular season 7th through 12th grade athletic events without paying an entry fee. The activity pass will be displayed on the student id.

USD 428 strongly encourages participation in activities during the school year. The following competitive options are provided:

FALL

7th & 8th grade - Cross Country

7th & 8th grade - Football

7th & 8th grade - Volleyball

7th & 8th grade - Cheer

WINTER

7th & 8th grade - Boys Basketball

7th & 8th grade - Girls Basketball

7th & 8th grade - Boys Wrestling

7th & 8th grade - Girls Wrestling

7th & 8th grade - Cheer

SPRING

7th & 8th grade - Co-ed Tennis

7th & 8th grade - Track

7th & 8th grade - Boys Soccer

7th & 8th grade - Girls Soccer

KSHSAA requires a yearly pre-participation physical evaluation (PPE) for student-athletes, valid from May 1 preceding the school year. The form requires a signed statement from a physician, PA, chiropractor, or APRN certifying the student is fit for play, along with a completed history form, parent consent, and eligibility check.

- A student must have passed at least 5 subjects the previous semester or last semester of attendance.
- A student must be enrolled in and attending a minimum of five subjects for the current semester.
- Students failing two or more classes will have a 1 week grace period to raise one or both of their grades to passing. Students failing two classes after the grace period will be deemed ineligible.
- A student must not be under penalty of suspension or be a student whose character or conduct brings discredit to the school as determined by the building administration.

If students are not in school on the day of a school activity, they are not eligible to participate in the activity.

The Board of Education has decided that we cannot provide supervision at out-of-town games during school time and therefore, students WILL NOT be dismissed to attend such games.

A Concussion & Head Injury Information Release Form is now part of the online enrollment process.

INTERSCHOLASTIC ATHLETIC ACTIVITIES

Through a comprehensive interscholastic program at the secondary level, every attempt will be made to provide students with opportunities to participate in supervised athletic activities designed to foster physical skills, a sense of the importance of physical health, a personal sense of worth and competence, a knowledge of the rules and skills of sports, and a commitment to social interaction that is based upon fair play and respect for the value and worth of all participants. The program will be designed with consideration afforded to the physical and emotional maturity of the individuals involved as well as their psychological stage of development. Articulation between the middle school and high school is a prime consideration in any decisions affecting the program, and recognition of the specific needs of both levels will be an ongoing concern of the district and its representatives.

A middle school student must not be failing more than one (1) subject to be considered eligible. If a student is failing one (1) subject he/she will be required to attend homework help before practice until the student's grade is above failing. Eligibility will be monitored on a weekly basis with one week afforded to any student to make up his/her deficient grade(s).

STUDENT INSURANCE PROGRAM

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents/guardians through personal insurance coverage or through the student group insurance program available from each building principal.

Any medical expense not covered by the student's accident insurance or the KSHSAA catastrophe activities insurance, is the responsibility of the parents/guardians.

PHYSICAL EDUCATION CLASS

Physical education is a class. Children will be expected to participate in their physical education classes unless the physical education teacher is provided a doctor's letter stating the child should not participate. A parent's letter will excuse the child from an individual physical education period because of illness or minor injury. A physician's excuse is needed for extended absence from participation in class activities. If the child is to be readmitted to class after being excused for an extended illness or injury, a physician's release is required.

DANCES

Only currently enrolled Great Bend Middle School students will be admitted to school dances. Students may not leave and reenter the dance without specific approval of school personnel in charge. Students must have their Student ID in order to enter the dance.

USD 428 GUIDANCE FOR COMMUNICATING ELECTRONICALLY WITH STUDENTS

USD 428 recognizes that today's students and staff are deeply engaged in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging and the use of social media websites such as Facebook and others to communicate with similar groups. These dynamic and mobile forms of communication quickly reach their audience through technologies that have become an integral part of our online lives. When used appropriately, they are an acceptable means of communicating with students.

The guidance outlined here is designed for the purpose of raising awareness of the importance of appropriate message content when using electronic devices to communicate with students in order to avoid the risks innate with using these electronic tools for communicating with students. It is important to understand, each of us is responsible and accountable for what one communicates by whatever means.

Communication should pass the "TAP" Test.

Electronic communication with students should always be Transparent, Accessible and Professional as defined below.

1. *The communication should be transparent.* Electronic communication between staff and students should be transparent. As a public-school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.
2. *The communication should be accessible.* Electronic communication between staff and students should be readily accessible by students and parents as well as by staff.
3. *The communication should be professional.* Electronic communication from staff to student should be professional and meet the high standards expected by the public and USD 428.

It is important to understand that the method of communication is not the central issue. In a modern world, communication occurs through a number of modes. Of course, the chosen mode should be accessible to those who have a need for the information. What is more important is the nature and content of the communication. When communicating as a representative of the district with a student, you should pay particular attention to word choice, tone, grammar, and subject matter so that the correspondence models the standards and integrity of a district professional. Communication should be courteous, conscientious, and generally businesslike in manner. Language that is abusive, profane, tasteless, or sexually explicit or suggestive is obviously inappropriate. Unless otherwise restricted, this guidance is not intended to restrict the method in which you communicate, but to provide guidance as to the nature and content of the message and to ensure that the communication is accessible and transparent.

The policy is intended as a helpful guide in communicating electronically. However, inappropriate or unprofessional content in a message conveyed electronically or otherwise may subject staff to disciplinary action.

BICYCLES, IN-LINE SKATES & SKATEBOARDS

Board of Educational policy prohibits the use/storage of skateboards, skates, and with wheels on all school property. Bicycles or motor bikes are not to be ridden on the school grounds. When traveling to and from school, students must obey all traffic regulations. If a student does not follow the established procedures for bicycles at school, he/she will not be allowed to bring a bicycle to school. Each bicycle should be secured during the day with a chain and a bike lock. The school assumes no responsibility for bicycles, skateboards or skates brought to school.

ANIMALS AND PLANTS

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invert, and toxic plants, such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Animals and plants in the school under no circumstances are to be transported on a school bus. Teachers assume the primary responsibility for the humane, proper treatment of any animal in the classroom.

BOE Approved 04/2026

ACADEMIC INTEGRITY POLICY

Great Bend Middle School is committed to developing students of character who demonstrate civic, social and personal responsibility. The life skills we value and expect from students are effort, honesty, respect, responsibility, perseverance and self-discipline.

Academic dishonesty is not acceptable. Students at Great Bend Middle School are responsible for understanding and abiding by this Academic Integrity Policy. They will take the time to do their own class work. They will be honest and will learn without cheating, lying or taking shortcuts on homework, projects or exams.

The Academic Integrity Policy includes, but is not limited to, the following:

- 1) Students will not copy homework or project materials, change a grade on a paper, or turn in another student's work as their own.
- 2) Students will not copy an idea, cut and paste online sources, or use references without quoting a source.
- 3) Students will not utilize AI (Artificial Intelligence) to complete assignments.
- 4) Students will not use their cell phone, email or any other electronic device to share testing information.
- 5) Students will not cheat on an exam by copying, using cheat sheets, writing answers on their skin or clothing, stealing an exam, or providing student information about the exam.
- 6) Students will not let another person copy their work, take an exam or complete an assignment for them.
- 7) Parents/guardians are encouraged to support their student's academic growth by helping their student to abide by the Academic Integrity Policy.



STUDENT ADMITTANCE POLICY

Parents and Learning Center personnel are requested to follow the guidelines for readmittance following certain illnesses. Students not following these guidelines will be sent home until it is acceptable to return to the classroom. **USD 428 follows KDHE recommended guidelines that are subject to change.*

Parents are requested to report to the Learning Center a student's exposure to, or onset of, a communicable disease. Staff members can then observe students for symptoms and carry out necessary isolation.

A child with a fever (temperature greater than 100 F) should not come to school until their temperature is normal (98.6 F) without medication for 24 hours.

Pupils absent from school due to any communicable diseases listed below must follow guidelines for that disease to be readmitted to school.

Vomiting and/or Diarrhea (persistent)

- Please do not send students exhibiting these symptoms to school until there has been no vomiting or diarrhea for 24 hours.

Streptococcal Sore Throats/Scarlet Fever

- Students should be treated by a health care provider and may not attend school until under treatment and having no fever, without medication, for 24 hours.

COVID

- Anyone testing positive for COVID should remain out of school for a minimum of *five (5) calendar days following onset of symptoms. After five days, students must be fever-free for 24 hours without fever-reducing medications and have improved symptoms before returning.

Influenza

- Anyone testing positive for influenza should remain out of school for a minimum of *five (5) calendar days following onset of symptoms. After five days, students must be fever-free for 24 hours without fever-reducing medications and have improved symptoms before returning.

Upper Respiratory Illness/Colds

- The student must be able to participate in school activities and should not be tired or listless. Temperature should be normal without medication for 24 hours before returning to school.

Rashes

- If your student has a rash, please contact your school nurse or healthcare provider for further direction; a physician's note may be required for readmittance to school.

Ringworm, Impetigo, and Scabies

- Student is excluded from school until under an effective treatment (medicine) and no longer considered contagious.

Chicken Pox

- There should be six (6) days out of school from the onset of the illness. All skin lesions must be dry prior to the return to school.

Measles (Rubeola or Rubella)

- Students should be out of school for seven (7) days after the rash appears.

Mumps

- Students should not return to school until the swelling is gone—usually ten (10) days.

Pink Eye (Conjunctivitis)

- A student may return to school 24 hours after starting antibiotic treatment and when the discharge from the infected eye(s) has ceased.

Head Lice—Infected Students may return to school only after the following is complete:

- Student is treated with an anti-parasitic shampoo. Students must bring proof of treatment when returning to school.
- When there are no longer any live lice.

(2/2025)

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

