



GREAT BEND

PUBLIC SCHOOLS • USD 428

ELEMENTARY

STUDENT HANDBOOK



2026 - 2027



1809 24th Street
Great Bend, KS 67530
620-793-1500
www.GreatBendSchools.net

Notice of Nondiscrimination

Elementary and secondary students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that USD 428 does 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. The Assistant Superintendent and the Director of Special Education have been designated by USD 428 to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and ADA.

Asbestos Information: Great Bend Elementary Schools

DATE: June 15, 1994

Inspection: All district learning centers have been inspected in accordance with AHERA (Asbestos Hazard Emergency Relief Act) regulations during the summer of 1988. The results of this inspection were submitted to the state of Kansas.

Availability: The management plans are on file at each learning center and the District Education Center, 1809 24th Street, Great Bend, Kansas 67530. These plans are available to the public upon request.

Board of Education Policy Notice

To the extent any policies herein conflict with the general policies of the Board of Education, the BOE general policies shall control.

*All school and district information can be found in detail at www.greatbendschools.net

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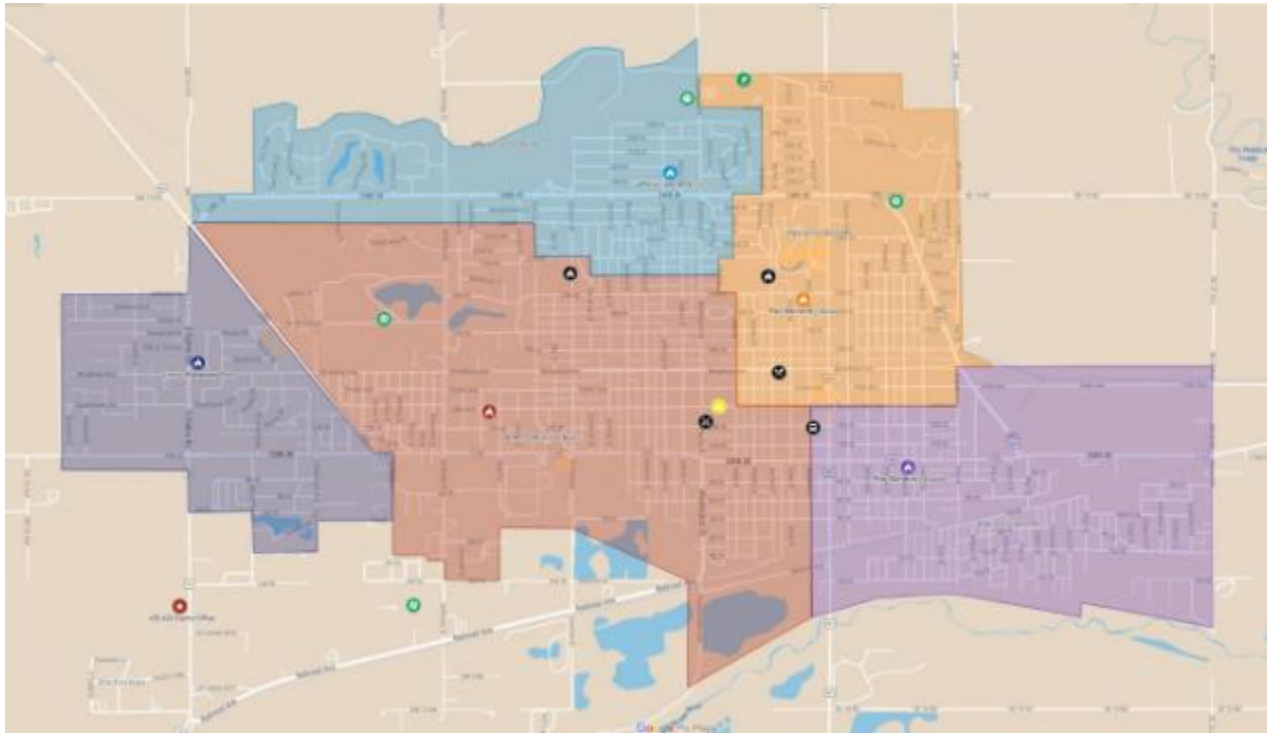
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Visit our website for an interactive USD 428 School Boundaries, GreatBendSchools.net/parents-students/boundaries-map



General Information

School Hours

School hours at the elementary buildings are from 8:00 am to 3:25 pm.

Before School - Buildings open at 7:20

Student supervision at school starts at 7:20am. Breakfast is served at 7:20am. Contact the school for specific locations and procedures for student drop-off.

After School-Elementary Students are Dismissed at 3:25

Students are expected to go straight home from school at dismissal time unless they are involved in an afterschool activity. Contact the school for specific locations and procedures for dismissal.

Cancellation of School

On rare occasions, it may be necessary to dismiss school because of adverse weather conditions. School closings will be announced via School Messenger, social media platforms, local TV and radio stations.

Family Access

All student records are kept electronically using the Skyward Family Access program. Parents are encouraged to access this account regularly. Contact the school office to get set up for access.

Change of Address and Telephone Number

Notify the school office or request changes online through Family Access to update address and phone numbers.

Change of Emergency Contacts and Approved Student Pick-Up

Notify the school office or request changes online through Family Access to change emergency contact information and approved adults for pick-up.

School Fee Refund Policy

All textbook fees will be refunded if a student leaves within one month of the first day of school. After the first month of school and up to the end of the first semester, one half of textbook fees will be refunded. No refunds will be issued after the end of the first semester.

School Supplies

Textbooks and workbooks will be provided at the school for a fee at enrollment. Lists of needed supplies are available at the school or local stores. Students will be assessed a replacement fee for lost or damaged textbooks or library books.

Report Cards

Grade cards will be issued to every child on the Thursday following the close of the nine-week period. Parents are encouraged to sign up for Family Access to monitor students' progress throughout the school year.

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	

Parent-Teacher Conferences

Conferences are extremely important and parents are encouraged to attend each of these conferences. There will be two (2) parent-teacher conferences during the school year. Parents will schedule the conference day and time electronically. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. Parents are also encouraged to log in to Family Access to view grades, attendance and discipline information.

School Staff Availability

School staff are available by school email and school phone from 7:35 am to 3:55 pm on days school is in session. Please allow adequate time for a response. School staff will respond as soon as possible.

Personal Property

All personal items should be marked or labeled with the student's name. The school is not responsible for lost, damaged or stolen personal property.

Plants and Animals

Persons bringing animals and plants on school property (including before and after school) must receive prior permission from the supervision teacher and the building principal. Animals, including all vertebrates and invertebrates and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Bicycles, Skates, Skateboards, Shoes with Wheels, Scooters

Bicycles, skates, skateboards, shoes with wheels, scooters and similar items are not to be used on school property. Students must follow building expectations for these items. The school is not responsible for lost, stolen or damaged property.

Emergency Safety Interventions (ESI)

K.A.R. 91-42-1(c) defines an emergency safety intervention (ESI) as "the use of seclusion or physical restraint when a student presents an immediate danger to self or others. This definition does not include the use of time-out or physical escort. Violent action that is destructive of property may necessitate the use of an emergency safety intervention." K.A.R. 91-42-2(a)(3)

requires that whenever an ESI is used, the parent(s)/guardian(s) must be notified the same day, and informed in writing following the day on which the emergency safety intervention was used. Email meets the definition of notification by writing. The ESI policy can be viewed in its entirety on the USD 428 website.

<https://www.greatbendschools.net/parents-students/emergency-safety-interventions>

School Attendance

Attending school every day will help children as they progress through their academic careers. Helping your child get to school on time every day is an important way you can promote your child's academic success. KS Statute K.S.A. 72-3120 states that a child is required by law to attend school.

Kansas Law Statute 72-3120. Compulsory school attendance; (a) *Subject to the other provisions of this section, every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years and has not attained a high school diploma, a general educational development credential or a high school equivalency credential, shall require such child to be regularly enrolled in and attend continuously each school year.*

As stated in the USD428 Board of Education policy JBD when a student is absent from school, an attempt shall be made to contact the parent/guardian to determine the absence. **The principal has been designated to determine the acceptability and validity of excuses presented by the parents/guardians or the student.**

It is considered a half day absence if the student arrives two hours after tardy bell in the morning or leaves two hours before the dismissal bell in the afternoon.

Procedure for Contacting the School for a Student Absence

For many reasons, especially student safety, it is important that a parent or guardian notify the school if the student is going to be absent.

1. New in 2025 - Guardians must report absences in advance using the SchoolMessenger Home App. Absences should be submitted prior to 8 am on the day of school. App reporting will enable guardians to include an explanation of the absence and provide a doctor's note or other necessary documentation.
2. If you do not have access to the SchoolMessenger/SafeArrival program, call the school office before 8:30 am.
3. Give the student's name.
4. Give the reason for the absence.
 - a. There are many factors that the building principal uses to determine if an absence is excused or unexcused.
 - b. Below is a general list of excused and unexcused absence reasons.
5. If a parent or guardian does not inform the school by 8:30 of the student's absence, the school will make one attempt to contact the parent or guardian. If no contact is made, the absence will be automatically recorded as unexcused.

Excused Absence Reasons

- Student illness
- Health-related treatment, examination or recuperation for the student
 - Excessive Absences: A parent may excuse a student up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after

the ten (10) days per year will automatically become unexcused unless a note from the health care provider is given and accepted by the building principal. Exceptions: Students who are hospitalized or suffering from long-term or chronic illness while under the care of a licensed physician will be exempt from this provision.

- Serious illness or death of a member of the family
- Obligatory religious observances
- Participation in a district-approved or school-sponsored activity or course.
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Unexcused Absence Reasons

A student's absence will be recorded as unexcused for the following reasons.

- All absences which do not fit into one of the above "excused absence reasons" categories would be considered an unexcused absence.
- The parent does not contact the school after one contact attempt has been made by the school.
- The student has missed more than 10 days of school for the year in which a doctor's statement will be required to excuse the absence.
- A student is serving a suspension or expulsion from the district.

Vacations (Proposed to Add or Change this to Extended Absences)

Current Language: All vacations must be pre-arranged with the building principal at least five days before the student leaves. It is the building principal's decision as to whether the absences will be excused or unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

All extended absences must be pre-arranged with the principal. This starts with completing the "Request for Extended Absence" form and then a brief meeting with the principal that includes a review of current attendance. It is the building principal's decision as to whether the absences will be excused or unexcused. Students who miss classes for extended absences need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving. In the event of an unexpected family emergency that causes an extended absence, the form completion and meeting with the principal would occur when the student returns. Failure to complete these steps can lead to unexcused absences that then require reporting the student as truant.

Chronic Absenteeism

According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

Chronic absenteeism rates are reported to KSDE and this data is a determining factor in school and district accreditation.

Students who are chronically absent and their parents or guardians will be provided with early outreach interventions. The school will help identify barriers to the students' attendance and set goals for attendance.

[Click here for the KSDE Attendance Webpage](https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Attendance)

Or enter this link in an internet browser: <https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Attendance>

[Click here for the Attendance Works website.](https://www.attendanceworks.org/)

Or enter this link in an internet browser:

<https://www.attendanceworks.org/>

Truancy

Kansas law K.S.A 72-3121 provides 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.

K.S.A. 72-3121 (c) (1): Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

If a student misses a significant part, unexcused, of three (3) consecutive days of school or five (5) unexcused days in a semester or seven (7) unexcused days in a year, that student shall be considered truant. It is the responsibility of the building administrator to notify parents of pupil's absences and to report cases of truancy.

USD 428 Excessive Absence/Truancy Procedures	
Time Frame	School Action
Daily	If parents or guardians have not called in their student's absence, an attempt will be made by the school to contact the parent or guardian. If not contact is made the absence is recorded as unexcused.
3 Unexcused Absences In a Row	Per state law as stated above, a truancy report will be filed with the Barton County Attorney and a report will be made to The Department of Children and Families (DCF).
5 Unexcused Absences In a Semester	Per state law as stated above, a truancy report will be filed with the Barton County Attorney and a report will be made to DCF.
7 Unexcused Absences in a year	Per state law as stated above, a truancy report will be filed with the Barton County Attorney and a report will be made to DCF.
10 Excused or Unexcused in a year	A note from a health care provider may be required or verification by the school nurse may be required to excuse further absences.

Absent 10% of schools days in session; excused or unexcused	Per KSDE guidelines, the student is at risk of being chronically absent for the school year. The school will help parents or guardians identify barriers to school attendance and implement interventions to improve attendance.
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Student Early Release

Students will not be released during the school hours without permission from both the parent/guardian and the building principal. The procedure for parents needing to take their children out of school early requires the parent to go to the office. For safety reasons, students are not allowed to wait at exits or outside to be picked up early. Students need to be signed in and out of school at the office when leaving or arriving while school is in session.

Students leaving two (2) hours before the dismissal bell will be considered a half day absence.

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 8:00 AM is considered tardy. Students must check into the office upon arrival.

Make Up Work

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

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

All work missed due to participation in a school related activity must be made up. Arrangements should be made to do the work prior to the absence.

Student Conduct

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 the school.

Discipline is a shared responsibility – by the student, school staff and parent or guardian. 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, ALL STUDENTS ARE EXPECTED TO:

Be Safe

Be Respectful

Be responsible

A definition of what safe, respectful, and responsible looks like can be found throughout each individual school setting.

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;
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.

Violation of #4 shall result in expulsion from school for a period of one (1) calendar year.

Verbal & Physical Abuse

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 a 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.

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.

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 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.

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; or
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 automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion.

Student Use of Tobacco 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 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 and the American Cancer Society and/or other community agencies or individuals with recognized expertise in combating nicotine addiction.

Tobacco/Vape/Vape Pen/E-Cigarettes/Any Nicotine Delivery System

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 who is 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:

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. • Reentry hearing with parent present
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 (at parent's expense) • 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	

Possession of Illegal Substances

The chart below represents action taken in response to illegal substances including Marijuana, THC (and any synthetic forms of Marijuana or THC), or other illegal substances. This will also be followed for any student deemed to be distributing illegal or banned items:

Offense	Action
1st	5 days OSS - Law enforcement contacted
2nd	10 days OSS - Possible Expulsion hearing - Law enforcement contacted

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 as 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 shall result in an automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion.

Student Search

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. Unless the situation warrants otherwise, all searches of a student shall be carried out in the presence of an additional witness. No strip searches will be conducted by any school district officials.

The school 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, backpacks or other similar items.

Vehicles parked on school property are subject to search by school officials.

Drug detection dogs may be used to check buildings, 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.

Investigation

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

Bully Prevention Policy

Definition of Bullying:

A. Any intentional gesture of 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, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

The Board of Education 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 plan shall include provisions for training and education of staff members and students and shall include appropriate community involvement 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.

Dress Code

All clothing must be in good taste. Jackets, belt buckles, T-shirts, sweatshirts and other articles of clothing must

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 and on fieldtrips. 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 must be worn for physical education.

In general, students should dress in neat, clean and appropriate clothing that does not disrupt the educational process. Forms of dress or appearances that are 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

- Appropriate shirts must be worn at an appropriate length.
- No spaghetti straps, oversized tank tops, bare midriffs or styles that show cleavage or underwear may be worn.
- Shirts must meet pants, skirts and/or shorts when the students' arms are at their sides.

Pants

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

Other

- Wearing, carrying or displaying gang-related apparel or symbols is prohibited, including bandanas.
- No sleeping attire, including pajamas, house shoes and robes are allowed except on designated days.
- Heavy coats must not be worn during the school day.
- Any clothing, jewelry or accessories that could be a safety hazard will not be allowed.
- Due to the disruption it causes to the education process, students will not be allowed in school if they have visible body piercings, with pierced ears being the exception.
- Students who represent the school in extracurricular activities shall conform to the personal codes as prescribed by the sponsor(s) of each activity.
- Hats, caps, head coverings, and tails must not be worn in the building.

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

Technology and Communication Devices

Personal Electronic Wireless Devices

Definition: This policy applies to cell phones, tablets, smartwatches used as an electronic communication device or any other personal electronic communication device capable of recording or broadcasting and communication with another electronic device.

During the school day, personal electronic communication devices should be turned off and out of sight in a locker or book bag. 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 school staff member.

During the school day, personal electronic communication devices should not be used to take pictures or record audio or video without specific permission and supervision by a school staff member. At no time should a personal electronic communication device be used to invade the privacy of or cause embarrassment to another person. This Type of use 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 takes the personal electronic communication device and turns it into the main office. Administration will return the device to the student after school.
- Second offense: The personal electronic communication device will only be returned to a parent or legal guardian.
- Third Offense: The personal electronics communication device will only be returned to a parent or legal guardian. The student will be assigned an office detention.
- Fourth and Subsequent Offenses: The personal electronics communication device will be returned to a parent or legal guardian. The student will be assigned an office detention, suspension or other consequences deemed appropriate by the school principal.

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

USD428 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 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.

Safety and Security

Emergency Drills

A written plan for emergency drills (fire, tornado, 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.

Entering and Leaving the Building

All schools have a buzz-in security system. Be prepared to state your name and reason before entering. It is required that all non-school staff sign in at the school office and receive a visitor's badge. When leaving the building, sign out in the office and leave through the main entrance.

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

Student Health

Prescription Medication Policy

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

Parents/Guardian must provide the district medication form signed by a health professional detailing the name of the prescribed drug, the dosage and the time interval the medication is to be given.

Medication must be brought to school in the original 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 school.

It is unlawful for a school employee to administer ANY medication to a student outside these guidelines.

Over-the-Counter Medication Policy

A parent or guardian must acknowledge that any over-the-counter medication provided to the school must be in the original, unopened container with standardized age/weight appropriate dosing information for a specific time-limited minor illness or intermittent conditions. Any medication dosage outside of the standardized age/weight-appropriate dosing must be approved in writing by the student's physician. The parent or guardian must further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to their student shall not be liable for damages resulting from an adverse medication reaction suffered by the student because of the administration of such medication.

Currently, the formulation of herbal, natural and homeopathic remedies is unregulated. The potential for harm is great in a school setting where a student's complete medical and medication history may not be known. School personnel must take into consideration the risk inherent to student safety in administering a product that lacks the published data about the safety, efficacy, and dosages for children.

Therefore, all medication administered within any USD 428 school must be FDA approved.

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 for treatment of any injuries the parent will be notified by phone of the accident. In the event that the injury requires immediate transportation to the nearest hospital for treatment parents will be contacted immediately. In the event that an emergency contact is unable to be reached, a message will be left and a copy of the student's contact information will be given to the emergency medical service.

Excusal From Physical Education Class

Physical Education is a class. Students will be expected to participate in their physical education class unless the teacher is provided a doctor's letter stating the student should not participate. A parent letter will excuse the child from one class period because of illness or minor injury. If the student is to be readmitted to class after being excused for an extended period, a doctor's note is required.

Re-Admittance Policy Following Contagious Disease

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)