HHS Proposed Handbook Changes for 2014-2015

DELETIONS TO THE HANDBOOK

Delete references to using the office phone for a charge of 25 cents per phone call.

ADDITIONS TO THE HANDBOOK

(The following will be added to the student handbook on the indicated pages.)

Page 8

(Under Course Offerings add this statement.)

**Students will be allowed to take Pathways Courses at Campus High School with administrative/counselor approval.

Page 10

HOMEWORK MAKE UP POLICY: Students will have one day for each day absent plus one additional day to turn in all missing work without penalties.

Pages 15-18

COMPLAINTS (BOE Policy, KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The director of personnel of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided there under, are available from the compliance coordinator. Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. 22 Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member.

Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures:

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures:

• If the investigation results in a recommendation a formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

• A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

• If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

➢ A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and copy forwarded to the complainant no later than 30 days after the filing of the complaint that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

➢ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

• Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

• The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

• Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

HANDBOOK CHANGES:

(The old policies are presented followed by the suggested changes highlighted in light gray.)

PAGE 9

GRADING SCALE
A = 93% – 100%
B = 84% – 92%
C = 70% – 83%
No credit = 69% and below

GRADING SCALE
A = 90% – 100%
B = 80% – 89%
C = 70% – 79%
D = 60% – 69%
No credit = 59% and below
Final Exams = 20% of Final Grade

PAGES 13-14

2013-2014 SCHEDULE OF CLASSES
MONDAY – THURSDAY SCHEDULE

1ST Period	**7:40 a.m.**	**–9:05 a.m**
2nd Period	**9:10 a.m.**	**–10:35 a.m.**

3rd Period	10:40 a.m.	– 12:05 p.m.
Lunch	12:05 p.m.	– 12:25 p.m.
	(Closed Campus)	
4th Period	12:30 p.m.	– 1:55 p.m.
5th Period (DS)	2:00 p.m.	- 2:55 p.m.

***PM bus riders will be assigned to Directed Study and will stay until boarding the bus at 2:45 in VPL or Charter. Bus riders assigned to DS for academic reasons will stay for seminar each week.**

FRIDAY-SEMINAR SCHEDULE

1ST Period	7:40 a.m.	-8:40 a.m.
2nd Period	8:45 a.m.	-9:45 a.m.
Focus Group	9:50 a.m.	-10:10 a.m.
3rd Period	10:15 a.m.	-11:15 a.m.
4th Period	11:20 a.m.	-12:20 a.m.
Lunch	12:20 p.m.	-12:45 p.m.
Seminar	12:50 p.m.	-2:40 p.m.

FOCUS GROUP

Focus Group is a time for students to meet with a teacher serving as an informal mentor. Teachers will help students develop educational and career goals using survey results from the Kansas Career Pipeline. Important topics such as goal setting, soft skills, interviewing techniques, developing a resume, life skills, and interpersonal skills will also be addressed. All attempts will be made to keep students with the same Focus Group Leader throughout their high school career.

SEMINAR

Seminar period is a time for students to get extra help, makeup tests, makeup homework, and do career and post-secondary education planning. Students will be required to complete a progress report on a weekly basis (each Thursday). Students that are passing, have no missing assignments or tests, and have permission from their teachers and parents may be excused from seminar on Friday. All students who are failing any class, have any missing assignments or tests, have been absent during the week, missed seminar the week before, or don't have permission from teachers or parents will be required to attend seminar each Friday.

PAGES 13-14

2014-2015 CLASS SCHEDULE
MONDAY – THURSDAY SCHEDULE

	1ST Period	7:40 a.m.-9:05 a.m.
	CCR	9:10 a.m.-9:30 a.m.
	2nd Period	9:35 a.m.–11:00 a.m.
	3rd Period	11:05 a.m.–12:30 p.m.
	Lunch	12:30 p.m.–12:55 p.m.
		(Closed Campus)
	4th Period	1:00 p.m.–2:25 p.m.
	5th Period (DS)	2:30 p.m.-2:55 p.m.

***PM bus riders will be assigned to Directed Study and will stay until boarding the bus at 2:45 in VPL or Charter. Bus riders assigned to DS for academic reasons will stay for seminar each week.**

FRIDAY-SEMINAR SCHEDULE

	1ST Period	7:40 a.m. - 8:40 a.m.
	CCR	8:45 a.m.-9:25 a.m.
	2Nd Period	9:30 a.m.-10:30 a.m.
	3rd Period	10:40 a.m.-11:40 a.m.
	4th Period	11:45 a.m.-12:45 p.m.
	Lunch	12:45 p.m.-1:15 p.m.
	Seminar	1:20 p.m.-2:40 p.m.

COLLEGE AND CAREER READY (CCR)

CCR is a time for students to meet with a mentor teacher to focus on developing an Individual Plan of Study; to develop educational and career goals using survey results from the Kansas Career Pipeline and other surveys. Important topics such as goal setting, organization, time-management, interviewing techniques, developing a resume, life skills, and interpersonal skills will also be addressed. All attempts will be made to keep students with the same CCR teacher throughout their high school career.

SEMINAR

Seminar period is a time for students to get extra help, makeup tests, makeup homework, and do career and post-secondary education planning. Students will be required to complete a progress report on a weekly basis (each Thursday). Students who are passing all classes with a 70% or higher, have no missing assignments or tests, and have permission from their teachers and parents may be excused from seminar on Friday. All students who are failing any class, have any missing assignments or tests, have been absent during the week, missed seminar the week before, or don't have permission from teachers or parents will be required to attend seminar each Friday.

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Tobacco Use or Possession: Possession or use of any kind of tobacco. Possession or use of any paraphernalia associated with tobacco use.

PAGE 23

Tobacco/Nicotine Use or Possession: Possession or use of any kind of tobacco or electronic cigarette. Possession or use of any paraphernalia associated with tobacco or nicotine use.

PAGE 26

Except for security cameras, video and audio recording of staff and students is not permitted unless facilitated by the teacher for the purposes of learning as part of the class curriculum or as part of an event sponsored by the school to record such event. Students are not allowed to record fellow students or staff members on their personal devices without consent. Recording and/or posting of such images or audio to social networking websites, or sharing with outside parties in any way without the expressed written consent of all parties involved will be considered an infraction of the Bullying/Harassment policy and will result in loss of personal device privileges and further disciplinary action up to and including expulsion.

PAGE 26

Except for security cameras, video and audio recording of staff and students is not permitted unless facilitated by the teacher for the purposes of learning as part of the class curriculum or as part of an event sponsored by the school to record such event. Devices dedicated to recording audio and video such as cameras on eyeglasses, pens, lapels, and buttons or any other hidden devices which secretly record are not permitted and will be confiscated. Students are not allowed to record fellow students or staff members on their personal devices without consent. Recording and/or posting of such images or audio to social networking websites, or sharing with outside parties in any way without the expressed written consent of all parties involved will be considered an infraction of the Bullying/Harassment policy and will result in loss of personal device privileges and further disciplinary action up to and including expulsion.

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FEES AND BOOK RENTALS

Fees are $55 per session.Fees are due within the first week of each session. Credit for classes will not be issued if payment is neglected. Student IDs are $5.00 and Planners are $5.00 each. Parking Permits are $5.00 each.

TUITION & FEES

Tuition fees are $55 per session. A one-time fee of $20.00 is charged to cover the costs of Student ID & Student Handbook/Planner (Lanyard and 8 GB Thumb Drive included). Replacement costs are $5.00 for an ID and & $7.50 each for a Handbook or Lanyard/Thumb Drive. Parking permits are $5.00 each.