

CAMPUS HIGH SCHOOL STUDENT HANDBOOK

Campus High School provides every student with a quality education and prepares students to be productive citizens. Students are expected to take their academics seriously and follow all school expectations. This handbook contains required information about school policies and procedures. Students are responsible for reviewing this handbook and sharing it with their parents or guardians. The handbook is available electronically through Google Classroom and the USD 261 website.

CAMPUS HIGH SCHOOL MISSION STATEMENT

The mission of Campus High School is to prepare students to be life-long learners and responsible, contributing citizens in a changing world.

USD261 MISSION STATEMENT

To advance learning for all through the relentless pursuit of excellence.

CAMPUS HIGH SCHOOL SUBSCRIBES TO THE BASIC BELIEFS OUTLINED IN THE EFFECTIVE SCHOOLS MOVEMENT:

- All children can learn and come to school motivated to do so;
- Schools control enough of the variables to assure that virtually all students do learn;
- Schools should be held accountable for measuring student's achievement;
- Schools should disaggregate measured student achievement in order to be certain that students, regardless of gender, race, ethnicity, or socioeconomic status, are successfully learning the intended school curriculum;
- The internal and external stakeholders of the individual school are the most qualified and capable people to plan and implement the changes necessary to fulfill the **Learning for All** mission.

CAMPUS HIGH SCHOOL IMPROVEMENT PLAN

- All students will improve reading comprehension across the curriculum.
- All students will improve writing skills across the curriculum.
- All students will increase their math skills across the curriculum.

Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mrs. Gillian Macías, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, KS 67060

Phone: (316) 554-2206 Email: gmacias@usd261.com

EARLY RELEASE

Campus High School will follow a slightly modified schedule on the last day of each week. Early Release will be an earned privilege for students in grades 10-12 who have NO F's, are not truant, and have fewer than two tardies the previous week. Eligibility is reported on the first day of the each school week. Ninth grade students are not eligible for early release. Early release will begin after the 3rd full week of each semester. The purpose of early release is to allow for teacher collaboration and professional learning communities.

ACADEMIC POLICIES :

Students are classified by cohort based on the year they are enrolled in high school. This classification aligns with the student's year of attendance rather than credits earned.

- First-year students are classified as 9th grade or freshmen.
- Second-year students are classified as 10th grade or sophomores
- Third-year students are classified as 11th grade or juniors.
- Fourth-year students are classified as 12th grade or seniors.

Transcripts of transfer students will be reviewed to ensure appropriate placement within a cohort. All students are required to enroll in eight classes.

EARLY GRADUATION

Students may be allowed to graduate early upon completion of credits, and Campus High School graduation requirements are met. Students must complete an early graduation packet during their Junior year.

EDUCATIONAL TESTING PROGRAM

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject-matter tests, district group achievement tests, and state-required tests.

Test Integrity: (BOE Policy: II) The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

FINAL EXAMS AND WAIVER OF FINALS

All students must take semester final exams.

GRADE CARDS

Points will accumulate for the duration of a semester. Letter grades at the end of each grading period will reflect student's progress. All credits and the corresponding grade will be recorded on the transcript in 1/2-credit increments. The final grade will be issued at the end of the semester.

CREDIT RECOVERY

Students who fail a course in a core area may be eligible for Summer Credit Recovery or Overtime. Summer Credit Recovery is a complete redo of the course and has an associated fee. Overtime is designed for students to complete work that will bring their grade to a 60% D. It is free and only for students who earn between a 52-59 percent in a class and are recommended by a teacher are eligible.

COLT REWARD POINTS

Colt Reward Points are part of PBIS rewards. All students who have fewer than five tardies and have no major log entries receive one point for each respectively. Points do not expire and accumulate. At the beginning of each semester students may choose to use up to three points per class to improve their grade. Students may only use the amount of points they earned. Each point is equal to one percent. Points cannot be used on Fs and teachers have the right to refuse any point request.

GRADE POINT AVERAGE CALCULATION

A student's GPA will be the quotient of all grade points (A=4, B=3, C=2, D=1, F=0) earned in all course attempts and the total number of all course attempts, excluding pass-fail courses and their associated grade points. Honor classes add 1 point for each 1 credit in figuring GPA.

Students enrolled in a course at the beginning of a semester but who drop that course after the first two weeks of that semester will receive a W on their transcript regardless of the course grade at the time of withdrawal. Grades will be calculated in the grade point average as an "F" (0) points and one course attempted.

Courses repeated for a better grade will have both attempts and their associated grade points included in calculating the grade point average.

GRADUATION REQUIREMENTS: CLASS OF 2026 & 2027

- 4-English (1 each 9th -11th/.5 English & .5 Speech for 12th)
- 3-Math (1 Algebra I, 1 Geometry, 1 Algebra II)
- 3-Science (1 Physical Science: Integrated Science, Chemistry, Physics, Science of Tech, 1 Biology; 1 Science Elective)
- 3-Social Science (1 World History, 1 US History, .5 Modern US History, .5 American Government)
- 1-Fine Arts (Forensics, Fine Arts, Art Education, and/or Music Education)
- 1-Physical Education (.5 Physical Education, .5 Health)
- 10-Electives
- 25 Total Credits

Dual enrollment, concurrent enrollment and online courses may be used to fulfill these requirements. Courses completed in middle school/junior high DO NOT fulfill these requirements.

GRADUATION REQUIREMENTS CLASS OF 2028 AND BEYOND

- 4-English (1 each 9th -11th/.5 English & .5 Speech for 12th)
- 3-Math (1 Algebra I, 1 Geometry, 1 Algebra II)
- 3-Science (1 Physical Science: Integrated Science, Chemistry, Physics, Science of Tech, 1 Biology; 1 Science Elective)
- 1-STEM elective (computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, agriculture, etc.)
- 3-Social Science (1 World History, 1 US History, .5 Modern US History, .5 American Government)
- 1-Fine Arts (Forensics, Fine Arts, Art Education, and/or Music Education)
- 1-Physical Education (.5 Physical Education, .5 Health)
- .5 Financial Literacy
- 8.5-Elective
- 2 - Post Secondary Assets Aligned with Individual Plan of Study (IPS)
- 25 Total Credits

Dual enrollment, concurrent enrollment and online courses may be used to fulfill these requirements.

With few courses completed in middle school/junior high do NOT fulfill these requirements.

To receive a diploma and walk-in graduation ceremonies, a student must have earned the total number of credits as required for that year, including completing all required units of credit.

All diplomas are issued for the current school year according to credits earned by October 19 of the fall following the graduation ceremonies.

Students may use correspondence courses to obtain credit toward graduation with the approval of the principal.

The principal must approve all outside credits transferred into Campus. Credits from regular accredited public school summer schools will be accepted (required courses must have previously been attempted and failed during the regular school term). Credits from vocational/technical schools, adult night schools, etc., will be limited and carefully screened. The Campus High School diploma should generally reflect course work through the Campus High School program except in cases of legitimate transfers due to family or governmentally mandated moves.

Students enrolled in a course at the beginning of the semester but who drop that course after the first two weeks of that semester will have a withdrawal grade with a withdrawal, W, placed on their transcript. All withdrawal grades, W, will be calculated in the grade

point average as an F (0 points) and one course attempted.

All students dropping out of school must have an exit conference with the principal, at which time an attendance waiver will be signed. Students will not be re-enrolled during the same semester that the dropout occurs.

Five of the six state universities in Kansas use the standards above to review applicants for undergraduate admission. The University of Kansas has different admission standards from those listed below, and you can visit admissions.ku.edu for more information. The Kansas Board of Regents sets standards.

GRIEVANCE PROCEDURE

1. Procedures already exist under state law for due process in discipline matters. The purpose of the following procedure is to provide a formal avenue by which students may protest a teacher's decision in connection with a course grade. The student and parent must have first attempted to resolve the question directly with the teacher.
2. The student must present a written, dated, and signed explanation of his or her grievance to the principal. Sufficient detail, including a list of possible witnesses and documents, should be included. The grievance must be submitted within five school days of the receipt of the grade in question. A parent or guardian must sign grievances presented by students less than eighteen years of age.
3. The Principal must respond to the grievance within five school days after receipt. A response will be made in writing via U.S. mail.
4. If the student or parent is not satisfied with the Principal's response, they may, in writing, submit to the Principal a request for review by a faculty committee. This request must be made within five school days of the post date of the Principal's response.
5. The faculty committee will review the grievance within five school days of receipt of the review request.
6. The faculty committee will render its decision at that scheduled meeting and mail its decision to the student and parent.
7. As a matter of law, all decisions may be appealed to the Board of Education within ten days of receipt of the committee's decision.

LATE WORK POLICY

Late work is not the same as absent work (which is given to students who have been legitimately absent from school).

Late work- will be accepted during and up to the end of the 9 weeks. Extenuating circumstances for work that overlaps the 9 weeks can occur. Anything turned in after the current unit ~~off~~ will be assessed a 20% penalty. Missed tests/Labs/quizzes will be accepted for a time frame up to one week after the student returns to school or from the date assigned.

Absent Work- 2 day rule, with an excused absence. Two full class meetings to make work up (per class period missed) for full credit. After that it becomes Late work. Students absent during the last 5 days of a nine week period will work with the individual teacher for make-up.

Special Programs (IB, AVID, AP, Dual-Credit, etc.) may adhere to different policies reflective of their programmatic requirements. Consequently, students enrolled in these programs should check with the instructor to ensure understanding of the late work policy specific to the class.

*** Performances are required, except when excused for illness or death in the family. These can be made up in accordance with individual agreement with the teacher.

PLAGIARISM POLICY

Definitions

Plagiarism:

1. The act of knowingly taking ideas, writings, or content from another person or an artificial intelligence application (e.g., ChatGPT or similar tools) and presenting them as one's own.
2. Failing to give proper credit to the sources used in writing an essay, research

paper, or assignment.

Copyright:

The legal protection of “original works of authorship” that are fixed in a tangible form, such as printed materials, electronic text, or creative works. Students should assume all published and digital work is copyrighted unless stated otherwise.

Acceptable Behavior in the Writing Process:

Engaging in the following behaviors is encouraged as part of the learning process:

1. Discussing assignments with others to gain clarity.
 2. Sharing and brainstorming ideas and details related to the assignment to deepen understanding.
 3. Exchanging drafts of papers for constructive peer feedback.
 4. Participating in classroom activities like prewriting, drafting, revising, editing, and publishing.
 5. Using artificial intelligence tools as part of brainstorming or editing, but ensuring that final work reflects personal effort and proper credit is given if applicable.
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Unacceptable Behavior:

The following actions violate this policy and will be treated as academic dishonesty:

1. Plagiarizing by copying or using work from another person or AI tool without proper citation.
 2. Allowing someone else to use your work without ensuring it is consistent with this policy.
 3. Knowingly allowing another student to plagiarize your work.
 4. Using research sources, AI-generated text, or tools without proper credit or citation. (Examples: including a properly formatted Works Cited or References page, in-text citations, or acknowledging AI assistance when required.)
 5. Submitting a Turnitin report (or similar detection service) that reveals significant unoriginal content without proper citation.
 6. “Recycling” assignments previously submitted for another course or assignment without teacher approval.
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Consequences of Unacceptable Behavior:

If a teacher reasonably believes a student has violated this policy, the following steps may be taken depending on the nature and extent of the infraction:

1. Blatant Plagiarism or Copyright Infringement

- The teacher will evaluate the extent of the violation, inform the student of the issue, and warn of the consequences.
- Penalties may include:
 - a. Referral to the appropriate school authority for discipline under the Campus High School Academic Dishonesty Policy (a Class C offense).
 - b. Written notification to the student and their parent/guardian explaining the violation.
 - c. A grade penalty, including refusal to grant credit for the assignment.
 - d. Requirement to redo the assignment entirely with original content (credit may or may not be awarded, at the teacher’s discretion).

2. Negligent Plagiarism

- For unintentional violations (e.g., improper citations, misunderstanding instructions), the student will be reminded of the policy and required to correct and resubmit the assignment.
- A grade deduction or penalty may still apply, at the teacher's discretion.

3. Assisting Another Student in Plagiarism

- If a student knowingly helps another plagiarize, consequences may include:
 - a. Loss of credit for their own work on the same assignment.
 - b. Written notification to the student and their parent/guardian explaining the violation.
 - c. Referral to the school authority for discipline under the Academic Dishonesty Policy.
 - d. The assisting student may face similar consequences to those listed in 1.

SEMINAR/ADVISORY

Purpose

The purpose of an advisory/seminar class is to provide students with structured time during the school day to receive academic support, build essential life and organizational skills, and develop positive relationships with peers and staff. Advisory supports student success by addressing topics such as goal setting, study skills, graduation planning, social-emotional learning, and school expectations, while also giving students a consistent point of contact with a trusted adult who monitors progress and provides guidance as needed.

Seminar Rules

1. Monday and Friday are non-travel days. Monday is designated for advisory. Wednesday is designated for club meetings or student. Tuesday and Thursday, students may travel Friday, students with early release privileges may leave school at 2:10.
2. Passes to the library must be issued by one of the library staff. All students need to have an e-hall pass to go to the library.
3. Students are to travel from one location to another by the most direct route without loitering. Students found on Campus in areas not designated on their seminar pass will be considered truant and may face disciplinary action by administration.
4. The teacher may give restroom breaks using the electronic hall pass system. An administrator must issue any pass to the parking lot.
5. Behavior expectations are the same as in any regular classroom.
6. Failure to work during seminar time may result in disciplinary action.
7. Misuse of seminar pass privileges may result in the suspension of those privileges.

Seminar Credit

1. Each semester of advisory/seminar will count for 0.25 credit.
2. Students will be required to successfully complete 0.25 credit of advisory/seminar for each semester enrolled at Campus High School.
3. If a senior does not earn the required advisory/seminar credit during the senior year, the credit must be recovered during the summer after the scheduled graduation date. In this case, the student will not be permitted to participate in graduation ceremonies.
4. Grading will be pass/fail.

Seminar Options

1. **Regular Seminar** – Attend regular seminars for credit during the fall and spring semesters.
2. **Junior/Senior Project Seminar** - In Project Based seminars, students would work in project teams or alone on real-world problems and issues. Project-Based seminar allows the student the opportunity to complete a project in his/her intended career field. The student will select a mentor in the field to advise him/her through the

project. This course would consist of project-learning units that would challenge students to determine what they need to know to solve the problem, how they will find the information they need, and how they are going to apply it. Project-based learning would change the role of faculty members supervising each course; rather than providing the students with specific course content, faculty advice, consult and provide constant feedback on all aspects of a project, from research analysis to report writing and presentations. Students will complete a portfolio detailing the project's progress and present it in front of a committee at the end of the school year.

3. **Community Service Seminar (Seniors Only)** - – Seniors would arrange for community service experience during the *spring* of their senior year. In the fall, they would be required to attend regularly, using the time to plan for the community service experience in the spring. Community service projects would have to be approved by the seminar teacher, community service mentor, and a high school counselor. Seniors choosing this seminar would maintain a log of hours, completing a minimum of 40 hours. They would be required to complete a journal of their experiences.

TUTORING PROGRAM

On Tuesdays, Wednesdays, and Thursdays, faculty members from English, Math, Social Studies, and Science will be available to help students needing assistance. Students may earn \$20 off summer school if they attend tutoring and apply for the reduction in price with the summer school office.

VALEDICTORIAN/SALUTATORIAN DETERMINATION

- Must attend 8 semesters of high school.
- Must complete five classes each semester of senior year.
- Must complete the Kansas Scholar Curriculum or complete the I.B. Diploma Program.

English Speakers for Other Languages (ESOL) Program

The goal of ESOL services at Haysville USD 261 is to provide support for qualifying students to attain grade-level content standards while increasing their ability to listen, speak, read, and write English.

What is ESOL?

- ESOL stands for English for Speakers of Other Languages. ESOL teaches academic language skills to support students' success in the classroom.
- ESOL curriculum is aligned with the grade-level reading/language arts curriculum.
- ESOL teachers meet regularly with grade-level teams and/or classroom teachers to ensure that ESOL services support and supplement content taught in the classroom.
- The ESOL program provides instruction in reading, writing, listening, and speaking academic English to build Cognitive Academic Language Proficiency (CALP.)

Who is eligible for ESOL?

Federal law requires all parents to complete a home language survey. Anytime there is another language spoken in the student's life, the student will be assessed to determine eligibility for ESOL services. The language assessment will determine the language support needed for each ESOL student. Parents/Guardians are notified, and the student begins ESOL support. Haysville USD 261 wants to see all students succeed in their education with our help.

ESOL services can be provided in the following ways:

- Students may be pulled out during school-wide scheduled intervention times to receive small-group instruction.
- Classroom teachers who are ESOL certified provide modifications in the classroom.

- ESOL paraprofessional support may be provided to students in/out of the classroom.
- During core subjects, the ESOL teacher may work in the classroom to co-teach.
- High school students may enroll in ESL English and Survival Skills classes for course credits.

ACTIVITIES

ACTIVITIES & CLUBS

Art Club	Open to students in art or currently enrolled in art classes. Dues required.
AVID	Open to students enrolled in the AVID Program.
Band	Open to all students enrolled in instrumental music classes.
BPA	Business Professionals of America is open to students enrolled in the Business Internship program.
BSU	Black Student Union - Open to all students
Campus Cruisers	Open to those students interested in fixing, renovating, or just working on cars.
Class Organizations	Open to students as classified by earned credits.
Campus Life/Colts For Christ	Open to all students.
Cookie Decorating Club	Open to all students
Creative Writing	Open to students interested in developing skills in creative writing and publishing
CSI Club	For students who want to learn about Crime Scene Investigation. Fundraisers and education, open to all students.
Debate	Competes and represents the school interscholastic debate tournaments.
Disc Golf Club	Open to students interested in playing Disc Golf.
Dungeon & Dragon	Game club for students interested in D&D
Electric Car Club	Open to students interested in participating in the Electric Car competition.
E-Sports Club	For gamers interested in E-Sports. Open to all students regardless of whether you are in the class or on the team.
Environmental Club	Open to students participating in any science class who have an interest in environmental science or science education.
FCCLA	Family, Career & Community Leaders of America is open to any student currently enrolled in a FACS class or has had at least one semester of FACS either at the junior high or senior high level. Dues required.
Forensics	Competes and represents the school in forensics competitions interscholastically.
French Club	Open to students who have an interest in the French language.
HOSA Club	HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality health care to all people. Open to all students.HOSA is our health care and
IB Club	Open to students enrolled in the International Baccalaureate Program.
Journalism Club	Open to all journalism students.
KAY Empowered	Open to all who are interested in the KAY mission

and community service.

Knitting Club	Warm Hearts Knitters. Open to students who have an interest in knitting.
Link Crew Club	Open to students who are Link Crew members.
Mane Stage Maniacs	Open to students who are part of the Improv team.
Mental Health Matters	Open to all students
National Honor Society (NHS)	Limited to those sophomore, junior and senior students with recommendations from their teachers and at least a 3.5 grade point average or above. Dues required.
Odyssey of the Mind	Open to all students with an interest in creative problem-solving.
Quill & Scroll	An international Honor Society for student journalists who are in the top 1/3 of their sophomore, junior or senior class and actively involved in journalism. Dues required.
Robotics Club	Open to all students interested in Robotics competition.
SADD	Students Against Destructive Decisions is open to any student. Dues required.
Scholar's Bowl	KSHSAA-sponsored activity that competes and represents the school in scholar bowl contests throughout the state.
Screamin' Stampede	Open to students by admin invite. The mission of the group is to support CHS athletics and student section.
Spanish Club	Open to all students interested in Spanish.
Sports Medicine Club	Open to all students who are enrolled in Sports Medicine classes.
STEM	Open to students enrolled in a course within the STEM programs.
String Players Club	Open to all members of Orchestra.
Student Council	The governing body for the students. Members include: President, Vice-President, Secretary, Treasurer, and two representatives from each class; the four class officers from each respective class; a representative from each of the clubs/organizations and "members at large."
Student to Student	Open to all transfer student mentors.
Talk With Your Hands Sign Language Club	Open to all students who are interested in learning sign language
Technology Education Club	Open for students in the Technology Education classes.
Thespian Troupe #573	Open to participants in drama. Membership is by selection after every Campus High School drama production.
Title Wave Book Club	Open to all students.
Tri-M Music Honor Society	All students enrolled in music classes may apply.
Turning Point USA	Open to all students
Vocal Music	Open to students interested in vocal performance. Must enroll in class.

Weight Lifting Club	Open to students interested in weight lifting.
Yearbook	Publish the Yearling. Must enroll in class.
YEK	Youth Entrepreneurs of Kansas is open to students enrolled in the entrepreneurship course.

DANCES

Throughout the school year, students can attend a variety of social events including dances. All guests must be at least high school age and registered in the office prior to the dance. Campus High School students must present a valid I.D. and will assume full responsibility for their guests. Students or their guests will not be readmitted.

As a preventive measure, the Breathalyzer may be used at all school dances. Upon reasonable suspicion and at the administration's request, a student may be asked to take a Breathalyzer test. Students who do not pass the Breathalyzer test will be disciplined per school policy and released to a parent or guardian. Parents may be notified.

INTERSCHOLASTIC ATHLETICS & ACTIVITIES

Baseball	Scholars Bowl
Basketball (Boys)	Soccer (Boys)
Basketball (Girls)	Soccer (Girls)
Bowling	Softball
Cheer/Yell Leader	Swimming
Cross Country	Tennis (Boys)
Dance Team	Tennis (Girls)
Debate	Track
Forensics	Vocal Music
Football	Volleyball
Golf	Wrestling (Boys)
Instr. Music	Wrestling (Girls)

ELIGIBILITY

A student must be passing in five credit hours during the previous semester to be eligible for participation in any activity sanctioned by the Kansas State High School Activities Association. In order to participate in activities sanctioned by the KSHSAA, a student must be in good standing. A student under penalty of suspension or whose character or conduct brings discredit to the school (or to the student) is not in good standing. A student who is declared ineligible may request a hearing through the principal's office to challenge that decision. Campus High School has adopted an extra-curricular activities code of conduct. The coach or sponsor will address the code of conduct with the students participating.

PHYSICAL EXAMINATIONS

Any student planning on participating in competitive athletics must have a physical examination recorded on the Kansas State High School Activities Association physical form. This form must be turned in before they will be allowed to practice.

SPORTSMANSHIP CODE

Introduction: The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist - they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members support the following sportsmanship policy.

Philosophy: Activities are an important aspect of the total educational process in American schools. They provide an arena for participants to grow, to excel, to understand, and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and increase student/community involvement. This ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school and model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

ALL ACTIONS ARE TO BE FOR, NOT AGAINST. POSITIVE, NOT NEGATIVE, OR DISRESPECTFUL!

Section 1 - General Regulations (apply to 7-12)

Article 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all (participants, coaches, officials, staff, and fans)
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school
- f. Permit only positive sportsmanship behavior to reflect on your school or its activities.
- g. Specific seating for students may be assigned by the administration at any home or away event. Failure to comply with seating assignment could result in a Class D Failure to Comply violation and/or suspension from the event or future events.

ATTENDANCE POLICIES

ATTENDANCE POLICY

Campus High School is committed to the philosophy that students should be in attendance every day. 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. 72-3121 states that a child is required by law to attend school (see statute below).

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.*

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.

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

Parents/Guardians will be notified via phone and text message on the evening of their student's absence.

Excused/Unexcused Absences

The definition of “excused absence” includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School: A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence: Parents may excuse students 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) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

***K.S.A. 72-3121 (d) (1):** Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.*

USD 261 Excessive Absence/Truancy Procedure	
Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.

3 consecutive (in a row) unexcused absences	Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF.
5 unexcused absences per semester	Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF.
7 unexcused absences per year	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF.
10 excused or unexcused absences	A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences.

Vacations: All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as 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.

Healthcare Provider Appointments: To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

School-Sponsored Activities: All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class: An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

COMPUTER & INTERNET USE

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but is not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading, or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Email, instant messaging, and internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyberbullying and appropriate interaction with other individuals on social networking websites and chat rooms. It shall be the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with the CIPA laws.

1:1 CHROMEBOOK POLICY

The focus of the USD 261 one-to-one (1:1) Chromebook initiative is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be readily available and seamlessly integrated throughout the educational program. Increasing student access to technology is essential, and one of the current learning tools available is the Chromebook.

Student learning results from continuous interaction with educators, students, parents/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrate technology into the curriculum anytime, anyplace. Individual use of Chromebooks supports student empowerment to engage in their personalized learning before, during, and after school, maximizing their potential to become lifelong learners and productive, responsible citizens. It is the expectation that the Board of Education, district staff, and community members together will continue to play a key role in making highly effective educational experiences available to all students. To further this goal, USD 261 will issue a Chromebook for instructional use during the school year to all high school students. This is an exciting opportunity for our students to have access to digital learning resources both during the school day and outside of the school day.

The policies, procedures, and information contained in this document apply to Chromebooks and all other technology devices used by students within Haysville Public Schools. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices, email/Google accounts, are the property of the Haysville Public School District and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive, Gmail account, or any other district accounts. Supplied devices are educational tools and not intended for personal use. Parents/guardians and students MUST read and sign the District's Acceptable Use Policy and Chromebook Policy Agreement each year before a Chromebook will be issued. USD 261 reserves the right to revoke or modify this handbook and/or its policies and procedures at any time.

About the Chromebook

Chromebooks are laptop digital devices that run Chrome OS by Google as its operating system. They are designed to be used while connected to the internet. All Chromebooks are supplied with the latest Google Chrome Operating System (OS) and many other applications useful in an educational environment. Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This

suite includes Google Docs (word processing), Sheets (spreadsheet), Slides (presentations), Drawings, Sites, Forms, and Classroom. There is no checkout fee for the Chromebook. The only cost a student and their family may be liable for is covered in the 'Damages, Repairs and Warranties' section below.

Distribution and Collection of Chromebooks

- Chromebooks will be distributed within the first two weeks of each school year. Each student will also receive an AC charger and a protective case to use with their Chromebook. Before a Chromebook is issued to the student, parents/guardians and students must have a completed Chromebook Policy Agreement on file in the school office.
- If a student withdraws from the District, the student must turn in the Chromebook and accessories on the last day of attendance.
- If, upon inspection of the device, there is evidence of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs. Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property, and law enforcement agencies will be notified.

Responsible Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the library for repair. A loaner Chromebook will be checked out to the student while the Chromebook is being repaired. Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance. Self-repairs are not allowed.

When a Student Forgets to Bring Their Chromebook

Students who have been issued a Chromebook but fail to bring their Chromebook to school, those that choose not to check out a Chromebook for home use, and those with Chromebook issues (as well as other issues as deemed necessary by administration) will be issued a 'day loaner' Chromebook for the day. Students must report to the school library to check out a loaner Chromebook. Students are held to the same policies with the day loaner as they are with their device that was issued to them for the entire year. Because the Chromebook backs up to the cloud, all the student's work will be immediately accessible on the day loaner Chromebook. Day loaner Chromebooks must be turned in by 2:15, the same day they were signed out. Failure to return the device may result in the student being held liable for replacement or repair cost.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality regarding any usage of a Chromebook issued by the district, regardless of whether the usage happens for school-related purposes or not. During school hours, without prior notice of consent, the district may access, supervise, view, monitor, and record student use of Chromebooks at any time for any reason related to the operation of the district. Chromebook browsing history is always logged. From time to time, the district may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use. School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours. All images, documents, files, and apps downloaded onto the Chromebook become the property of USD 261 as allowable by law. The built-in webcam will not be used to monitor students.

Chromebook Care: Protecting and Storing Your Chromebook

General Care and Precautions

- Chromebook batteries must be fully charged before the start of each school day.
- Do not remove the identification tag or barcode from the Chromebook.
- Leave the provided case attached to the Chromebook at all times!
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a

tripping hazard.

- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the main office.

Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, earbuds).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment, do not grasp the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

Carrying Chromebooks

- Leave your case attached to the Chromebook.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Do not transport the Chromebook with the power cord inserted.

Storing Your Chromebook

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should always be stored safely, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile, or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

USD 261 Labels

- All Chromebooks will be identified as USD 261 property.
- District labels may not be covered, modified, or otherwise tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with labels.

Damages, Repairs, and Warranties

All Chromebook problems must be reported to the media center staff. The district will repair or replace damaged equipment resulting from normal use. Students will be asked to complete a work order.

Repairs for damage

Students are responsible for any actions that void the warranty (i.e., take the Chromebook apart, remove its parts, self-repair, etc.). Students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

Repair costs for damage and loss

- The district will charge for the entire repair or replacement cost of the Chromebook and/or power adapters or protective cases if damage or loss occurs due to the student's, parent's/guardian's, or other third party's intentional acts or as the result of their negligence in handling the device. See current fee schedule.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person as outlined in the Acceptable Use Policy.
- In case of theft, vandalism, or other criminal acts, whether at school or off-campus, a police report MUST be filed with the local police department and a copy submitted to the district technology director at 1745 West Grand Ave., Haysville, Kansas 67060.
- Replacement of a Chromebook at no cost to the student is at the discretion of the school administration.

USING YOUR CHROMEBOOK

Managing and Saving Your Digital Work

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an internet connection and most mobile internet devices.
- Files that are stored on the Chromebook's local hard drive are not backed up to the G-Suite.
- Students should remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work.
- Students are expected to save/back up their classroom work to their Google Drive. Students should save ALL assigned classroom work to their Google Drive.
- Students will not have access to printing systems at school from their Chromebooks. All classroom work will be accepted electronically, as stated above.

Privacy of Content Backed Up to Cloud Storage

Content students' backup to cloud-based storage cannot be guaranteed the same privacy as paper assignments that students turn in to teachers. Such content is subject to the policies of Google and/or Microsoft, which may not meet guidelines of Protection of Pupil Rights Amendment (PPRA), Family Educational Rights and Privacy Act (FERPA), and Children's Online Privacy Protection Act (COPPA). By signing the Chromebook use agreement, parents waive their rights to the above guidelines for material that is backed up to the cloud.

Rights and Responsibilities

The use of district technology is a privilege and not a right. Actions performed on any district-owned computers, network, or electronic communication devices may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, 1:1 Deployment Handbook, district administrative procedures, and Board policies.

Student Rights/Responsibilities

- The student will treat the Chromebook with care.
- The student will always maintain possession of the Chromebook.
- The student will only use pre-approved applications and resources.
- The student will not install peer-to-peer file-sharing programs.
- The student will not remove programs or files from the Chromebook.
- The student will follow all board policies and administrative procedures when using the Chromebook both at and away from school.
- The student will use discretion when giving personal information when using the Internet. (College applications, FAFSA, creating teacher-approved academic content)
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will recharge the Chromebook each night.

- The student will bring the Chromebook to school every day.
- The student understands that all Chromebook use with the given login credentials will be monitored.
- The student will submit to a Chromebook audit when requested.

Parent Rights/Responsibilities

- The parent/guardian will support the Chromebook policy at home.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will not load or delete any software from the Chromebook.
- The parent/guardian understands that all Chromebook use with the given login credentials will be monitored.
- The parent/guardian has the right to contact the school at any time should questions arise.

Digital Citizenship

Students will complete digital citizenship education as a part of the 1:1 Chromebook curriculum.

Student Conduct

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Acceptable Use

- The District's technology resources will be used for learning, teaching, and administrative purposes consistent with the District's mission and goals. Areas associated with acceptable use include:
- **Student-Generated Work:** All student work created on district equipment or posted to online courses is the property of the school district.
- **Network Access:** A student's assigned network access, and use of district-provided e-mail is to be used only for identified educational purposes, both at home and at school.
- **Cyberbullying/Social Networking:** The District, as part of its age-appropriate internet safety curriculum, educates staff and students about appropriate online behavior, including rules of interaction with other individuals on social networking websites, cyberbullying awareness, and response.
- **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each school's media center and in Board of Education policy.
- **User Security Responsibilities:** Usernames and passwords should be protected from unauthorized use at all times and should not be posted where others can view them.

- **Equipment Use:** Students will not store files on hard drives or network drives unless directed to do so by a teacher or district staff person. Student-owned devices will not be used to download files or material for personal use.

Inappropriate Use Examples

- Adding or deleting software or changing standardized district settings, including but not limited to changing or modifying computer background images.
- Attempting to repair hardware.
- Inappropriate web browsing or games
- Leaving equipment unattended or exposed to extreme heat or cold.
- Using the system for any illegal purpose.
- Using the network for financial gain or political activity.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account information without their permission.
- Pretending to be someone else when sending or receiving messages.
- Posting personal information about yourself or others (such as address and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder or plagiarizing content accessible through the Internet or electronic media.
- Intentionally introducing a virus to the system.
- Cyberbullying - posting messages or accessing materials that are abusive, obscene, sexually-oriented, harassing, threatening, damaging to another's reputation, or illegal.
- Responding to suggestive, obscene, or threatening messages. Show such messages to an adult/teacher immediately.
- Gaining unauthorized access to restricted information or resources.
- Theft or abuse of school files (computer and electronic equipment).
- Unauthorized entry into a file to use, read or change the contents or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member, or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the school computing system.

Consequences for Inappropriate Use May Include

- Suspension of access to the system.
- Revocation of the computer system account or other disciplinary or legal action in accordance with Board of Education policies and applicable laws.
- Assessment of the cost of damages to hardware/software.
- Disciplinary action as assigned by school administration.
- Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including expulsion from school.

COUNSELING SERVICES

COUNSELING PROGRAM

The counseling program at Campus High School provides services to the high school student through counseling, information distribution, assessment, and teaming.

Counseling is provided to individuals and small groups. Information is provided for

educational and career planning, as well as personal and social adjustment. Assessment focuses on student appraisal through both tests and non-testing devices and assists students and their parents to understand strengths and weaknesses and in making decisions based on these understandings. Teaming consists of consultation, collaboration, and coordination activities to provide students a sense of consistency within the school and among the school, home, and community. The counseling staff consists of five counselors, a secretary, and a registrar. Each counselor has a designated population but will assist in working with any student at any time. The registrar coordinates all student records, whether incoming or outgoing. The counseling staff is very interactive with the student body, faculty, support staff, and parents. If at any time counseling is requested outside of the school setting, they can provide referrals and assist in the process of obtaining those services.

COLLEGE/VOCATIONAL SCHOOL VISITS

It is very important for students to begin researching their post-high school educational plans early. Campus High School allows for students to take up to 2 College/Vocational visits during the spring of their Junior year and up to 3 College/Vocational visits during their Senior year. To qualify as a College/Vocational visit, Junior students must bring a parent note to the Counseling Office at least one day in advance. The student will need to pick up an absence request form from the counseling office prior to the college visit. Teacher signatures will be required on the absence request form and turned in to the attendance clerk prior to the absences. Teacher signatures indicate whether or not the student can afford to be absent.

CURRICULUM GUIDE

The Campus High School curriculum guide gives a brief explanation of all course offerings. It is available on the website at: <http://www.usd261.com/campus/curriculum/>

SCHEDULE CHANGES

Schedule changes are only allowed for the following reasons: 1) failed the prerequisite course, 2) have already passed the course, or 3) did not choose the course on spring enrollment. Students who drop a course after the first two weeks of the course will have a withdrawal grade placed on the transcript.

GENERAL EXPECTATIONS

BULLYING (SEE BOE POLICY JDDC FOR FURTHER INFORMATION)

The Board of Education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. 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.

BUS TRANSPORTATION

For all students who qualify, bus transportation will be provided to and from school. The bus service is a privilege extended to each student as long as established rules of behavior are followed.

Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information. (BOE Policy; JGGA)

BEHAVIOR RULES AND REGULATIONS: The bus driver is responsible for the behavior of the students on the bus. Students must obey his or her requests at all times in the interest of their own personal safety. The following established rules and regulations apply to all bus riders:

BUS STOP:

1. Be on time. Schedules do not allow for waiting. Under normal conditions, the bus will not deviate more than five minutes from its regular time.
2. Walk to bus stops facing traffic where there are no sidewalks.
3. Wait off the roadway in a quiet, orderly manner. Respect other people's property.
4. Remain off the road and do not attempt to board the bus until it comes to a complete stop.

BOARDING THE BUS:

Wait for the driver's signal before crossing a street. Stay at least ten (10) feet in front of the bus. Board in a quiet, orderly manner; go to your seat as quickly as possible without running or pushing.

RIDING ON THE BUS:

1. Classroom conduct is expected on the bus.
2. Remain seated while the bus is in motion.
3. Do not extend arms from windows or throw any objects out of the bus windows.
4. Obtain permission from the bus driver before changing seats and then only when the bus has stopped.
5. Loud talking, yelling, or distracting noises will not be tolerated.
6. Do not deface or damage the bus. Do not leave trash or garbage on the bus.
7. Animals or insects, dead or alive, are not permitted on the bus.
8. Place all musical instruments and other parcels under your seat.
9. Fighting, scuffling, or annoying other riders in any way will not be tolerated.

UNLOADING:

1. Leave the bus quickly and quietly without crowding, shoving, or pushing.
2. Remain seated until the bus comes to a complete stop.
3. If crossing the street, do so at least ten (10) feet in front of the bus. Wait until the driver signals before crossing the walk, looking both ways before entering traffic lanes.
4. Get off only at your regular stop unless permission has been given to exit at another.

DISCIPLINARY ACTION:

In the interest of safety, violators of the established rules and regulations will be subject to disciplinary action as outlined in the following procedure: (Board of Education Policy-JGG-R)

1. Conference held between the building administrator and the student. A letter will be sent to the home, which includes a copy of the bus discipline report.
2. Conference held between the building administrator and the student. A letter will be sent to the home, which includes a copy of the bus discipline report. The transportation supervisor will contact the parent/custodian of the student. The parent/custodian and student will be warned that any further problem will result in a 3-5 Day suspension from the bus.
3. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student is being removed

from the bus for 3-5 days. A letter will be sent to the home, which includes a copy of the bus discipline report.

4. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student is being removed from the bus for the remainder of the semester/year. A letter will be sent to the home, which includes a copy of the bus discipline report.

*** Student actions on the bus may result in disciplinary action at the building level, including the assigning of detention, suspension, and disciplinary points.**

One or more of these steps may be omitted in dealing with severe discipline problems. At any time during the process, when there is a question about the incident, the administrator will refer the parent to the transportation supervisor so that he/she can meet with the parent. The transportation supervisor (554-2213) may choose to establish a parent/transportation supervisor/bus driver meeting.

CHILD ABUSE (SEE BOE POLICY GAAD FOR FURTHER INFORMATION)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address, and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families

Mobile Crisis Helpline, 1-833441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Annual Training

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

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 Assistant Superintendent for Human Services, 1745 W. Grand, Haysville, Kansas 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 regarding discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Such 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 such 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 such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, 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 such discrimination or 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 principal 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 principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If such discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

- 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 school 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 a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
 - o If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - o If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and 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.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- 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.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at Assistant Superintendent for Human Services, 1745 W. Grand, Haysville, Kansas 67060, 316-554-2200.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA. **Complaints About Policy** The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF

CONDUCT CODE

In general, good common sense coupled with cooperation will help dictate appropriate behavior necessary to have a satisfactory experience at Campus High School. The students are expected to conduct themselves in a manner that will not interfere with the rights of others. Each student is responsible for his/her own behavior and should contact staff to discuss any unexpected behavior.

Students are expected to arrive in class on time prepared to engage in active learning with the appropriate homework assignments and materials. Students are expected to remain in class until the end of the hour. Students are expected to present ID badge upon request, follow directions given by any staff member, and cooperate. Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers, as well as respect for school property and equipment.

Students are asked to demonstrate PRIDE. PRIDE is an acronym for preparation, respect, integrity, discipline, and excellence. Behavior that exhibits PRIDE is described below.

Colt Reward Points – PBIS Incentive

To encourage positive behavior and attendance, students can earn Colt Reward Points each semester through the PBIS incentive program.

Earning Points:

- Up to two points per semester can be earned:
- One point for having fewer than five tardies.
- One point for having no Major Log Entries (disciplinary write-ups).

Using Points:

- Students may request to apply up to three Colt Reward Points per class.
- Each point equals a 1% increase to the final grade.
- Points cannot be used to raise a failing grade.
- Points can only improve a grade from one letter to another (e.g., B to A).
- Teacher discretion applies—teachers may approve or deny the request.
- Colt Reward Point requests occur at the beginning of each semester.

This incentive promotes responsibility and academic success while rewarding students for positive behavior.

PRIDE: SCHOOL-WIDE BEHAVIOR EXPECTATIONS

PRIDE	Hallways	Restrooms	Cafeteria	Classrooms
Preparation	Have hall pass and ID available. Sign out and in, using E-hall Pass.	Ask at an appropriate time. Sign out and in Have Hall Pass & ID	Check before school to make sure you have your ID Put money on ID before school. Have and use <i>your</i> ID	Be on time with your required materials. BE FAT (Focused, Attentive & Teachable)
Respect	Be considerate of oncoming traffic Take care of your school Maintain personal space boundaries (no PDA) Be quiet while class is in session	Take care of the facilities Pick up trash No vandalism Be courteous	Show courtesy to staff and peers Clean up after yourself Use appropriate language Food & beverages stay in cafeteria area	Be attentive and responsive the entire period Respect the learning environment Respect self and others Return borrowed materials on time
Integrity	Be where you should be Have Pride in your school Interact positively with others	Report problems to a staff member Clean your own messes	Demonstrate honesty (use your own ID, don't steal, etc.) Keep your place in line	Accept responsibility for your actions Demonstrate honesty academically and socially
Discipline	Be polite (no profanity) Use appropriate volume and language Show self-control	Be Timely Restrooms are not a social area (no cell phones) Report Vandalism	Maintain self-control Be where you should be	Follow school and classroom policies Use self-control Hold self and others accountable
Excellence	Keep it clean Keep to the right Keep moving	Practice Personal Hygiene Rush, Flush, Wash, Trash Leave it cleaner than you found it	Be polite and use good manners Include others	Do your best Be actively engaged Take the initiative to get make-up work Write homework in planner

DISCRIMINATION (BOE POLICY GAAB)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory

conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The Assistant Superintendent for Human Services, 1745 W. Grand, Haysville, Kansas 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 except discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at Assistant Superintendent for Human Services, 1745 W. Grand, Haysville, Kansas 67060, 316-554-2200. More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for such complaints by contacting the district compliance coordinator.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Unless otherwise provided herein, complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

DRESS CODE REQUIREMENTS:

1. Clothes must be worn in a way such that buttocks, groin, breasts, and all other private areas are fully covered with opaque fabric.

2. Students may wear:

- Hats and beanies that still allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Hoodie sweatshirts are allowed as long as the student's face is visible and visible waistbands on undergarments or visible straps on undergarments worn under other clothing.

3. Students cannot wear:

- Violent language or images.
- Images or language depicting drugs, alcohol, tobacco, hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.
- Bra tops as shirts (bandeau, bralette, sports bra, etc.), or shirts that are tucked into bras or are cropped short enough to resemble a bra or an undergarment.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a documented religious observance or medical facemask for germ prevention).
- Clothing or accessories that will interfere with the operation of the school, disrupt the educational process in the classroom, invade the rights of others, create a reasonably foreseeable risk of such interference or invasion of rights,

impose safety concerns or create a distraction, or be considered disruptive or distracting to staff and students.

Student Options:

1. Students may put on their own alternative clothing to cover violating items, if already available at school.
2. Students may wear temporary school clothing to cover violating items.
3. Parents/Guardians may be called during the school day to bring alternative clothing for student to cover violating items.
4. In the case of refusal of options 1, 2, or 3 above, students would be subject to disciplinary action including possible suspension. Repeated offenses may also result in disciplinary action including suspension.

EQUAL EMPLOYMENT OPPORTUNITY & NONDISCRIMINATION (BOE POLICY GAAA)

The board shall hire all employees on the basis of ability and the district's needs. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Discrimination on any of these characteristics will not be tolerated.

The district will make reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

GUEST STUDENT & SENIOR PASS

Students enrolled in guest student, or senior pass and those involved in on-the-job (OJT) training shall not be present on campus during those classes without permission of the counselor or OJT supervisor.

I.D. POLICY

Students are responsible for presenting their school I.D. upon request. The I.D. cards are needed for identification, signing in/out of school, checking out materials in the library, for lunch tickets, and for admission to activities. Should a card be lost or destroyed, see the cashier for a replacement card. Upon withdrawal from Campus, the I.D. card must be surrendered.

PARKING REGULATIONS

Driving and parking on school property is a privilege and may be revoked at any time if abused. Bus transportation is available to all students who qualify through district policy.

1. All vehicles must be registered in the office for \$5.00 and must display a parking permit designated by security.
2. Students who have not earned at least three credits may not purchase a permit, and therefore may not park or operate a vehicle on campus. Students must have at the minimum a valid "Farm Permit" License or a "Restricted" License to obtain a permit.
3. Each vehicle must be registered with the school and be properly insured and tagged at the beginning of each school year or when the permit is acquired.
4. In the event of an emergency, a student may check out from the office a "temporary" parking permit. This permit will be for one day only and must be returned to the office at the end of the day. A temporary parking permit will be available in the office for a \$5.00 refundable deposit.
5. Any accident, no matter how minor, must be reported to the office or the security officer.
6. Vandalism or theft must be reported to the office of the security officer.
7. As posted 10 M.P.H. speed limit.

8. Parking lots will be assigned as follows.
East Lot: Lot: For staff and students only.
South Lot: Reserved for staff and visitor parking only.
West: For staff.
Reserved Parking: Stalls that have been paid for and painted are reserved.
9. Students in violation of parking regulations may be ticketed by the security officer (\$5 per violation of regulations), referred to administration for conference, revocation of parking privileges, or disciplinary action.
10. All vehicles on campus are subject to local and state statutes and may be cited by the Haysville Police Department.

RACIAL HARASSMENT (BOE POLICY GAACA)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

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

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

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

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

A summary of this policy shall be posted in each district facility and shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

SEARCHES (SEE BOE POLICY JCAB & JCABB FOR FURTHER INFORMATION)

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative."

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted

to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

WEAPONS (SEE BOARD POLICY JCDBB, EBC, JDC, JDD, JHCAA and KGD)

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event.

This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

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

any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

the frame or receiver of any weapon described in the preceding example;

any firearm muffler or firearm silencer;

Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;

any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles, or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the "Weapons and

Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

BOE Approved: July 7, 2003 BOE

Approved KASB Recommendation: June 20, 2016

BOE Approved KASB Recommendation: May 22, 2023

SEXUAL HARASSMENT (BOE POLICY JGEC)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The Assistant Superintendent for Human Services, 1745 W. Grand, Haysville, Kansas 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

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

THEFT

Most theft is a result of opportunity. Students/staff should be careful to keep belongings in a safe place. Students are not to bring to school large amounts of money or any personal belongings not essential to learning. It is not the responsibility of the school to recover or search for the stolen belongings.

USE OF TOBACCO PRODUCTS

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles.

VISITOR POLICY

Any student wanting to have a visitor must get prior approval from a principal. All visitors are required to be checked in via the Raptor system.

GENERAL INFORMATION

CRIMESTOPPERS

Campus Crime Stoppers wants to provide students a means of reporting crimes they see happen at school or school events or information about someone with weapons or drugs on school property without fear of retribution.

- USD261 Speak Up, See Something Say Something Policy or call 316-267-2111

THERE ARE THREE WAYS TO SUBMIT AN ANONYMOUS TIP:

CLICK HERE to be taken to the secure tip reporting website.

On your smartphone or smart device, download the free P3 Tips

app from the App Store or Google Play and follow the onscreen

prompts to submit your tip.

Call (316)267-2111

EXCUSES FROM PHYSICAL EDUCATION

Physical Education instructors will require a doctor's permit for students to be temporarily excused from participation. In emergency cases, a note from home signed by an administrator will be accepted (maximum of 3 consecutive days) until a doctor's permit may be obtained, as described in Board policy. A doctor's permit may be required with excessive use of emergency procedures. All medical notes will be filed in the general office.

FIRST AID AND HEALTH ROOM

Only those school employees qualified by district approved training and then, only in case of emergency, may administer First Aid to students. First Aid will be limited to the applying of simple bandages or infection preventives, except that justifiable emergency aid to prevent further injury, disability, or death, such as stopping excessive bleeding will be permitted. (See BOE Policy JGFGF for further information)

ADMINISTRATION OF MEDICATION

The administration of oral medicines shall be in strict compliance with the rules and regulations of the Board.

In case of illness during the school day, the student shall report to the health room. Our philosophy is that if a student feels too ill to remain in class, the parent or guardian will be expected to pick up the student from school as soon as possible. The health office will notify parents or an adult responsible for the student's welfare during the day of our observations of the student's illness or accident.

- A. If the student is to go home because of illness or accident, the parents must make arrangements for transportation.
- B. Parents of students who become seriously ill or are seriously injured away from school shall notify the school health office as soon as possible.
- C. Please notify the school health office if a student is absent from school because of contagious diseases. No person having an infectious or contagious disease shall be admitted to any public, parochial, or private school or to any other public place.
- D. School personnel are not authorized to give medicines, treatments, or to make diagnoses. Health personnel require the following conditions to be met prior to dispensing medication, either prescribed or over-the-counter:
 1. All medication must be in the original medication container with the student's name on the container.
 2. A completed Parent Permission form must be on file in the Health Room prior to medication administration.
 3. Over-the-counter medication will be given per package instructions. Any dosing that is different than the package instructions will require a physician order.
 4. Prescription medication administration requires a note medication form or prescription from the doctor or dentist stating medication dosage, time to be given, etc.
 5. Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication, a separate form and physician order will be required.

6. Aspirin and oral homeopathic medications will continue to require a physician order (recent change to school medication guidelines indicate homeopathic medications require a physician order, regardless of route).

7. Short-term prescription medications, such as eye drops and oral antibiotics, may be given without a physician's order provided the medication label contains all necessary student identifiers and dosing directions.

E. Students carrying medication without proper written permission may be subject to disciplinary action, which may include expulsion. For a student to self-carry medication the following conditions must be met:

1. The physician must provide an order advising the student has demonstrated the ability to self-administer and carry medication;
2. Students must complete a medication review form with the school nurse demonstrating they understand the purpose of the medication, the dose of the medication, and when to administer the medication;
3. The parent must provide written permission for the student to self-carry the medication; and
4. Medications that may be self-carried include emergency medications such as inhalers and EpiPens, and medication to manage diabetes.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members, as approved by the Principal/designee, may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

PARENT-TEACHER CONFERENCES

Conferences are held one time each semester. During Fall and Spring conferences, Advisory teachers will schedule conferences with the parent and student to monitor the student's individual plan of study, long-term college and career goals, and to enroll in courses for the next school year.

TELEPHONE USE

If an urgent situation arises, students will be allowed to use the office telephones during the school day, and office personnel will be on hand to assist. Students are allowed restricted access to the office phone during school hours, but the use of the office phone during class time is discouraged. Parents are always able to make contact with their students through the office personnel and should communicate with the office regarding urgent situations. Students must **NEVER** use their cell phones during crisis/emergency situations because of two dangers: the spread of panic in our community and the possible triggering of electrically detonated explosive devices. x

TRAINED DOGS TO SEARCH

Upon reasonable suspicion and at the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify property that may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students or district employees. If a student is involved, a parent will be contacted and asked to come to the school if suspected materials are found. Law enforcement agencies will be notified.

WEATHER

If bad weather forces the closing of school, an announcement will be made around 6:30 a.m. on the radio and TV stations listed below and/or the school website (www.usd261.com). The ultimate decision as to whether a student will attend school, if school is open, rests with the parents. The block scheduling will resume after a school closing according to the previously published calendar (if school closes on an odd day, the next day of school will be an even day).

Radio Stations: KFDI-AM 1070, KFDI-FM 101.3, KTHR-FM 107.3, KZCH-FM 96.3, B98-FM 98

Television Stations: KAKE-TV 10, KWCH-TV 12

SAFETY AND SECURITY DRILLS

In order to prepare for dangerous weather conditions, the school conducts the number of emergency prepared drills as required by the state fire marshal.

STUDENT DISCIPLINE POLICIES

DISCIPLINARY PROCEDURES

It is the philosophy of the Administration and the Board of Education of District 261 that students should conduct themselves in such a way so as to be a credit to the school and community. In order for the students to be aware of what is considered acceptable conduct, this Student Conduct Code has been established in conjunction with the following quoted legislation:

72-6114. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

The following disciplinary procedures are available when school policies have been violated but are not necessarily used entirely in the following sequence. Note that selected violations of the student conduct code mean the student is choosing to have preset consequences enforced. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other preset consequences could be added as necessary, and a policy of progressive consequences will be enforced for those with multiple violations. All violations are subject to suspensions of one to five days, depending on their severity. These procedures are based on a belief that students can and must control their behavior while allowing for some possible mistakes in the learning process.

DETENTION: Teacher-assigned detentions are to be served with the teacher. Failure to serve a detention will result in 5 discipline points and could result in a day of ISS.

OUT OF CLASS SUSPENSIONS: The student will be assigned for controlled study in the ISS room only during the class period in which the behavior violation occurred.

IN-SCHOOL SUSPENSION: The student will be assigned for controlled study in the In-school Suspension Room (ISSR) for up to five days or pending a parent conference. Should the use of ISS prove an ineffective consequence, administrators may deem it necessary to use out-of-school suspension.

SHORT-TERM SUSPENSION FROM SCHOOL: This suspension will be a one to ten-day suspension from school to afford the student, parents, and school the time needed to give careful study to the behavior problem.

EXTENDED SUSPENSION OR EXPULSION FROM SCHOOL: This suspension will be for up to 10 school days or pending expulsion hearing, with a formal hearing scheduled not later than the last day of the suspension, to determine whether the suspension will be extended or an expulsion from school will be made.

DISCIPLINE POINT SYSTEM

CLASS A	45 points
CLASS B	25 points
CLASS C	10 points
CLASS D	5 points
CLASS E	0-5 points

Offenses will be classified and discipline administered according to the nature of the offense. Accumulated points will be used in consideration of expulsions. The school may request an expulsion hearing when a student's points accumulate to 45. Authorities may be contacted when action violates local, state, or federal law.

DESCRIPTION OF VIOLATIONS:

Class A: Extended Suspension or Expulsion

- Suspension for up to 10 days, manifestation meeting, or suspension pending a hearing.

Examples of Class A offenses:

- Actions causing injury requiring medical treatment.
 - Aggressive physical contact with staff or faculty.
 - Aggravated battery or assault with a weapon.
 - Battery (physical contact with another person, done intentionally and without their consent. It usually involves hitting, pushing, or touching in a harmful or offensive way).
 - Extortion (obtaining services, property, or money by threat).
 - Fire code violations (e.g., false alarms, setting fires, possession of explosives).
 - Grand larceny (theft over \$250, restitution required).
 - Possession of weapons.
 - Rape or attempted rape.
 - Possessing or distributing illegal substances (excludes prescribed drugs properly registered with the school).
 - Terroristic threats.
 - Vandalism causing damage over \$250 (restitution required).
-

Class B: Short-term Suspension

- Suspension from 1 to 10 days to allow time for resolution of behavioral issues. A parent meeting may be required before the student can return.

Examples of Class B offenses:

- Bullying or harassment (intentional acts causing harm or fear).
 - Fighting.
 - Assault (attempt or threat to cause physical harm to another person, making them reasonably fear that they're about to be hurt. Physical contact is not required).
 - Harassment (general, racial, or sexual).
 - Petty larceny (theft under \$250, restitution required) or vandalism.
 - Disrespect (inappropriate language, gestures, or symbols).
 - Alcohol use/possession.
 - Use of illegal substances or impairment
-

Class C: In-school Suspension or Short-term Suspension

- Offenses that lead to in-school suspension or short-term suspension.

Examples of Class C offenses:

- Academic dishonesty (plagiarism, cheating).
- Defiance or disrespect of staff,

- School disruption (disrupting the learning environment.
 - Gambling.
 - Verbal confrontation or conflicts that disrupt school activities.
 - Unauthorized recording of staff/students without consent (confiscation of devices, possible expulsion for serious infractions).
-

Class D: Detention or Partial Day In-school Suspension

- Minor infractions that lead to detention or a partial day of in-school suspension.

Examples of Class D offenses:

- Failure to comply with reasonable staff requests.
 - Missing assigned detentions.
 - Inappropriate use of computers or the internet.
 - Profanity or inappropriate communication (verbal/nonverbal).
 - Truancy.
 - Minor theft or vandalism (less than \$25, restitution required).
-

Class E: Warning or Detention

- Lesser infractions usually result in warnings or detention.

Examples of Class E offenses:

- Excessive tardiness (5 or more tardies).
- Food/drink violations in restricted areas.
- Inappropriate displays of affection.
- Dress code violations (e.g., revealing clothing, promoting drugs/alcohol).
- Rowdy behavior (e.g., running in hallways, horseplay).

Cell Phone and Earbud Policy

USD 261 is committed to providing a focused learning environment where students can engage in learning without unnecessary distractions. In accordance with Board of Education Policy JCDC and Kansas law, students are prohibited from using or accessing personal electronic communication devices during the school day while on school property unless an approved exception applies.

Personal electronic communication devices include, but are not limited to, cell phones, smart watches, wireless headphones/earbuds, tablets, and other devices capable of voice, text, video communication, internet access, or other electronic communication that are not issued by the school district.

Students are encouraged to leave personal electronic communication devices at home or secured in their vehicle (if a vehicle is applicable to the student). Students who choose to bring a device to school must ensure the device is powered off and securely stored away from their person in an inaccessible location during the school day. Cell phone lockers will be available for secondary students who need a secure location to store their devices during the school day. For elementary students, devices will be placed in a secure location in their home room.

Students may not wear or use wireless headphones, earbuds, or similar devices during the school day unless they are approved for instructional purposes by a teacher or are required through an Individualized Education Program (IEP), Section 504 plan, or documented medical necessity.

Students who are found with a personal electronic communication device that is not properly stored or who are accessing a device during the school day will be directed to report to the office and surrender the device for the remainder of the school day. Students will receive disciplinary action according to student handbooks for failure to comply with the personal electronic communication device policy.

Students who refuse to surrender a device or continue to violate this policy may receive additional disciplinary consequences, including parent/guardian notification and further disciplinary action in accordance with the student code of conduct.

Students who have an approved exception through an Individualized Education Program (IEP), Section 504 plan, or documented medical necessity must follow the procedures established by the school for use of their device.

USD 261 is not responsible for lost, stolen, or damaged personal electronic communication devices brought to school.

Weather-Related Offenses: The student will refrain from throwing snowballs/ice, throwing other individuals into the snow/ice, shoving other individuals into water puddles/mud, or splashing others. Jumping in intentionally, followed by a request to go home, is in violation.

Tobacco/Electronic Cigarettes: Students found in possession of or using tobacco products including electronic cigarettes and paraphernalia will have the following consequences:

NOTE: All tobacco products and electronic cigarettes will be turned over to the Haysville Police Department.

DISCIPLINE SUMMARY CHART

Class	Offense	Disciplinary Action	Points
A	- Action Causing Medical Treatment - Aggravated Battery and Assault with Weapon - Aggressive Physical Contact Toward Staff - Battery - Extortion of Services, Property, or Money - Fire Code Violations - Larceny or Vandalism (>\$250) - Possession of a Weapon - Rape or Attempted Rape - Possession or Distribution of Illegal Substance - Terroristic Threats - Cyberbullying or Misuse of Social Media	Extended Suspension (5-10 days), Expulsion from School, Manifestation Hearing (if applicable)	45
B	- Bullying/Harassment - Alcohol Violations - Tobacco Violations* - Petty Larceny or Vandalism (<\$250) - Fighting - Assault - Sexual Activity - Show of Disrespect by Word or Deed - Unauthorized Recording of Staff or Students - Use of Illegal Substances or impairment	Short-Term Suspension (1-10 days), Parent Conference prior to return, Restitution for property damage (if applicable), Peer Mediation or Counseling (for bullying or vape)	25
C	- Academic Dishonesty - Defiance or Disrespect of Faculty/Staff - Disruption of School or School Facilities - Gambling - Verbal Confrontation - Inappropriate Use of Electronic Devices - Inappropriate Social Media Use	In-School Suspension, Short-Term Suspension	10
D	- Failure to Comply with a Reasonable Request - Failure to Serve Detentions - Inappropriate Communications (verbal/non-verbal) - Inappropriate Use of Computer/Internet - Theft or Vandalism (<\$25) - Truancy	Detention, In-School Suspension, Short-Term Suspension	5
E	- Excessive Tardies - Food/Drink Violations - Inappropriate Display of Affection - Inappropriate Dress - Rowdy Behavior	1-Hour Detention, In-School Suspension, Admin Conference	0-5

*****Authorities may be contacted when action violates local, state, or federal law*****

ALMA MATER – “ONWARD CAMPUS”

On-ward with Cam-pus, hon-or praise to thee:
We pledge with Cam-pus, hon-or praise to thee:
Wisdom, truth, and honor builds our virtue great,
Mak-ing true our vision, higher to create.
Our Al-ma Ma-ter, no-ble brave and strong.
To thee with glad hearts, we will raise our song.
Black and white for-ever hold our banner high.
Hail to Campus High School, dear old Campus High.

CAMPUS HIGH SCHOOL FIGHT SONG

Fight team, the colts are kicking high.
Campus is shooting for the sky,
Fight team, go black and white team
We know, the Colt teams are champions most high.
Fight team, we shout our battle cry,
Our team, they will not be denied,
Hooray team, go all the way team,
We know that Campus will never say die.



