



2026 - 2027
STUDENT GUIDEBOOK

Dear Students and Families,

Welcome! We are so excited to begin another school year together.

At our school, we believe that **we are family**. That means we celebrate one another, support one another, and look out for one another. It means that every student matters, every voice is important, and no one should ever feel like they are walking this journey alone. You have a team of adults here who genuinely care about you, believe in you, and want to see you succeed.

Being a family also means that we have high expectations for one another. We will challenge you to work hard, make good choices, take responsibility, show kindness, and become the very best version of yourself. We will not always make things easy, because we know you are capable of more than you sometimes realize. Our high expectations come from a place of care. We believe in what you can accomplish.

We also understand that every student is different. You come to us with different experiences, strengths, interests, challenges, and dreams. Our goal is to meet you where you are and help you grow from there. We want your educational experience to be meaningful and unique to you, not simply a path you travel, but an opportunity to discover who you are, what you are capable of, and where you want to go.

Most importantly, we want to help prepare you for **your future plans**. Whether your next step is college, a career, technical training, the military, entrepreneurship, or another path, we want you to leave our school with the skills, confidence, character, and knowledge you need to pursue your goals.

This guidebook is one resource to help you understand our expectations, opportunities, and the many ways you can be successful here. But remember: you are not in this alone. We are a team, and we are committed to walking alongside you, supporting you when you need us, celebrating your successes, and helping you learn from the moments that challenge you.

Welcome to a new year, a new opportunity, and a place where you belong.

Welcome to the Wolfpack!

Brian Hutton
Principal

**Welcome to Complete High School Maize—where individuality is celebrated
and untapped abilities and talents are maximized.**

Complete High School Maize

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**Deceased*

CHSM is an Alternative High School available to students from MHS and MSHS, it is simply located on a separate campus. The USD 266 Board of Education's approved high school handbook still governs students at CHSM. Included in this handbook is general information regarding Complete. Policies, rules, procedures, and programs are developed from the ideas of students, staff, USD 266 administration, and Board of Education. Because of this, our School is constantly evolving in order to meet the needs of the current population. Therefore, this handbook should be viewed as a general source of information and not as a set of laws written in stone.

The Animal School

Once upon a time, the animals decided they must do something heroic to meet the problems of a “new world”. So they organized a school.

They adopted an activity curriculum consisting of running, climbing, swimming, and flying. To make it easier to administer the curriculum all the animals took all the subjects.

The duck was excellent in swimming, in fact better than his instructor, but he made only passing grades in flying and was very poor in running. Since he was slow in running, he had to stay after school and also drop swimming in order to practice running. This was kept up until his web feet were badly worn and he was only average in swimming. But average was acceptable in school so nobody worried about that except the duck.

The rabbit started at the top of the class in running, but had a nervous breakdown because of so much make-up work in swimming.

The squirrel was excellent in climbing until he developed frustration in the flying class where his teacher made him start from the ground up instead of from the tree top down. He also developed a “charlie horse” from over-exertion and then got a C in climbing and a D in running.

The eagle was a problem child and was disciplined severely. In the climbing class he beat all the others to the top of the tree, but insisted on using his own way to get there.

At the end of the year, an abnormal eel that could swim exceedingly well, and also run, climb, and fly a little, had the highest average and was valedictorian.

Dr. George H. Reavis, 1939

In response to “The Animal School”, Complete High School Maize was born.

Mission

USD 266 – The mission of Maize USD 266 is to inspire students to discover their potential through connecting, learning, and leading.

Complete High School Maize – We ensure that all Complete High School Maize students will obtain the necessary skills to become productive members of society by establishing a strong work ethic, compassion for all people, and the ability to solve problems.

Goals

Complete High School Maize has, at its core, three major goals:

- To provide a quality academic environment that leads to the awarding of a high school diploma.
- To provide students with those personal/social living skills that will help them be successful for life.
- To provide vocational guidance and placement that will lead to successful career attainment.

Eligibility

Minimum Admission Requirements:

- **16 years old minimum**
- **0.5 PE**
- **0.5 Health**
- **1 Fine Arts**

Academic Progress: The student must demonstrate an attempt to make progress in their academic studies by showing evidence of participation in a traditional high school setting, including attendance and engagement in classes.

Credit Accumulation: The student must be making progress toward graduation in a traditional high school environment, as outlined by the school's curriculum requirements. Strong preference will be given to students that have earned the following number of credits per grade level classification:

- **Sophomore - 4 credits**
- **Junior - 8 credits**
- **Senior - 13 credits**

Other criteria for consideration include, but are not necessarily limited to:

Self-Motivation

- **Goal Setting:** Ability to set and pursue personal academic and personal goals independently.
- **Initiative:** Demonstrates proactive behavior in seeking out resources, assistance, and opportunities for growth.
- **Work Ethic:** Consistently completes assignments on time and shows a strong commitment to personal improvement.
- **Resilience:** Exhibits perseverance in the face of challenges and setbacks.

Independence

- **Decision-Making Skills:** Capable of making informed choices regarding education, time management, and personal responsibilities.
- **Self-Directed Learning:** Engages in learning beyond the classroom, including exploring topics of personal interest and pursuing extra-curricular activities independently.
- **Time Management:** Effectively prioritizes tasks and manages time to balance academic and personal commitments.
- **Accountability:** Takes responsibility for one's actions and decisions, including recognizing and learning from mistakes.

Interpersonal Skills

- **Collaboration:** Willingness to work cooperatively with peers and staff when needed, while maintaining personal responsibility.
- **Communication:** Ability to articulate thoughts, needs, and concerns clearly and respectfully to teachers and peers.

Enrollment Procedures

1. The student requests applications for both the student and parent/mentor and submits them to CHSM.
2. If the school has no vacancies the student will be placed on a waiting list and be notified when an opening occurs.
3. When a position is available, the student and parent/mentor will be contacted to set up an appointment for an interview.
4. If the student is unable to keep the appointment he/she must call. If not, the student will be placed at the bottom of the waiting list.
5. Based on the interview, the student will be told whether or not he/she can attend CHSM. If admitted, the student will be scheduled to complete an orientation contract. The student must also complete necessary paperwork with their current school.
6. Once the orientation contract has been successfully completed, the student is considered to be a student at CHSM. **If the student does not successfully complete the orientation contract, he/she will not be accepted and will return to their originating traditional school.**

The purpose of the interview is to determine whether CHSM is a good placement for the student. The purpose of the orientation contract is to acquaint the student with CHSM and to determine whether the instruction methods at CHSM are conducive to a student's learning style.

Students currently serving an expulsion from any district are not eligible to attend CHSM until the expulsion has expired, or the student receives special permission from the Maize district. Students admitted under an expulsion will have additional stipulations on a case-by-case basis.

Graduation Requirements

The current USD 266 required courses for graduation are also in effect for CHSM students. In addition, CHSM students must meet additional requirements in health/fitness, civics, career education, community service, and job skills (Credit 22 program). Each of these is discussed further in the “*Active Learning*” section of this handbook. Students and staff will develop PEPs upon entering CHSM and will develop a portfolio as they progress through CHSM. This PEP will outline the student’s plan for success. The portfolio can be used as a career springboard housing important documents students will need as they enter adulthood. Amounts of credit needed in each area will be individually contracted with each student. Students must also complete an exit interview.

Every course a student completes will meet the outcomes established for Maize USD 266. The means of achieving these outcomes is the sole determination of CHSM. CHSM students will participate in Kansas state assessments, ACT testing, and ASVAB assessments. All CHSM students must attend one school board meeting prior to graduation.

Diploma

Students will receive a high school diploma from their originating Maize secondary school (either Maize High School or Maize South High School). They will receive their diploma at the end of the year once credits have been completed for graduation. They may participate in their originating secondary school’s graduation ceremony at the end of the school year during which credits are completed. CHSM students wear a **purple cord** at graduation that symbolizes they were part of the CHSM program.

Learning Environment

At CHSM we recognize that all students do not learn in the same way or at the same pace. We truly do value individuality. A variety of instructional methods, curriculum contracts, individualization, varied methods, and creative, non-traditional learning styles will be utilized. Students will be challenged to achieve all that they can. We acknowledge that CHSM will house some of the brightest and most talented students. The challenge will be to optimize these talents by valuing high expectations.

Cell Phones

Beginning with the 2026-27 school year, a new Kansas law limits student use of student personal electronic devices during the school day. This change will affect all students across Maize USD 266 and throughout Kansas. Our focus is on student device use during the school day. Under the new law, students are not allowed to use personal devices while school is in session. This includes cell phones, personal tablets or laptops, smartwatches, wireless earbuds or headphones, and other personal messaging devices.

The requirements apply to any device that is not issued by the school.



2026-2027 CHSM SCHEDULE



Monday - Thursday: 8:00am - 4:15pm

Zero Hour	8:00 - 8:15	15
Elective 1	8:15 - 9:25	70
Break	9:25 - 9:32	
Block 2	9:32 - 10:42	70
Wolfpack - Town Hall	10:42 - 11:02	20
Wolfpack - Fit for 15	11:02 - 11:20	15
Block 4	11:20 - 12:30	70
Lunch	12:30 - 12:50	
Block 5	12:50 - 2:00	70
Break	2:00 - 2:07	
Wolf Den (M-W) Thankful Thursday (TH)	2:07 - 3:07	60
Elective 2 (M-W) BIU (TH)	3:07 - 4:15	70
TOTAL		475

NOTE: 2nd Semester "No Block" Seniors may leave after Wolf Den.

8:15-12:15, Friday – Dog House

Because all of our work is completed in class, during the school day, students may miss no more than 4 days in a Term. Students that are absent for 2 days in a contract period or 4 days in a Term, will be required to attend the next scheduled Dog House to earn back attendance for a day. Time in Dog House will be served as if attending Block 1 and Block 2 working on core contracts. Students who are chronically absent and/or do not fulfill their Dog House obligation may be dismissed from CHSM. The cell phone policy also applies during Dog House.

Attendance

Students are expected to attend CHSM 100% of the time. Attendance is the single most important element in a successful CHSM student. Historically, when students maintain an 85% attendance rate, we have a 100% graduation rate for those students. This equates to missing no more than four days per 9 weeks. If a student is not able to attend, Parents and/or Guardians need to notify the school that morning by 9a.m. Chronically absent or tardy students may be dropped from CHSM and return to their originating traditional school in order to allow students on the waiting list to attend. Students who have been dismissed from CHSM may apply to be re-admitted but will be added to the bottom of the waiting list. Upon return, students will have a strict list of attendance and other requirements that they must adhere to in order to be a CHSM student.

Non-Productive Time

Students will receive either productive or non-productive time while present at CHSM. Productive time is time spent engaged in active learning in Wolfpack, Wolf Dens, Thankful Thursday, Buff it Up & Matinees, as well as time spent completing contracts or struts. Examples of Non-productive time would include: sleeping, time off task, phone or Chromebook violations, etc. Students with the least amount of Non-productive time will have first choice at Matinee & Service day sign ups every term.

Grade Cards/Progress Reports

Student contracts are due twice each nine weeks. Caregivers are welcome and encouraged to contact their student's teachers via phone or email requesting a student progress report at any time. Please make sure that updated contact information (phone, email, address) is in Skyward so that teachers can give updates on student progress.

Transcripts with the student's courses/grades will be sent home during the fall and spring parent/teacher conferences. It is expected that every parent/mentor attend. Students are in charge of conducting their own conferences.

Homework Policy

Because students are expected to be productive while in attendance at CHSM, and because students work one on one with staff, students should **not expect** to be given homework. All work is to be completed while in attendance during the school day and will not be allowed to be taken home. Chromebooks must be checked-in at the end of the school day. The only exception will be those students enrolled in a WSU Tech course requiring access to a Chromebook. Misplaced contracts, or if a student is found to have taken a contract home without permission, may result in the student needing to start over on the contract.

Student Fees

Enrollment fees are the same as those paid at the regular high schools. In addition, a \$100.00 per year or \$25.00 per term student fee, outside of normal USD 266 fees, will be assessed to all students who attend CHSM. This fee is used to help defer some of the extra costs for activities at CHSM such as school field trips, birthday lunches, special lunches, Buff It Up activities, reading incentives, Thanksgiving Feast, attendance incentives, etc. This fee IS NOT waived if a student is on free/reduced lunches.

Students must pay their student fees in full in order to return to CHSM for the following school year.

Guidelines for Behavior

The basic “rule” for CHSM is this: students and staff are expected to treat one another with dignity and respect. Any behavior that prevents students and staff from teaching and/or learning will not be permitted.

Because our school is located near an elementary school and we understand we may be scrutinized until we are understood, it is imperative that students and staff drive slowly, safely, and carefully and that any behavior displayed is done in a productive, positive manner.

We are bound by state law which mandates that students will be expelled for 186 days for possession of a weapon on school grounds. Other state mandates will also be in effect for CHSM. Because CHSM is a program within both high schools, yet located on a different campus, MHS and MSHS policies for serious misbehaviors such as bringing drugs to school and technology violations are in effect and at the discretion of staff. Copies of the MHS and MSHS student handbook with guidelines for behavior are online, or students can request a copy from any staff member.

Students who attend Complete High School Maize request to attend and do so voluntarily. We consider CHSM a **privilege** designed to help students who choose a smaller learning environment. As such, students at CHSM must have additional responsibilities designed to aid in their success. **One such responsibility is agreeing to attend school drug/alcohol-free and to keep drugs/alcohol off school property.** Therefore, maintaining a drug/alcohol-free environment at CHSM is of utmost concern. The CHSM staff has been trained to be alerted to students who are under the influence. If a student who comes to school is suspected of being under the influence of drugs or alcohol, **the student will be tested.** If the student refuses to take the test or if the test results are positive, the student will abide by the consequences set forth by the Administration of CHSM.

At times it will be necessary for students and staff to “dress up”. Typically, this occurs during the Thanksgiving Feast and when a student walks at graduation. We do not want to pose an undue financial burden on anyone, so if dress clothes (slacks, dress shoes, dress shirts, dresses/skirts, etc.) are a problem, please utilize the Salvation Army or Goodwill facilities to get quality clothes at reasonable rates. Please know that we will insist that students are dressed appropriately for these special events.

Breakfast/Lunch

Students may eat meals prepared by the Pray-Woodman School cafeteria. Breakfast/Lunch payments can be paid online or cash or check (checks to Pray-Woodman). Pray-Woodman lunch orders are placed first thing in the morning through a Google Form found on Google Classroom. Lunch orders must be placed by 9:10am. Students can purchase items from our student store; they can purchase prepaid cards or pay in cash. Several times per month, meals will be provided by CHSM.

CHSM does participate in the free/reduced lunch program. If you would like an application for free/reduced lunches, please see Brian or the Front Office. A link can also be found in Skyward.

TEAM – Together Everyone Achieves More

As a condition for acceptance to CHSM, the student's parent or mentor is required to have some involvement in the school. At the very least, this means a commitment to attend mandatory parent-teacher conferences two times each school year. We welcome parents to volunteer in special activities throughout the year.

Curriculum Contracts

Many credits at CHSM are earned by completing contracts. These are utilized most often during the Core academic blocks (Block 1 and Block 2). A contract simply lists all requirements a student must complete before receiving credit. A quarter credit (0.25) is equal to a minimum of 30 hours of contract work. Students completing a minimum of 60 hours of contract work will receive .50 credit. Students **must** complete at least 4 Core contracts each Term in order to continue at CHSM for the next term. Keep in mind, 4 contracts are the *minimum*; students should complete 4 contracts per Term.

Wolf Pack Lessons

Social skill building and character education skills are a focal point at CHSM. As such, Wolf Pack Lessons are academic time devoted to developing character traits. Students will be required to participate in activities that show mastery of these skills. Elective credit is earned for these activities. This time cannot be made up if missed.

Matinee Classes

Many options for receiving elective academic coursework will be available in the afternoon blocks. Staff will offer varied content areas. Several classes will be offered in two-week increments. Students will select the matinees they would like to take. Students with the least non-productive time will have the opportunity to select Matinees first. Students are required to participate in matinee courses in order to receive elective credit. This time cannot be made up if missed.

Classes Outside of CHSM

CHSM students have a variety of opportunities to earn credits outside of CHSM. Taking vocational classes at WSU Tech, as well as taking cross-entity classes at the regular high schools or the Maize Career Academy are several of the most common ways. Students must realize that this is a privilege, and certain requirements must be met to qualify for the classes as well as be allowed to stay in the classes. If a student is interested in taking classes during the CHSM school day at another venue, he/she needs to talk with Administration.

When allowed the privilege to take a class outside of CHSM, students must understand that those classes are a priority. In addition, the rules and expectations of the host school must be followed. Students and guardians should consider the following before asking to take a class outside of the CHSM building:

1. CHSM students are subject to the guidelines stated in the student handbook at the school of study. This includes (but is not limited to) dress code, absences, tardies, consequences for misconduct, cell phone and technology policies, etc.
2. CHSM students attending class at MHS or MSHS must provide their own transportation to and from class each day. Staff members and students will not leave CHSM to take students to and from school.
3. CHSM students who attend a class away from our building at any time during the day may miss school field trips that interfere with class. Please understand that if it is possible, students will be encouraged to attend field trips, but if the trip conflicts with class, students will be expected to fulfill their obligation to class.
4. CHSM students will be required to attend classes on the scheduled days even if we do not have school that day. This includes Fridays.

Access to Support Services

Students enrolled in Maize USD 266 and meeting the preliminary admission requirements for Complete High School Maize (CHSM) are eligible to apply for consideration to attend at CHSM. Acceptance of students will not be based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude and/or athletic ability. Students admitted to CHSM will continue to have access to support services offered by the district including, but not limited to, English to Speakers of Other Languages (ESOL), Section 504, and Special Education services and supports as applicable. However, the district does not replicate all services in all district buildings.

Prior to any student's attendance at CHSM, a meeting will be coordinated and held between the sending and receiving school-based personnel to discuss the student's individual needs, and as applicable, support a smooth transition and ensure the student's services and support continue effectively.

Transportation

At times, students will be allowed to drive themselves and other students to school events off campus. Each student will have a permission form stating guardian expectations for student transportation. Please note that school transportation is always available to students for an all-school outing, and students are welcome to ride this transportation. It is the responsibility of the student to know whether or not he/she has permission to ride with and/or drive him/herself or others. Guardians and students should discuss this expectation and make sure students adhere to the agreed arrangements.

Boundary Schools

USD 266 has two traditional high schools and one alternative high school "program". Students at CHSM are still considered MHS or MSHS students. They just attend school on a different campus. Students from either school are eligible to attend CHSM. All students who apply will be placed on a waiting list and be accepted on a first come, first serve basis. CHSM adheres to district boundary policies. If a student chooses to leave, or is asked to not return to CHSM, the student must return to his/her boundary school. **Students involved in extracurricular activities may still do so with their boundary school.**

Active Learning

Students will be presented with numerous Active Learning opportunities within the regular school day. Examples:

- **Strut Your Stuff** - Students can earn .25 credit or more each Term by completing a Strut contract.
- **Walk It Off/Zen Den** - We recognize that at times there may be situations that prevent a student from focusing on their school work. If a teacher feels a student is in need of a “break”, the teacher will provide an activity with a learning opportunity that exists outside of the classroom. This is a teacher-initiated activity.
- **Town Hall Meeting** - Students and staff will meet as a group to discuss issues, solve problems, and celebrate successes. Participation in these meetings will result in the accumulation of credit. If a student is absent, Town Hall minutes are available on Google Classroom, and are posted at the school.
- **Civics** - Students will be required to participate in community activities that may include the following: attending USD 266 Board of Education meetings, Maize City Council meetings, school site council meetings, civic organization meetings, special interest group meetings, and others as they come about. Attending at least one meeting and handing in the appropriate documentation is mandatory to graduate from CHSM.
- **Buff It Up** - One day each week the matinee classes will be devoted to health/physical fitness activities. Examples of activities that all students and staff will participate in are: bowling, swimming, tennis, golf, walking/jogging, and a variety of other events.
- **Opportunity Knocks** - The Opportunity Knocks board in Town Hall will display opportunities for students. The opportunities include jobs, volunteering, additional learning activities, etc.
- **Exploratory Time** - Speakers, community colleges, vocational schools, and numerous outside agencies will be brought in to meet with students regarding careers, training programs, and community events. Student requests will determine who is brought in.
- **Complete Leaders** - Students take turns being Complete Leaders. The Complete Leader helps with custodial duties and performs a variety of other duties as deemed necessary by staff.
- **CHSM Student Store** - Students can volunteer to work at the CHSM Student Store which is located at CHSM. The store is open during breaks and lunch.
- **Lunchroom Workers** - Students will have the opportunity to volunteer for a position to work lunches at several elementary buildings. If a student volunteers, he/she is expected to have perfect attendance as a volunteer.
- **Learning Packets** - Learning packets are opportunities for students to fix a bad behavior. These are assigned by the staff to be completed during Dog House. Once completed, the student must “counsel” with the Dog House teacher on duty to make sure he/she has learned from the information.
- **Service Day** - One afternoon a month, students and staff participate in service day. Students choose which service project they would like to participate in. Past service projects include: visiting residents at assisted living facilities, picking up trash with the Adopt-a-Highway program, donating blood at the Red Cross, volunteering at the YMCA, and cleaning projector filters at other schools.
- **Internships** - Any junior or senior has the opportunity to do a job shadow or internship. These are non-paid positions, but students earn elective credit while learning about different careers. Students must attend mandatory meetings in order to be considered.

Additional activities will be added as deemed necessary or at the request of the students/staff.

Incentive Programs

The following awards/incentives are offered to CHSM students:

- **Complete Citizen of the Week** - (certificate) – Given weekly by staff. At the end of 9 weeks all citizens are taken out to get an ice cream treat.
- **Birthday Celebrations** - Birthdays are celebrated monthly.
- **Complete Achiever** -
 - Per 9 weeks:
 - Five contracts completed on time
 - No major/semi-major disciplinary incidents
 - Attendance – no more than 2 days per 9 weeks missed

Each 9-week period that a student is a Complete Achiever he/she is eligible for a group lunch with Brian and can negotiate for a special privilege. The privilege will last for the following 9 weeks. The student must make an appointment to meet with staff during a staff meeting to negotiate the privilege. The student will also receive a certificate, incentive coupons, soda and a candy bar.

- **Complete Attender** - Students who miss fewer than 4 hours of school during a 9 weeks (or 2 hours for a part-time student) will receive a certificate, incentive coupons, soda and a candy bar.
- **Contracts Done on Time** - Students who get contracts finished on or before the due date will receive a certificate, incentive coupons, soda and a candy bar.
- **No Dropouts** - At the end of each week with no dropouts, an item for a banana split will be given to the students. When 5 items have been received, students will have a banana split party to celebrate. If a dropout occurs before the end of the 5 weeks, all items are taken back and the process will begin again.
- **Student of the Month** - Given monthly for the student who most exhibits the character trait of the month.

Counseling Opportunities

Mental Health Counseling - Students have the opportunity to access Comcare services. A member of their team will come to CHSM to meet with our students. Common reasons for referrals are anger management, teenage depression, suicide, and helping students through difficult times. All sessions are kept confidential. Brian will help students with the referral process.

Stop asking yourself, “How smart am I?” and begin asking, “How am I smart?” We will help you find an answer to this very important question.