

# CAMPUS HIGH SCHOOL STUDENT HANDBOOK

Welcome to Campus High School. The role of CHS is to provide each student with a quality education to become a productive citizen. Please pursue your academics seriously and enjoy the many activities provided. It is both to your advantage and your responsibility to acquaint yourself with the information in this handbook. This handbook should be shared with your parents and is also available on the internet at [www.usd261.com/campus](http://www.usd261.com/campus). We wish you the best for the upcoming school year.

## 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.

The Correlates of Effective Schools provide school improvement teams with a comprehensive framework for identifying, categorizing, and solving problems that schools and school districts face.

## 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.

## OUR VISION FOR CAMPUS [WHAT WE WILL STRIVE TO DO]

1. Graduation rate of 94%.
2. 80% of students will be at grade level or above in Math & Reading.
3. Average score of 23 on the ACT.
4. Improve scores on all National Assessments.
5. Provide a safe, nurturing environment for our students.
6. Individual Plans of Study for all students.

*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 Macias, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, KS 67060*

*Phone: (316) 554-2206 Email: [gmacias@usd261.com](mailto:gmacias@usd261.com)*

**ADMINISTRATION CENTER**

Shane Seeley	Principal (12)
Suzette Cochran	Asst. Principal
Ron Allan	Activities Director (AD)
Brian Howard	Asst. Principal
Anthony Fulton	Asst. Principal
Chris Jensen	Asst. Principal
Ronda Robinson	Office Manager
Annika Amspacker	Health Nurse
Deb McKedy	Receptionist
Hollie Cope	Attendance
Krista Ricke	Cashier/Bookkeeper
Melissa Bonds	Athletics/Activities
Mike Charbonneau	Security

**COUNSELING CENTER**

Todd Hook	Sophomore Counselor
Jeff Michael	Junior Counselor
Mardy Moree	College and Careers
Tracy Doile	Freshman Counselor
Walter Zemanick	Senior Counselor
Pam Burkett	Secretary
Sheri Tucker	Registrar
Brandi Burkett	Social Worker
Al Hoffman	Psychologist
Barbara Clark	Psychologist
Alyssa Anderson	KSCAC

**CHS FACULTY & STAFF (\* department chairs)**

Allan, Jacob	Special Education	Graham, Nina	Social Studies
Allen, Stephen	Mathematics	Granger, Sean	Art
Askren, Mary	Science	Henning, Sarah	Science
Balsters, Tyler	Science	Hindman, Mercedes	Lang. Arts/Speech
Blehm, Taylor	Physical Education	Hoffman, Matt	Project Life Coordinator
Boese, Ray	Mathematics	Howerton, Ryan	Art
Bourn, Travis*	Science	Hughes, Becky*	Band
Bright, Micah	Tech. Education	Hummel, Krissy	Business
Brohammer, Martha	Art	Irvin, Sherri	Reading
Brown, Georgana	English	Jeardoe, Karla	Gifted
Buff, Miranda	Special Education	Jensen, Chris	Social Studies
Bush, Debra	Special Education	Kelly, Dorathea	Theatre
Butherus, Kelli	Mathematics	Kliewer, Lauren	Physical Education
Campbell, Alyssa	FACS	Kliewer, Zach*	Business
Caywood, Susan	Mathematics	Kline, Dani	English
Cline, Lori*	Special Education	Krider, John	Tech Education
Corcoran, Maureen	Library Media Specialist	Long, Jeff	Mathematics
Craig, Bethany	Special Education	Luna, Angela	Special Education
Cruce, Jaime	Physical Education	Mackey, Asia	Mathematics
Curtiss, Josh	Physical Education	Marrs, Brett*	Tech. Education
Davis, Chris	Special Education PE	May, Darrin	Mathematics
Demory, Ian	Credit Recovery	McCormack, Amy	English
DePriest, Susan	Science	McDowell, Jimmy	Business
Ditton, Brittany	English	Meade, Brian	Social Studies
Ditton, Jacob	Social Studies	Meier, Casey*	Social Studies
Drago, Shanell	English	Miller, Marvin	Special Education
Dravis, Johnathan	Social Studies	Miller, Regina	Mathematics
Enns, Greg	Physical Education	Morse, Jennifer	Special Education SS
Finkle, Wrylie	Mathematics	Munk, Dennis*	Physical Education
Foster, Tina	Foreign Language	Newby, Kim	English/Debate
Frahm, Tia	Learning Facilitator	Olson, Pam*	Mathematics
Fulton, Sheila	Mathematics	Pinkston, Adam	English

Potter, Brittney	FACS	Shields, Sabrina	Language Arts
Price, Charles	Tech. Education	Shimon, Tammey	Science
Pritchett, Brooke	English	Standard, Kim	Science
Reece, Casey	Social Studies	Stuever, Kendra*	Foreign Language
Richter, Michael	Social Studies	Swinger, Heather	Art
Riffee, Becky	Vocal Music	Smith,, Michael	Special Educa . Science
Robert, Christi	Art	Tiger, Seth	Foriegn Language
Ruhlen, Christa	Foreign Language	Ward, Brooke*	FACS
Samuel, Jeremy	Orchestra	Welch, William	Biology
Schaefer, Connie	Science	Wichert, Estelle	Mathematics
Schutt, Bill	Special Education	Willig, Jeremy	Business
Seiwert, Kathleen*	English	Winter, Jennifer	Social Studies
Sexton, Samantha	Special Education		
Sherman, Cindy	Special Education		

### PARA-EDUCATORS

Cheeley, Julie	Project Life
Clarke, Amanda	Special Ed.
Coons, Lesa	Specail Ed.
Dobbs, Jesse	Special Ed.
Dowel, Tanya	Gifted
Evans, Jerry	Project Life
Feilder, Selena	Special Ed.
Harbison, Becky	Special Ed.
Hadorn, Lydia	Special Ed.
Jessup, Bethany	Special Ed.
Jolliff, Connie	Special Ed.
Kindrick, Dawn	Special Ed.
Kuker, Caryn	Special Ed.
Laughary, Amy	Special Ed.
Lee, Richard	Special Ed.
Long, Beth	Project Life
McDonald, Carrie	Special Ed.
McDonald, Nathan	Special Ed.
Mork, Lilly	Special Ed.
Morford, Sharon	Transition, IB, Psychology
Mote, Ruth	Special Ed.
Nichols, Jeanette	Special Ed.
Polmateer, Paulette	Special Ed.
Prescott, Sharon	Special Ed.
Prichard, Emily	Special Ed.
Radell, Melissa	Special Ed.
Robinson, Darren	Tech Ed.
Sliger, Kimberly	FACS
Smith, Kelly	Special Ed.
Stephens, Cindy	Special Ed.
Wencl, Emmalene	Special Ed.
Winsor, Melinda	Special Ed.
Williams, Emily	Special Ed.
Worthan, Crystal	Special Ed



## BLOCK SCHEDULE

<u>REGULAR</u>	<u>LUNCH</u>	<u>EARLY RELEASE</u>	<u>LUNCH</u>
7:50-9:12	10:47-11:12	7:50-9:09	10:41-11:06
9:18-10:47	11:12-11:37	9:15-10:41	11:06-11:31
10:53-12:54	11:37-12:02	10:47-12:48	11:31-11:56
1:00-2:22	12:02-12:28	12:54-2:10	11:56-12:22
2:28-3:05	12:28-12:54	2:16-3:05	12:22-12:48

\*Announcements read by the office at the beginning of 2<sup>nd</sup> Block.

## 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 on the first day of the current 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

### ACADEMIC LETTERING GUIDELINES

In order to recognize student success in the area of academics, Campus High School offers an academic letter for students meeting the following criteria each year:

1. Earn a 3.8 weighted GPA
2. Take a minimum of two "honors" level courses each year

The principal must consider the student in good standing and worthy of representing Campus High School with this recognition, in addition to meeting the preceding requirements. The lamp of knowledge will be the lettering emblem. The counseling office will maintain an "academic letter worksheet" to ensure the criteria are met each year and annually submit to the principal a list of those students achieving the criteria.

### ASSESSMENT POLICY

The purpose of the CHS assessment program is to facilitate and provide information for student achievement, student evaluation, and instructional change to enhance and promote student learning. Students will take the following types of assessments:

- **Pre-Assessment:** Before embarking on new learning, a student's prior knowledge and experience will be assessed formally and informally.
- **Formative Assessment:** To produce information about student achievement and to gauge academic mastery of skills to make necessary instructional decisions, a variety of ongoing and regular assessments will be used. Teachers use classroom and state formative assessments to drive instruction and provide feedback for appropriate placement in tiered classes.
- **Summative Assessment:** Summative assessment happens at the end of a learning experience. Summative assessments are designed so students can demonstrate what they have learned. Unit or chapter common assessments are used throughout the year, and AP exams to monitor student progress and further professional learning communities. An end of the semester comprehensive final examination will be given in the final weeks of December and May. The end of the semester exams will be 20% of the semester grade. Tests/quizzes/major projects make up at least 30% and no more than 70% of a class grade.
- **Standardized Assessment:** CHS uses state tests, as well as the Scantron Performance tests, ASVAB, PSAT, SAT, and ACT standardized testing to help students make good academic decisions regarding courses to take and skills to improve.

### CREDITS FOR CLASSIFICATION

Students are assigned a class level according to the minimum number of credits earned prior to the start of the fall semester: senior (20), junior (13), and sophomore (6). Transcripts of transfer students will be reviewed with respect to required coursework and credits before the student is classified. All students are required to enroll in 8 classes. Fifth-year seniors may enroll in less than 8 classes with the Principal's approval.

### EARLY GRADUATION

Students will be allowed to graduate 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. Teachers may exempt from final exams those students with an accumulative semester average of at least 93% and fewer than five absences. Teacher aides may be exempt from finals. Exempted students are still required to attend the class that day unless otherwise arranged through the principal with the approved exemption form.

## **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.

## **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**

4 English (Including .5 Speech)

3 Math

3 Science

1 Physical Science (Int. Science, Chemistry, Physics, Science of Tech);

1 Biology

1 Science Elective

3 Social Science

1 World History; 1.5 US History; .5 Am. Government

1 Fine Arts (Forensics, Fine Arts, Art Education, and/or Music Education)

1 Physical Education

9 Electives (12 Electives – Class of 2025/2026)

¼ Seminar credit per semester enrolled at CHS

**24 Total Credits (27 Credits – Class of 2025/2026)**

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.**

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. Approved methods through the PASS Program can be used to replace failed elective courses. A total of 4 credits (8 PASS courses) can be applied towards graduation. Approved courses through Clearwater Connection can be used to replace failed core classes. A maximum of 2 credits (4 courses) can be taken each calendar year to replace failed core classes. Students will not be allowed to withdraw from a current CHS course to enroll in either program.

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](http://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 is subject to 20% off. 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. Students absent during the last 5 days of a nine weeks will work with the individual teacher for makeup.

Absent Work- 2 day rule, with an excused absence. Two full class periods to make work up (per class period missed) for full credit. After that it becomes Late work.

\*\*\* Performances are required. 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:**

- A. The act of knowingly taking ideas or writings from another person or artificial intelligence application and presenting them as one's own.
- B. Failing to give credit to the sources used in writing an essay or research assignment.

### **Copyright:**

A protection of "original works of authorship" that are fixed in a tangible form of expression; students should assume all printed work, hard copy, or electronic text is copyrighted.

### **Acceptable Behavior in the Writing Process:**

1. Discussing the assignment with others for clarification
2. Discussing ideas and details in the assignment in question for understanding
3. Exchanging drafts of papers for critical peer response

4. Participating in classroom activities pertaining to the writing process: prewriting, drafting, revising, editing, and publishing

#### **Unacceptable Behavior:**

1. Plagiarizing
2. Surrendering one's paper to another student to use without ensuring that the use will be consistent with the provisions of this policy
3. Knowingly allowing another student to plagiarize one's work
4. Using research sources when not properly credited and identified. (Examples: properly formatted Works Cited or References Page, properly formatted in-text citations).
5. Turn-It-In report (or a report from a comparable plagiarism detection service) indicates that the student has plagiarized from another student's work or has violated copyrighted material.
6. "Recycling" assignments used in previous or related courses.

#### **Consequences of Unacceptable Behavior:**

1. Whenever a teacher reasonably believes that **a student has blatantly plagiarized part or all of an assignment or infringed upon copyright protection**, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and again warn the student that he or she is subject to the following penalties:
  - a. Refer the student to the proper school authority for discipline consistent with the academic dishonesty policy of Campus High School (a Class C offense):  
**Academic Dishonesty:** *Documented student behaviors involving plagiarism, cheating, passing off others' work as their own (CHS Student Handbook).*
  - b. Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student has engaged in a violation.
  - c. Refuse to give the student any credit for the assignment or assess deduction or penalty (at the teacher's discretion).
  - d. Require the student to rework the assignment entirely, using his/her own ideas and style (credit may or may not be awarded at the teacher's discretion).
2. Whenever a teacher reasonably believes that a student has **negligently plagiarized** part or all of an assignment (i.e., improper documentation, misunderstanding of teacher directions, etc.), the teacher and administrator(s) shall remind the student of the plagiarism policy and the student shall rework the assignment entirely, repairing any violation of the plagiarism policy. Reworked assignment may still incur a deduction or penalty at the teacher's discretion.
3. Whenever a teacher reasonably believes that a student has **knowingly assisted another student in plagiarizing part or all of an assignment**, the teacher shall evaluate the nature and extent of the assistance lent to the student who plagiarized, remind the student of the existence of this rule, and warn the student that he/she is, or may be, subject to one or more of the following penalties:
  - a. Reduce or eliminate the credit that the assisting student would have received for his/her own work on the same plagiarized assignment.
  - b. Indicate in writing to the student who assisted and that student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student assisted another student to plagiarize.
  - c. Refer the student to the proper school authority for discipline consistent with the academic dishonesty policy of Campus High School.
  - d. The student who plagiarized may be subject to the consequences listed in #1 (at the teacher's discretion).

#### **PROGRAM OF STUDIES**

1. Haysville Campus High School offers a variety of courses for a college prep or technical prep track. The total number of credits available varies with the choice of program. We are continually updating course offerings and would welcome suggestions for new courses to be considered if the need is there and a course is not offered.
2. Unit of Credit: With the block schedule, a unit of credit is granted when a course is pursued for thirty-six weeks (18 weeks=1/2 credit). The student may earn up to 8.0 credits with a passing grade (P or above).
3. Haysville Campus High School is an International Baccalaureate World School. Students who complete the International Baccalaureate curriculum have the opportunity to earn an International Baccalaureate Diploma in addition to the Campus High School Diploma.



## SEMINAR/ADVISORY

### Purpose

The purpose of the seminar period is to serve as an extension of Campus High School's educational programs. It is to be seen as an interactive study time that teachers and students should view as an opportunity to enhance classroom instruction and learning. Seminar period has an additional function to limit disruption of class time by allowing clubs and organizations the opportunity to meet while also allowing the scheduling of assemblies, standardized testing, and accreditation surveys.

Students will be randomly assigned to a seminar upon enrollment and will remain in the same seminar class until graduation or withdrawal. Teachers are encouraged to develop relationships with each seminar student and provide academic assistance, guidance, and encouragement.

### Seminar Rules

1. Monday is designated for advisory, and there will be no travel. Wednesday is designated for club meetings or students with a yellow pass. Tuesday and Thursday, students may travel with a yellow pass. Friday, students with early release privileges may leave school at 2:10; students may only travel with a yellow pass from a teacher.
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 lose their privilege to travel for at least two weeks.
4. The teacher may give restroom and drink passes. Passes to the telephone are discouraged. 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.
8. Failing the seminar block will result in a call to see a counselor or administrator and possible removal from the current seminar.

### Seminar Credit

1. Each semester of advisory/seminar will count for .25 credit.
2. Students will be required to successfully complete .25 credit of advisory/seminar for each semester enrolled at Campus High School.
3. If a student fails to obtain the .25 credit for any advisory/seminar period in which he/she is enrolled at CHS, he/she will be required to make up the lost credit through independent study by completing all of the work required for the affected semester at a cost comparable to summer school. If a senior loses the credit during the senior year, the credit will have to be made up the summer after graduation; thus, the senior would not participate in graduation ceremonies.
4. Grading will be pass/fail.

### Seminar Options

1. **Regular Seminar** – Attend regular seminar 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.
4. **Student Leadership Development Seminar** (grades 10-12) - This course will teach students leadership skills, parliamentary procedure, problem-solving/decision-making communication

skills, group dynamics, time and stress management, public speaking, human relations, public relations, team building, and other group processes. Specific content will include, but not be limited to, study in self-understanding and development in such areas as goal setting, self-actualization, assertiveness, and study of organization theories and management, as well as community involvement and civic awareness. Students will complete an application for consideration in Student Leadership Development Seminar.

### **TUTORING PROGRAM**

On Tuesdays, Wednesdays, and Thursdays, faculty members from English, Math, Social Studies, and Science will be available to help students needing assistance. For each hour the student spends in the tutoring program, \$1.00 will be credited toward summer school tuition in USD 261, or \$1.00 toward approved correspondence courses after enrolling in the class.

### **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.

# ACTIVITIES

## ACTIVITIES, CLUBS, & SPONSORS

<b>Art Club</b>	Open to students in art or currently enrolled in art classes. Dues required.	Mr. Granger
<b>AVID</b>	Open to students enrolled in the AVID Program.	Dr. Fulton
<b>Band</b>	Open to all students enrolled in instrumental music classes.	Ms. Hughes
<b>BPA</b>	Business Professionals of America is open to students enrolled in the Business Internship program. The mission of BPA is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills.	Mr. Willig
<b>Campus Cruisers</b>	Open to those students interested in fixing, renovating, or just working on cars.	Mr. Price
<b>Class Organizations</b>	Open to students as classified by earned credits.	Mrs. Swinger & Mr. Howerton: 12 Mrs. Potter & Ms. Mackey: 11 Mrs. Craig: 10 Mr. Boese: 9
<b>Campus Life/ Colts For Christ</b>	Open to all students.	Ms. Shimon
<b>Creative Writing</b>	Open to those students interested in developing their skills in creative writing types of activities, poetry, plays, short stories, etc. and publishing a magazine each spring with examples of creative writing pieces from Campus students.	Ms. McCormack
<b>Debate</b>	Competes and represents the school interscholastic debate tournaments.	Mrs. Newby
<b>Disc Golf Club</b>	Open to students interested in playing Disc Golf.	Dr. Miller
<b>Electric Car Club</b>	Open to students interested in participating in the Electric Car competition.	Mr. Smith
<b>Robotics Club</b>	Open to all students interested in Robotics competition.	Mr. Bright
<b>Environmental Club</b>	Open to students participating in any science class.	Mr. Balsters
<b>FCCLA</b>	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.	Ms. Potter Mrs. Ward
<b>Forensics</b>	Competes and represents the school in forensics competitions interscholastically.	Mrs. Newby
<b>French Club</b>	Open to students who have an interest in the French language.	Mrs. Ruhlen
<b>IB Club</b>	Open to students enrolled in the International Baccalaureate Program.	Mr. Meier
<b>Journalism Club</b>	Open to all journalism students.	Ms. Corcoran
<b>KAY Empowered</b>	Open to all who are interested in the KAY mission and community service.	Mr. Kirkendoll
<b>Knitting Club</b>	Warm Hearts Knitters. Open to students who have an interest in knitting.	Ms. Brohammer
<b>Link Crew Club</b>	Open to students who are Link Crew members.	Ms. Askren Mrs. Kliever Mr. Howerton

		Ms. Cline
<b>Mane Stage Maniacs</b>	Open to students who are part of the Improv team.	Mrs. Kelly
<b>National Forensics League (NFL)</b>	Open to those participants in speech or debate. To be eligible for membership, students earn points in interscholastic competitions and various speech activities. Dues required.	Ms. Hindman
<b>National Honor Society (NHS)</b>	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.	Mrs. Henning
<b>Newspaper</b>	Publishes <i>The Colt Special</i> . Must enroll in class.	Mrs. Shields
<b>Odyssey of the Mind</b>	Open to all students with an interest in creative problem-solving.	Mr. Willig
<b>Quill &amp; Scroll</b>	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.	Mrs. Shields
<b>SADD</b>	Students Against Destructive Decisions is open to any student. Dues required.	TBD
<b>Scholar's Bowl</b>	Competes and represents the school in scholar bowl contests throughout the state.	Mr. Balsters
<b>Screamin' Stampede</b>	Open to all students interested in supporting CHS athletics teams.	TBD
<b>Spanish Club</b>	Open to all students interested in Spanish.	Mr. Tiger
<b>Sports Medicine Club</b>	Open to all students who are enrolled in Sports Medicine classes.	Mr. Munk
<b>STEM</b>	Open to students enrolled in a course within the STEM programs.	TBD
<b>String Players Club</b>	Open to all members of Orchestra.	Mr. Samuel
<b>Student Council</b>	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."	Mrs. Standard & Ms. Finkle
<b>Student to Student</b>	Open to all transfer student mentors.	Mrs. Hummel
<b>Talk With Your Hands Sign Language Club</b>	Open to all students who are interested in learning sign language	Ms. Sexton
<b>Technology Education Club</b>	Open for students in the Technology Education classes.	Mr. Marrs
<b>Thespian Troupe #573</b>	Open to participants in drama. Membership is by selection after every Campus High School drama production.	Mrs. Kelly
<b>Title Wave Book Club</b>	Open to all students.	Ms. McCormack
<b>Tri-M Music Honor Society</b>	All students enrolled in music classes may apply.	Ms. Riffie
<b>Vocal Music</b>	Open to students interested in vocal performance. Must enroll in class.	Ms. Riffie
<b>Weight Lifting Club</b>	Open to students interested in weight lifting.	Mr. Cruce

<b>Yearbook</b>	Publish the Yearling. Must enroll in class.	Ms. Corcoran
<b>YEK</b>	Youth Entrepreneurs of Kansas is open to students enrolled in the entrepreneurship course.	Mr. Kliewer

## ACTIVITY TRIP POLICY

It shall be the policy of Campus High School, in regard to official activity trips authorized by the school, that all performing members or all designated members of a special class or group participating in the activity shall utilize the provided transportation both to the event or activity and from the event or activity, unless approved by the school administration. Students will not be permitted to drive to any such events.

Campus High students are reminded that conduct policies are to be enforced on all authorized school trips and at all other school-sponsored activities, whether held on the school premises or away, with the same degree of importance as they apply on campus.

## DANCES

Throughout the school year, students can attend a variety of social events, dances, and parties. 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. Parents will be notified. Students who do not pass the Breathalyzer test will be disciplined per school policy and released to a parent or guardian.

# INTERSCHOLASTIC ATHLETICS & ACTIVITIES

## COACHES

<b>Baseball</b>	Mr. Flax	<b>Scholars Bowl</b>	Mr. Balsters
<b>Basketball (Boys)</b>	Mr. Davis	<b>Soccer (Boys)</b>	Mr. Reece
<b>Basketball (Girls)</b>	Mr. Allan	<b>Soccer (Girls)</b>	<b>Mr. Reece</b>
<b>Bowling</b>	Mr. Fulkerson	<b>Softball</b>	Mr. Stanley
<b>Cheer/Yell Leader</b>	Mrs. Burkett	<b>Swimming</b>	Mr. Kennedy
<b>Cross Country</b>	Mr. Clark	<b>Tennis (Boys)</b>	Ms. Finkle
<b>Dance Team</b>	Ms. Craig	<b>Tennis (Girls)</b>	Ms. Finkle
<b>Debate</b>	Mrs. Newby	<b>Track</b>	Mr. Marrs
<b>Forensics</b>	Mrs. Newby	<b>Vocal Music</b>	Ms. Riffée
<b>Football</b>	Mr. Cruce	<b>Volleyball</b>	Ms. Askren
<b>Golf</b>	Mr. Curtiss	<b>Wrestling</b>	Mr. Miller
<b>Instr. Music</b>	Ms. Hughes		

## ELIGIBILITY

In an effort to discourage substance abuse, 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.

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.

## 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
<b>Daily</b>	An attempt will be made to contact parents for all unexcused absences.
<b>3 consecutive (in a row) unexcused absences</b>	Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF.
<b>5 unexcused absences per semester</b>	Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF.
<b>7 unexcused absences per year</b>	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF.
<b>10 excused or unexcused absences</b>	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.

Students are assigned as follows: freshmen: Tracy Doile; sophomores: Todd Hook; juniors: Jeff Michael; seniors: Walter Zemanick; College and Career Readiness: Mardy Moree. They will facilitate support groups to meet student needs.

## **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 Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. 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. It is recommended the



building administrator also be notified after the report is made. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview. Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. 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 accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

## **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 based on race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The director of personnel of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member.

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

### Informal Procedures:

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

### Formal Complaint Procedures:

- If the investigation results in a recommendation, a formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough.

All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and copy forwarded to the complainant no later than 30 days after the filing of the complaint that a student is suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement, or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

## 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.

## PRIDE: SCHOOL-WIDE BEHAVIOR EXPECTATIONS

PRIDE	Hallways	Restrooms	Cafeteria	Classrooms
<b>Preparation</b>	Have hall pass and wear ID Sign out and in	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)
<b>Respect</b>	Be considerate of oncoming traffic Take care of your school Maintain personal space boundaries	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	Be attentive and responsive the entire period Respect the learning environment Respect self and

	(no PDA) Be quiet while class is in session		Food & beverages stay in cafeteria area	others Return borrowed materials on time
<b>Integrity</b>	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 Use Cell Phone/Electronic devices only when given permission
<b>Discipline</b>	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
<b>Excellence</b>	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, religion, sex, age, national origin, or disability. 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 based on 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. The superintendent of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education. Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

### **EQUAL EMPLOYMENT OPPORTUNITY & NONDISCRIMINATION (BOE POLICY GAAA)**

The board shall hire all employees based on 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, religion, sex, age, disability, or national origin. Inquiries regarding compliance may be directed to the superintendent of schools.

## **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**

School I.D. is required of anyone who wants the privilege of being on our grounds or in our buildings during school hours. The I.D. must be worn during school hours. Anyone not carrying an I.D. shall be directed to the office where they will register as an official visitor or be asked to leave.

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: For staff and students.  
South Lot: Reserved for staff and visitor parking only.  
West Lot: For staff and seniors only.  
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, or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further 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.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color, or national origin, 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;
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment;
  3. 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 harassment may result from verbal or physical conduct or written or graphic material.

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

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

Any employee who witnesses an act of racial harassment or receives a complaint of 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 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 harassment may also face disciplinary action.

Initiation of a complaint of racial 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 against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of 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 harassment may result in corrective or disciplinary action against the complainant.

## **RESPECT CODE**

We believe every person has the right to achieve in a comfortable and safe environment. At Campus, we expect all staff, students, and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all times
- Being cooperative, attentive, and supportive in class, on campus, and in all school-related activities
- Being supportive of one another in the pursuit of academic, activities, and personal goals

We expect behavior that demonstrates our belief in each other's rights as human beings. We will not tolerate in the classroom or during school-related activities, abuse to others in language or in physical actions.—This includes put-downs and ridicule that negatively affects each other's self-esteem, abusive language or comments that infringe on each other's comfort, obscene language and gestures, name-calling, ethnic remarks, sexual innuendoes, organizations or gang-related gestures, or any negative comments that affect the climate of the classroom, campus or school-related activity.

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

Principals are authorized to search students and the student's 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. The principal or designee will make an attempt to contact the student's parents/guardians and may call law enforcement. Items, which the principal or designee believes may be connected with illegal activity, shall remain in the custody of the principal or designee unless the items are turned over to law enforcement officials.

## **SEXUAL HARASSMENT (BOE POLICY JGEC)**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district 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 Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further 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. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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; 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 an employee's job status.

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.

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

Any employee who witnesses an act of sexual 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 sexual 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 sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual 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 against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of 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 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**

All visitors are required to register in the office. Visitor's I.D. passes will not be issued to high school age students or younger but will be issued to the following: (only by an administrator)

- Parents or guardians of students of this school and other community patrons.
- Graduates of this school who are home on vacation from college or home on leave from the service.
- Individuals invited by administration or faculty members.

This policy exists to protect our learning environment; therefore, violation of this policy may lead to removal from the building or grounds and denial of further access to the building or grounds.

# 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.

- Call 554-2236 and ask for Crime Stoppers.
- You NEVER give your name. Use a code name.
- Cash rewards are given to the first person with the correct information that solves a crime or leads to the recovery of drugs or weapons at school.

## 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 JGFGB 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 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.
- E. Students carrying medication without proper written permission may be subject to disciplinary action, which may include expulsion.

## HELP A FRIEND HOTLINE

If a friend or classmate is making bad choices in life or abusing drugs or alcohol, students can call

or text the Haysville School District Help A Friend Line at 316-207-0650 with the student's name, school, and a brief description of the problem. You do not have to give your name. Your message will be forwarded to the counselors at the appropriate school. The Help A Friend Line is available during business hours (8 AM to 4:30 PM) Monday through Friday when school is in session. In emergency situations, please call 911.

## **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.

## **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](http://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 closed 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

## **FOUL WEATHER 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:

KSA 72-8901 - 72-8905: "Be it enacted by the legislature of the State of Kansas":

Section 1. 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 or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, 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. Office assigned detentions are served in the office after school Monday through Friday 3:05-4:05.

**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.

## **DESCRIPTIONS OF VIOLATIONS**

### **CLASS A: Extended Suspension or Expulsion from School**

This suspension will be for up to 10 school days or pending expulsion hearing, with a possible expulsion or extended suspension. Upon notification of suspension (and pending expulsion), the student may be instructed to leave the campus immediately, may be escorted off campus if necessary, or may be escorted to a locker/classroom to get personal belongings. If a parent cannot be reached, the student will be placed in ISSR for the remainder of the day and will not be allowed to return pending an expulsion hearing.

**Action Causing Student, Teacher, Or Staff Physical Injury:** Any action that results in an injury requiring medical treatment.

**Aggravated Battery and Assault:** Threatening or striking another individual with a weapon.

**Aggressive Physical Contact Directed at Faculty or Staff:** Any action in which contact is made with a school employee in an intentional manner so as to cause harm or intimidate.

**Extortion:** To obtain services, property, or money by threatening someone.

**Fighting:** To strike another person. Aggressive physical contact is considered fighting.

**Fire Code Violations:** To include but are not limited to false alarms, setting a fire, possession or detonation of explosive devices, possession or use of fireworks, or any other violation of fire code.

**Grand Larceny:** Theft of property or money in excess of \$250. USD #261 will expect restitution for

district property.

**Possession of Weapon:** Having in one's possession any item whose primary purpose is to cause harm, i.e., guns, knives, martial arts weapons, etc.

**Rape or Attempted Rape:** Nonconsensual sexual activity, attempt of nonconsensual sexual activity, or any type of sexual activity in which one of the participants is under the age of 16.

**Selling/ Possession/Distribution of Illegal Substances:** Selling or Possessing or distributing any controlled substance, i.e., drugs, intoxicants, etc. The possession, use, or influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, or intoxicant of any type or paraphernalia associated with the use of such substance. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has followed proper procedures by registering the medication with the health room.

**Terroristic Threats:** To make serious threats against a person, a person's family, or property.

**Vandalism:** Willful destruction of property which causes in excess of \$250 in damages. The student will be expected to make restitution as part of the penalty for such action.

#### **CLASS B: Short-term Suspension from School**

This suspension will be a one to ten-day suspension to afford the student, parents, and school the time needed to give careful study to the behavior problem. A parent will be expected to attend a conference prior to the student's return to school.

**Battery:** Battery is a physical act that results in harmful or offensive contact with another person without that person's consent.

**Bullying/Harassment:** Bullying and harassment are often interchangeable terms. However, harassment could be intentional or unintentional, whereas bullying is willful and intentional. If appropriate, students who violate the bullying/harassment policy will be reported to local law enforcement.

**Bullying:** Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. It can occur when a person or group of people, upset, or create a risk to another person's health and safety, either psychologically or physically, to induce fear about property, reputation, or social acceptance. It involves an imbalance of power, intent to harm, and the threat of further aggression.

**Harassment:** Harassment shall be considered the use of words or deeds to cause another student or group of students to feel uncomfortable. Three categories of harassment are defined:

#### **A. General**

Treatment of others, either in word or deed, that causes, or may be considered to cause, discomfort, embarrassment, or fear. Activities related to imitation or hazing are considered a form of harassment.

#### **B. Racial**

1. Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges by the recipient.
2. Harassing conduct (e.g., physical, verbal, or graphic) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
3. Treatment that effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

#### **C. Sexual**

Sexual harassment is defined as "behavior expressed in words, pictures or actions that is offensive to a person, involving issues of sexuality, that is not welcomed and may be embarrassing or uncomfortable for the victim to experience that is one-sided, is about power, and a violation of board policy and federal law."

Incidents of bullying/harassment shall have the following minimum consequences:

- |              |  |
|--------------|--|
| 1st offense: | warning, peer mediation  |
| 2nd offense: | 1-day in-school suspension (class D)   |
| 3rd offense: | 3-day out-of-school suspension (class C)   |
| 4th offense: | 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion (class A) |

Egregious offenses may warrant the administrator to assign a harsher consequence than the minimum prescribed above.

**Petty Larceny:** Petty Larceny is the unlawful taking and carrying away the property of another

individual (under \$250). USD #261 will expect restitution for district property.

**Reckless Endangerment:** Conduct that might place an individual or group of individuals in danger of being injured. Violations include, but are not limited to: possession of an instrument of endangerment; making telephone or cellular calls or originating electronic pages or emails during a crisis situation or crisis drill; placing of false emergency calls.

**Sexual Activity:** Intimate contact with self or others.

**Show of Disrespect by Word/Act/Symbol:** Show of disrespect includes inappropriate use of language, hazing, or harassment directed toward any one person or group of individuals or any gesture that is deemed to be of an inappropriate nature directed towards any one person or group of individuals. Behavior includes, but is not limited to, poor sportsmanship, departing self or others, displaying bandanas or flags representing hate groups, gang affiliation, or symbols of other such groups.

**Tobacco/Alcohol Use or Possession:** Possession or use of any kind of tobacco Possession or use of any paraphernalia associated with tobacco use; including e-cigarettes or alcoholic beverage/ cereal malt beverage.

**Vandalism:** (Up to \$250) A pupil who steals, willfully destroys or defaces school property will be expected to make restitution as part of the penalty for such action.

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

**CLASS C:** In-school suspension or short-term suspension.

**Academic Dishonesty:** Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own.

**Defiance/Disrespect of Staff:** Student behavior so exaggerated that its intent or result leads to disruption and disorder in the learning environment.

**Disruption of School or School Facilities:** Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include, but are not limited to: using electronic equipment that detracts from the learning environment; dispersing of chemicals with the intent to disrupt.

**Gambling:** To organize or participate in gaming where chance, consideration, and winning something of value occur.

**Verbal Confrontation:** Verbal conflicts that are disruptive will not be permitted at school, on school grounds, on school buses, or at school-sponsored activities. Drawing a crowd will be considered disruptive.

**CLASS D:** Detention, out-of-class suspension, in-school suspension, or short-term suspension.

**Failure to Comply with a Reasonable Request of a Faculty or Staff Person:** Failure to abide by a reasonable request made by any faculty or staff member in the classroom, on school grounds, or at a school-related activity.

**Failure to Serve Assigned Detentions:** Students are required to serve detentions as assigned by faculty, staff, and administration.

**Inappropriate Use of Computer & Internet:** Inappropriate use of these technologies will result in the cancellation of computer access or other disciplinary action by school officials.

**Inappropriate Verbal or Nonverbal Communication:** Use of inappropriate verbal and/or nonverbal communication on school grounds. Inappropriate communications include profanity, sexual innuendos, any display of illegal or illicit substances.

**Theft** (under \$25): Theft is the unlawful taking and carrying away the property of another individual. USD #261 will expect restitution for district property.

**Truancy:** The student is absent without authorization from scheduled classroom placement.

**Vandalism/Defacing of Property** (less than \$25): Destruction of school property or property of others with replacement or repair cost of \$25 or less. The student will be expected to make restitution.

**CLASS E:** Detention, in-school suspension or short-term suspension.

**Excessive Tardies:** Students who accumulate five or more total tardies shall be considered

excessively tardy by the administration.

**Failure to Wear ID:** Students are expected to wear their ID at all times during the school day.

**Food and Drink Violations:** Food and drink in the classroom is discouraged; however, it will be allowed at the teacher's discretion. Some areas will be off-limits as designated by teachers or administration, including the auditorium, computer labs, library, general technology shops, science labs, and gymnasium floors.

**Inappropriate Assembly Behavior:** Inappropriate assembly behavior shall include but not be limited to booing, hissing, throwing items, and loud talking while performance is being given. Such behavior will not be allowed.

**Inappropriate Display of Affection:** Acts of affection beyond those normally accepted in most public settings.

**Inappropriate Dress:** All clothing and adornments must be appropriate so as not to interfere with the classroom learning process and/or safety measures. Inappropriate clothing would be considered those items that are revealing, contain profanity or sexual connotations, or promote alcohol, drugs, tobacco, or violence. Kansas State Law requires shoes to be worn. Head attire not approved by the administration are not to be worn in the buildings.

**Rowdy Behavior:** Rowdy behavior shall include but not be limited to shoving, playing tag, throwing balls, and running in the hallways.

**Use of Personal Radios, Cell Phones, Electronic games, etc.:** It is the belief of Campus High School that electronic equipment is a part of our culture and can be used to enhance learning. It is also our belief that etiquette must be taught in regard to the use of electronic equipment.

Electronic equipment use will be governed by the classroom teacher in a particular classroom. Such equipment will be allowed between classes and in the commons. It is understood that the use of electronic equipment is a privilege, not a right at school. Lasers will not be allowed at any time during the school day. Inappropriate use of any electronic equipment will result in a referral for failure to comply.

Examples of electronic equipment would include but not be limited to the following: iPods, MP3 players, radios, tape players, cell phones, laser lights, and electronic games, etc....

**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.

## DISCIPLINE SUMMARY CHART

Class	Offense	Disciplinary Action	Points
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<b>A</b>	Action Causing Medical Treatment Aggravated Battery or Assault Aggressive Physical Contact Toward Staff Extortion of Services, Property or Money Fire Code Violations Fighting or Aggressive Physical Contact Grand Larceny (theft > \$250) Possession of a Weapon Rape or Attempted Rape Possession, Sales or Distribution of Illegal Substances Terroristic Threats Vandalism (>\$250, restitution expected)	Ext. Suspension (5-10 days) Expulsion from School	45
<b>B</b>	Battery Bullying/Harassment Drug/Alcohol/Tobacco Violations Petty Larceny (theft < \$250) Reckless Endangerment Sexual Activity Show of Disrespect by Word or Deed Unauthorized Recording of Staff or Student Vandalism (<\$250, restitution expected)	Short-term Suspension (1-10 days) Parent Conference prior to return	25
<b>C</b>	Academic Dishonesty Defiance or Disrespect of Faculty/Staff Disruption of School or School Facilities Gambling Verbal Confrontation	In-School Suspension Short-Term Suspension	10
<b>D</b>	Failure to Comply w/ Reasonable Request Failure to Serve Inappropriate Communications Inappropriate Use of Computer/Internet Theft (< \$25) Truancy Vandalism or Defacement (<\$25)	Detention In-School Suspension Short-term Suspension Out-of-Class suspension	5
<b>E</b>	Excessive Tardies Failure to Wear ID Food/Drink Violations Inappropriate Assembly Behavior Inappropriate Display of Affection Inappropriate Dress Rowdy Behavior	1-hour Detention In-School Suspension Short-term Suspension Admin Conference	0-5

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Authorities may be contacted when action violates local, state, or federal law  
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## 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 hon-or builds our virtue great,  
Mak-ing true our vision, higher to cre-ate.  
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 team, 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.



