

USD 265  
Goddard Public Schools

# Elementary School



# Handbook

2017-2018

# Notice of Non-Discrimination

Goddard USD 265 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/ disability, or age as to treatment of students in programs and as to employment and provides equal access to the Boy Scouts and other designated youth groups. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, Assistant Superintendent of Human Resources, 201 South Main, Goddard, KS, 67052, Telephone: 316-794-4000. Those wishing to make a federal inquiry may do so at the U.S. Department of Education through the Office for Civil Rights. Contact may be made at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov) or (816)268-0550.

## Welcome

Welcome to Goddard School District Elementary Schools! This booklet is designed to help you become aware of some of the guidelines and elementary school policies we ask our students to follow for a successful school year. We look forward to helping students become the best they can be by providing the conditions that promote success.



### Amelia Earhart Elementary School

19201 W. 23rd Street S. • P.O. Box 319 • Goddard, KS 67052  
Phone: 794-4080 • Fax: 794-4062 • <http://earhart.goddardusd.com>  
Facebook: USD 265-Amelia Earhart Elementary • Twitter: @USD265\_Earhart  
Tracy Giddens, Principal

### Apollo Elementary School

16158 W. Apollo St. • P.O. Box 159 • Goddard, KS 67052  
Phone: 794-4090 • Fax: 794-4091 • <http://apollo.goddardusd.com>  
Facebook: USD 265-Apollo Elementary • Twitter: @USD265\_Apollo  
Scott May, Principal

### Clark Davidson Elementary School

333 S. Walnut • P.O. Box 278 • Goddard, KS 67052  
Phone: 794-4260 • Fax: 794-4280 • <http://clarkdavidson.goddardusd.com>  
Facebook: USD 265-Clark Davidson Elementary  
Matt Cavanaugh, Principal

### Explorer Elementary School

16746 W. Explorer St. • P.O. Box 217 • Goddard, KS 67052  
Phone: 794-4181 • Fax: 794-4182 • <http://explorer.goddardusd.com>  
Facebook: USD 265-Explorer Elementary • Twitter: @USD265\_Explorer  
Don Howell, Principal

### Oak Street Elementary School

501 N. Oak Street • P.O. Box 188 • Goddard, KS 67052  
Phone: 794-4200 • Fax: 794-4220 • <http://oakstreet.goddardusd.com>  
Facebook: USD 265-Oak Street Elementary • Twitter: @USD265OakStreet  
Ashley Miller, Principal

<http://www.goddardusd.com>

Download the School Connect App on your Android or Apple Device!

Student policies adopted by the Goddard Board of Education are posted on the USD 265 website, [http://www.goddardusd.com/page/27285\\_2](http://www.goddardusd.com/page/27285_2), and published in the school district newsletter emailed to patrons in July.

## Arrival & Dismissal Time

Elementary school hours are 8:45 a.m. – 4:01 p.m. AM Kindergarten hours are 8:45 - 11:50 a.m. PM Kindergarten hours are 12:55 – 4:01 p.m.

Students should not arrive at school earlier than 8:30 a.m. Classes begin at 8:45 a.m. Students that arrive before this time will wait in an area designated by the principal. The regular school day ends at 4:01 p.m. Students should not remain at school after 4:05 p.m. unless they are under the direct supervision of a teacher or administrator.



## Address Change

Please inform the school office immediately if you change your address or your home or work telephone number by calling your child's school — Apollo Elementary, 794-4090; Amelia Earhart Elementary, 794-4080; Clark Davidson Elementary, 794-4260; Explorer Elementary, 794-4181; Oak Street Elementary, 794-4200.

## Attendance Policy

Each regularly enrolled pupil at Goddard USD 265, Grades K-8, shall attend school in accordance with the compulsory school attendance law. Absences that are accompanied by valid excuses will be excused. Without a valid excuse, an absence will be deemed unexcused. The administration shall be responsible for determining the validity of offered excuses for absence from school. Unexcused absences may also result in a student being reported to appropriate authorities. Students with excessive absences may be required to provide additional documentation.

The following are deemed as valid excuses within the limits of the attendance policy: personal illness, death in the family, doctor or dental appointments, court proceedings, religious observances, school activities and other absences which are deemed necessary by the parents and approved in advance by the administration. Administrators will communicate with parents to ensure every effort is made to encourage regular school attendance by all students. Letters will be mailed, per compulsory school attendance law, when students receive three (3) consecutive unexcused absences or five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year. In addition, a letter will be mailed when any student accumulates ten (10) or more absences, excused or unexcused, in one semester.

## Absences & Tardies

Parents play the fundamental role in the education of their children. Nobody else commands greater influence in getting a child to school and recognizing how a good education can define his or her future. Absences and tardiness are strongly discouraged. If your child will be absent or tardy from school, please call your child's school office by 9:30 a.m. School staff will call parents/guardians on all unverified absences. We encourage parents to schedule appointments on days we are not in school, if possible (in service, holiday breaks, etc.). If your child is tardy or arrives at school late (i.e., doctor appointment), the parent/guardian must come into the office to sign the child in for the remainder of the school day. It is the practice of the Goddard elementary schools to notify parents when a child has been tardy to school four times.

A student who is absent for a significant part of the school day will be counted absent for that day. For purposes of the Kansas compulsory attendance laws, "a significant part of the school day" is defined as absence for the entire day for grades 1-4. Morning lateness will be recorded as tardiness; absence of two hours or more is

absence of a half day. For kindergarten, "a significant part of the day" is defined as the entire half day of kindergarten. Lateness to morning or afternoon kindergarten sessions shall be recorded as tardy. Students who are absent from school or leave school during the day due to illness may not participate in school activities that day or evening (i.e., parties, field trips, music concerts).

## Behavior Expectations

Goddard School District staff will provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. Rules and regulations are developed by each classroom and enforced with this thought in mind. School rules apply on the bus, school grounds, and at any event where our elementary school is represented, regardless of location.



## Bullying

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Goddard USD 265 will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district's property or as an educational disruption brought to the school district through a personal or commercial internet communication.

This policy applies to students on school grounds, while traveling to and from school in school-provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action set forth in the student behavior code.

## Communication

We communicate with parents on a regular basis, and have several electronic tools to help keep you informed. Please take time to update your contact information in Skyward on a regular basis. If a parent does not have email, a printed copy of notices will be provided. Electronic communication tools include: websites for district/school ([www.goddardusd.com](http://www.goddardusd.com)), Facebook, Twitter, Skyward (grades/ attendance), mySchoolBucks (meal program).

## Dress Code

The school board policy for dress at the Goddard Schools shall be such as to maintain a neat-appearing student body which promotes a positive atmosphere for learning. The administration has complete authority to administer a dress code to maintain this goal. Walking shorts which reach mid-thigh may be worn throughout the school year. Appropriately hemmed and trimmed cut-offs will be treated as shorts and may be worn. Short shorts and swimsuits are not to be worn.

Elementary school guidelines include:

- No mesh, see-through, halter, tube or one shoulder tops may be worn. All strap tops must be at least one inch wide or worn with a shirt under or over it. Muscle shirts must be worn with a shirt underneath. Midribs must be covered.



- Clothing may not be worn with printing or pictures that promote the use of drugs or alcohol, weapons, sex, or double-meaning messages.
- Hats, bandanas, and other head apparel may not be worn in the building.
- Clothing considered to be undergarments cannot be visible. No sagging.
- Skate shoes with the wheels attached such as Heelys, are not permitted.
- The building principal reserves the right to disapprove any apparel which he/she feels may create a disturbance or is inappropriate in the school setting.
- The building principal may approve exceptions to the dress code based on reasons such as religious issues, student health issues, parental requests, and school activities.

## Early Dismissal

Parents should have a plan for the students to follow in case it is necessary for them to be sent home before the regular dismissal time. The plans should be reviewed periodically with the children. In the event of such emergencies, local TV stations and KFDI radio station will be notified by district officials and asked to broadcast the early dismissal information.



## Electronic Devices

The use of electronic communication devices by pupils on school property during the school day is restricted in accordance with the provisions of individual school policies. The board directs each school to establish rules regarding the possession of communication devices and regulating their use according to the following guidelines:

- Cell phones and other electronic devices shall not be used in a manner that (a) disrupts the educational process, (b) undermines academic integrity, (c) violates confidentiality or privacy rights of another individual, or (d) threatens any individual.
- Rules regarding confiscation may include the requirement for a parent meeting prior to the return of the device.
- Parents and students shall receive written notice of school rules regarding communication devices. The notice of rules shall include a statement that the school and district accept no responsibility for the loss of or damage to any communication device.

## Emergency Drills

Tornado, fire and crisis drills will be conducted on a regular basis to ensure student safety.



## Field Trips

Teachers will schedule field trips to enhance classroom instruction. Parents will be notified of any field trip and in some instances parent signature may be required. As a parent volunteer, siblings are not permitted to attend field trips.

# Grading

The kindergarten report card is a standards-based check list and includes a brief descriptor addressed at that grade level by subject area. Letter grades in 2nd – 4th grade are given in the core subject areas. Sub-skills are scored as: M=Consistently Meets/Masters Standard; P=Progressing toward the standard; L= Limited Progress toward the standard. The grading scale is:

A: 100 – 95	A-: 94 - 90	
B+: 89 – 87	B: 86 – 83	B-: 82 - 80
C+: 79 – 77	C: 76 – 73	C-: 72 - 70
D+: 69 – 67	D: 66 – 63	D-: 62- 60
F: 59 - 0		

## Assigning Failing Grades

If a D or F is assigned, a conference should be held to discuss student needs.

## Make-Up Work

Students are allowed 2 days to make up work for every 1 day of an excused absence. At the discretion of the teacher, make-up work can be given before or following a known absence.

# Retention

In arriving at a decision for the promotion, retention, or acceleration of a student, the teacher will consider the viewpoints of the special services personnel, principal and parents. The final decision in any case pertaining to promotion, retention, or acceleration shall rest with the appropriate building principal.

# Health Services • Illness • Medication Policy

Amelia Earhart, Apollo, Clark Davidson, Explorer, and Oak Street Elementary Schools have the services of a Health Nurse. Eye examinations and hearing tests will be coordinated through the nurse's office at each school. The nurse is on call for emergencies. The school nurse does not give treatments or make diagnosis.

In order to protect students from possible serious complications and to protect other students from possible exposure to diseases, students who are ill should not come to school. It is the duty of the school to exclude any students who appear to be ill or are suspected of having an infection or contagious disease.

## Illness

Parents may be called to come and get their child during the school day if he or she becomes ill. If your child goes home ill, the child may not return that day for an activity at school. The following circumstances are some of the criteria used to determine when a parent will be called:

- a. A temperature above 99.6 degrees with symptoms or a temperature of 100 degrees without symptoms.
- b. Any contagious condition, vomiting, rashes, or behavior that appears to be out of the ordinary.
- c. All injuries which result in unusual swelling or pain.
- d. Cuts which appear to require stitches.
- e. Any dental injury.
- f. Head lice. Students sent home with head lice will not be allowed to ride the bus until they have been treated and checked by the school nurse and found to be free of lice.

It is the responsibility of the parents to make such arrangements that the ill or injured pupil be picked up by the parents or by the person the parents designate. School health rooms are to care for those pupils who become ill or injured at school and the school can only offer emergency care and first aid. No child will be taken or sent home until parents or other designated responsible person is contacted at home or at work.

## Medication Policy

### A. Prescription Medication

Under certain conditions, prescribed medication may be given at school by the school nurse or nurse designated person. This can be done only upon written request from both the parent or guardian and the attending physician. If at all possible, medication should be taken prior to coming to school or after leaving school under parental supervision. It is the responsibility of the parent/guardian to have given the initial dose of medication to the child to assure there will be no adverse reaction. Prescription medication must be brought to the school in the original prescription container, and it is the responsibility of the parent/guardian to assure that the medication and dosage in the container is the same as identified on the affixed prescription label. The following information must be listed on the label.

- Name of student;
- Prescription number;
- Name of medication and strength;
- Date prescription was filled;
- Prescribing physician's name; and
- Expiration date, storage directions.

### B. Non-prescription Medication

Over-the-counter medication may be taken at school with parental permission. It is the responsibility of the parent/guardian to assure that the medication sent to school is the correct medication. The medication must be in its original container and the following written instruction to the nurse or designated school employee must be included with the medication:

Name of Student, Name of Medication, Dosage, Time, Reason for Medication, Expiration Date.



School employees who administer the medication in accordance with authorized physician instructions and/or parent/guardian instructions and BOE Policy shall not be liable for damages resulting from adverse reactions. In the event of adverse reaction, the student will be treated according to standard emergency care guidelines.

## Homework Policy

Homework is a part of the educational program and will be assigned with consideration of the maturity level of the pupil, the organization of the classroom and other activities in which the pupil might be involved. Teachers are responsible for insuring that children understand the assignments and that an inordinate amount of a family's evening and free time is not consumed. We do not endorse the idea of homework as punishment. Parents are asked to assist the staff by ensuring that their children have an area in the home with a desk or table that is quiet so that children can do their best on homework assignments.



## Inclement Weather - No School

When inclement weather threatens to cause school to close, please listen to one of the radio or TV stations listed. School closing announcements will be sent by text and email to parents that have provided cell phone and email address. Television stations notified are: KSNW-TV, KAKE-TV, and KWCH-TV. In addition, information will be given to: KFDI-AM, KFDI-FM. Other area radio stations may also broadcast the school closing information. Information should be on the air after 6:00 a.m., depending on the situation. Many of these stations also post the school closing information on their website. If school is closed, school office telephones will have a recording with the information.



## Internet Access To Student Information

Goddard School District encourages parents to stay abreast of academic information, attendance, grades, class schedules, discipline and other information through secure electronic access provided by the district through Skyward Family Access. Passwords for students remain the same from year to year. Passwords and instructions for new students are available from the child's school office. Questions from parents about electronic access to student information should be directed to the student's school office. Goddard School District also uses an electronic notification system known as Skylert to send general information to parents as well as provide notification of school closings or other emergency announcements. Families of USD 265 students are automatically enrolled in the Skylert notification system unless parents request to opt out.

## Leaving School

Students are NOT to leave school while it is in session without permission from the office. Any accident or illness should be reported to the principal's office before the child is sent home from school. Students leaving early for appointments must check out through the office.

## Parent-Teacher Conferences

Parent-Teacher Conferences are planned for elementary students twice during the year at the end of the first and during the third grading periods. Conference times are posted in the building newsletter and on the district calendar/website. Parents are encouraged to call for an appointment. Teachers may request a conference if the parent does not call in. We encourage young siblings to be left at home so the focus can be placed upon the student's conference.

## Custody & Parent Rights

Court orders that have been issued shall be followed by the School District. It shall be the responsibility of the person requesting an action by the school to inform and provide the school with a copy of court orders allowing such action(s).



## Parties

Please schedule parties at the end of the day with your child's teacher. Fall, winter, and Valentine's Day parties will be scheduled in each building. Parents are encouraged to provide healthy snacks. Balloons and anything in a glass container are not permissible and should not be sent to school. This includes flowers, balloon bouquets, etc.

**Birthdays** — Birthdays are very special occasions for kids! If you wish to bring or send treats for your child's birthday, you are welcome to do so. Please call or e-mail the classroom teacher to set up a time that will work with our schedule.

Please do NOT send party invitations to school unless the entire class is invited. Please understand that due to the Family Educational Rights & Privacy Act (FERPA), neither the school nor teachers are able to provide addresses, phone numbers, email addresses, or other contact information.

## Personal Items

Personal items should be left at home or in backpacks during the school day. Goddard School District is not responsible for loss of or damage to personal items brought to school. Personal items that are visible may be removed by the classroom teacher/administrator.

## Recess Temperature Rule

Our school promotes health and wellness by scheduling a recess break for a minimum of 15 minutes daily. Due to the extreme temperatures experienced in Kansas, inside recess will occur if the temperature OR wind chill is 25 degrees or below, or if the heat index is 98 degrees or above. All recess equipment is checked on a regular basis for safety issues.

## School Property

Who owns Goddard schools? YOU do! All residents of Goddard School District pay taxes directly or indirectly which build and maintain our public schools. Therefore, any damage done to our buildings, equipment, buses or books must be paid for with your family's money. It is not enough for students to refrain from doing anything to increase this cost to parents, neighbors and you, but we must help protect the schools by discouraging or reporting such action by any others. REMEMBER, most trouble starts as fun! The school grounds, building and equipment should be cared for with the greatest of respect. Students are to be responsible for the replacement costs on any property maliciously damaged or destroyed.

## School Volunteer Policy

Parent volunteers are very important to the education of children at Apollo, Amelia Earhart, Clark Davidson, Explorer, and Oak Street Elementary Schools! They have a vital role in our day-to-day operations. Our volunteers are highly respected and trusted by our students and are generally viewed as "authority figures" by the children. Our schools have high standards and expectations for all areas of your child's education, and we have established guidelines to assist all of us in maintaining those standards.

The following school volunteer policy is designed to help us sustain the safe and orderly school environment that is expected by the parents, students and staff of USD 265.

1. All potential volunteers must attend our volunteer orientation. Volunteer assignments will not be given to those who have not participated in the orientation. Volunteer orientation will include:
  - a. Dealing with confidentiality issues;
  - b. The importance of not disrupting classroom instruction; and
  - c. Training for: safety issues, fire drills, tornado drills, personal decorum, instructional issues, school policies, volunteer protocol.
2. Volunteers are encouraged to complete a volunteer survey to indicate their areas of interest. However, as with all other building staff members, the final decision for placement rests with the building administration.

3. Our students need and deserve the full attention of all staff members, both employed and volunteer. We especially want to assure that our students do not have to compete for attention during special activities. Therefore, we encourage volunteers to make other arrangements for their younger children during the time the volunteer is serving in the school building.
4. Field trips are scheduled as part of the instructional day. The school volunteer policy applies to these activities with the same standards and expectations for field trip volunteers as we have for other school volunteers. Please be aware that we are unable to provide transportation for field trip volunteers. You should also understand that volunteers may not be needed for some field trips. The final decision made by the building administrator in these matters will prevail. Siblings are not permitted to attend field trips.

We look forward to working together with you this year to give your children the best education possible in a caring — as well as safe and orderly — environment!



## School Nutrition Services Program

Goddard School District participates in the federal school nutrition services program. Students may also bring a lunch from home. Breakfast is available in the morning 20 minutes before start of school for \$1.80. Lunches for elementary school students are \$2.50. Money for meals is paid in the school office where accounts will be maintained for students or on-line at [www.goddardusd.com](http://www.goddardusd.com). Students who participate in the school food service program are encouraged to purchase meals on a monthly basis. Families may qualify for either free or reduced price meals based on total family income and number of dependents. Application forms are available in the school office.

Dining room manners should be the same table manners as those at home. Students who purposely leave an untidy area, throw food, or are too noisy will be disciplined by the dining room supervisor and/or the principal.

A doctor's note must be on file in the nurse's office in order to accommodate any food substitutions related to health issues.

## Meal Charge Policy

Goddard School District has a "no charge policy" for all student and adults. The assistant superintendent for finance and the director of nutrition services have developed a procedure for collection of money when a student's account has a negative balance. Part of the procedure is to provide the parent with a free/reduced lunch application for them to complete to determine if they would qualify for free or reduced-price meals. If the child qualifies for free or reduced-price meals, the negative balance will still be required to be paid in accordance with federal guidelines. Parents can send lunches with the student, but the negative balance will be required to be paid. Students will be served a snack and milk until the negative balance is paid. When children are not provided lunches by their parents/guardians, they are considered children in need of care and the Department of Children & Families will be notified.

## Show & Tell - Pet Policy

If the teacher has given permission for a student to bring a pet to school, the pet must be brought in a carrier and must remain in the carrier. Students will not be allowed to handle the animal.

## Student Fees & Charges

Building principals or designated representatives shall be authorized to collect fees or charges approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student. Parents/guardians of students are expected to pay textbook rental fees as established by the Goddard Board of Education. If needed, please contact the school office to make arrangements for payment of fees or for information about a school fee waiver. Parents/guardians must reimburse the school for their child's damaged or lost textbooks or library books. If a textbook is lost or destroyed, textbook replacement fees will be prorated on the basis of the full years remaining on a six-year book life. If lost textbooks are recovered in the same condition as when issued, funds paid will be refunded. If a library book is lost or destroyed, a replacement fee will be assessed. If a library book is damaged, a repair fee will be assessed for library items with repairable damage. Therefore, if a book is destroyed or lost, the full replacement cost will be charged.

## Student Information

Student information is maintained in a confidential manner. Only a child's parents/guardians, both custodial and non-custodial, and designated school officials may see a child's records. We will not release student records to any other parties without parental consent. Please notify the school office of changes in address or phone numbers for your family. We also need to be notified of any custodial changes that may occur. Legal notifications should be updated annually.

## Textbooks & Other Instructional Materials

The Board of Education makes the final consideration in the adoption of all textbooks to be used in the district. It is the policy of the board to provide educational materials and equipment that support and enrich the curriculum and achievement of the district's educational goals.

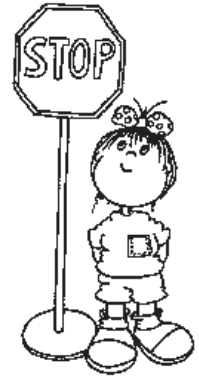


## Transportation

Students in the Goddard Schools are fortunate to have the privilege of riding the school bus to and from school daily. With this privilege comes the responsibility of proper behavior while riding the bus. We expect all students to respect and obey the rules that have been set for riding the bus. Remember that the driver is in charge of the bus. Bus rules emphasize cooperation and safety precautions. Any violations of established bus rules will be reported to the Transportation Discipline Coordinator and disciplinary measures will be taken. School buses only provide transportation to addresses within each school's attendance area. Transportation will not be provided to any address outside a student's school attendance area.

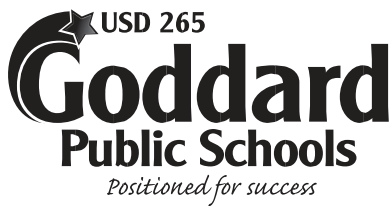
***Any change in a child's daily bus routine must be verified in writing from the child's parents/guardians before school starts that day.***

Written notice must be given to the office if the child is to be picked up that day instead of riding the bus home. For the safety of your child, we do not honor telephone calls to change a child's school bus routine.



## Withdrawal From School

If a student is withdrawing from school, it is necessary for the parent to come to the office before the last day of attendance. All textbooks and library books, etc., belonging to USD #265 must be returned and all fees paid before withdrawing from school.



*USD 265 is an equal opportunity agency. You will not be discriminated against because of race, religion, national origin, age, sex or handicap.*

### USD 265 Sexual Harassment Policy — JGEC

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified 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 from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic 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 a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual 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. The building principal or district compliance coordinator may discuss the complaint with the student to determine if it can be resolved. A form to initiate this complaint is attached and can also be secured from the building principal.

The principal of the school the student attends, or their designee, shall be considered to be the impartial investigator. If the principal, or their designee, is not independent or does not believe that they can conduct an independent investigation, then the matter is to be referred to the District Compliance Coordinator. The District's Assistant Superintendent of Human Resources has been designated to coordinate compliance with nondiscrimination requirements of this policy. The Compliance Coordinator can be contacted at 201 South Main, Goddard, KS, 67052 or by telephone at 316-794-4000.

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 student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. Conduct found to be sexual harassment is subject to the full range of disciplinary measures, up to and including expulsion.

An employee who witnesses an act of sexual harassment shall report the incident 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.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. 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 expulsion of a student or termination of an employee.

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

## USD 265 Complaints 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. The District's Assistant Superintendent of Human Resources, 201 South Main, Goddard, KS, 67052, (Telephone: 316-794-4000). 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, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2007 and the Age Discrimination Act. The grievance procedure is applicable to complaints alleging discrimination on the bases of sex, disability, race, color, national origin, and age, including allegations of harassment. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

#### Complaints about Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee 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. The identity of the individual filing a complaint will be kept confidential to the extent possible without compromising a thorough investigation. 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 principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. Use of the informal complaint procedure is not a prerequisite to filing a formal complaint or using the formal complaint procedure.

#### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. The forms are also included at the end of this policy.
- 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.
- An investigation shall follow the filing of the complaint. Individuals who conduct the investigation shall be impartial. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- 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.

#### Complaints about Policy

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

#### Complaints about Curriculum

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

#### Complaints about Instructional Materials

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

#### Complaints about Facilities and Services

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

#### Complaints about Personnel

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



**GODDARD HARASSMENT COMPLAINT FORM**

Your Name \_\_\_\_\_ School/Grade \_\_\_\_\_

Date \_\_\_\_\_

Type of Complaint Sexual \_\_\_\_\_ Disability \_\_\_\_\_ Racial \_\_\_\_\_

Date incident reported \_\_\_\_\_

Reported to \_\_\_\_\_

Please describe the specific incidents that you feel constitute harassment. (use extra sheets if needed):

What is/are the date/s the incident occurred? \_\_\_\_\_

Please describe the incident including what occurred, when it occurred, and whether there were any witnesses other than you to the event(s). If necessary, attach additional sheets of paper.

Are you aware of any other person who has been subjected to similar harassment? If so, please identify such person(s) and describe the details of the harassment including when and what occurred.

Other than the individual(s) you have identified above, is/are there any other person(s) who you feel should be contacted in connection with the investigation of this complaint. If so, please identify the individuals, how to contact them, and what information these individual(s) may have.

This form should be filed with the USD 265 / Goddard Public Schools District Compliance Coordinator, 201 S. Main, Goddard, Kansas 67052 – 316-794-4000.

Your complaint of harassment will be promptly and thoroughly investigated. The investigation will be kept confidential to the extent as possible with the Districts' need to fully investigate and address the situation. If the investigation verifies that inappropriate behavior has occurred, appropriate disciplinary action will be taken against the person who has harassed you.

If at any time you feel that as a result of your complaint you are being retaliated against, please file an additional complaint using this form or contact the Districts' Compliance Coordinator. He can be contacted at 201 South Main, Goddard, KS 67052 or by telephone at 316-794-4000.

Please read the above carefully before signing. Your signature below will indicate that this form accurately and completely describes your complaint of harassment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

This form can be completed by Parent or the Student.