



## Goddard High School 2017-2018

Principal: Doug Bridwell  
 Assistant Principal/Athletic Director: Brian Buchanan  
 Assistant Principal/Activities & Testing Director: Susan Perkins  
 Counselors: Kim Hoetmer & Michelle Murray-Cline  
 School Psychologist: Barry Burgard  
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School Connect App available for iPhone & Android

### Goddard USD 265

#### NOTICE OF NONDISCRIMINATION

*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, the District's Assistant Superintendent of Human Resources, 201 South Main, Goddard, KS, 67052, Telephone: 316-794-4000. Those wishing to make a federal inquire 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

**All policies contained in this handbook are subject to board of education modifications at any time during the present school term.**

**Board of Education Policies are printed on the District School website, [www.goddardusd.com](http://www.goddardusd.com),**

**and will not be duplicated in this agenda book.**

**Students are responsible for student related Board of Education policies.**

## MISSION STATEMENT

The mission of the Goddard High School staff is to build student commitment to excellence through Productivity, Responsibility, Initiative, Discovery, and Exploration.

## GHS FIGHT SONG

We're the Goddard blue and white.  
 We're here to take it all.  
 We've come to fight and win this game tonight  
 and here's our mighty call...  
 GO! FIGHT! WIN!  
 We've got lots of power and might.  
 We've got strength and plenty of fight.  
 We'll win this game tonight.  
 Goddard Lions - the blue and white. Hey!

## ACTIVITY FINANCES

Each high school class and other school organizations shall deposit their finances in the high school activity fund. Deposits shall be made in the business office, to either the secretary or the administration. Sponsors and coaches need to be aware of and follow the sales tax regulations regarding the purchase and sale of items. The treasurer making the deposit will receive a receipt for the amount. All class and organization bills will be paid by check after a voucher has been written authorizing the payment of the bill. The voucher must be signed by the sponsor.

## ALTERNATIVE EDUCATION

Goddard Public Schools does have an alternative program. Parents / Students may apply to attend the Goddard Academy to complete their educational program for high school. Parents may waive compulsory attendance for a student who is 16 years of age or older.

## ATHLETICS & ACTIVITIES

Goddard High School offers a wide variety of interscholastic athletics for student competition. **Fall:** Football, Cross Country, Volleyball, Women's Tennis, Women's Golf, Men's Soccer. **Winter:** Men's/Women's Basketball, Bowling, Wrestling. **Spring:** Track, Baseball, Softball, Men's Tennis, Men's Golf, Women's Soccer. KSHSAA recognizes the following non-athletic activities at the high school level: Music (Vocal and Instrumental), Debate, Forensics, Dramatics, Spirit Groups (Cheer, Dance, and Color Guard), KAY, Scholar's Bowl, and Student Council.

Students participating in athletics and activities must follow the KSHSAA association eligibility requirements. A full day (7 hours) of attendance at school is required for a student to be eligible to participate in a contest or practice or performance that day. If a student's illness is serious enough that he/she cannot attend school, then the student should also be too ill to participate in activities after school. Special exceptions to this will be made in cases such as funerals, doctor or dental appointments, and family emergencies. The coach and administration will consider these absences. All questions relating to the athletic program should be directed to the athletic director – Mr. Buchanan. All questions relating to the activities program should be directed to the activities director – Mrs. Perkins.

## ATHLETICS & ACTIVITIES AND STUDENT BEHAVIOR

Students, when in attendance at any athletic contest, dance, school program or other activity sponsored by the school, will be required to obey the rules and regulations which govern the regular school day. Away events are treated the same as home events. Failure on the part of a student to comply with these rules and regulations will constitute sufficient grounds for suspension from further participation in such activities for the remainder of the school year. School activities will end not later than 12:00 a.m.

There will be no re-entry into events. The general rule of thumb to remember is "once you're in -- you're in, once you're out -- you're out!"

No outside food or drink will be allowed at school-sponsored events.

Senior Royalty requirements: To promote positive role models and representatives for Goddard High School, senior royalty candidates will be subject to the following requirements to be eligible as nominees for homecoming and prom royalty.

- Students must be seniors involved in at least one school activity.
- Students must be passing 6 classes. Teacher aide is excluded from consideration in eligibility.
- Students must possess a good attendance record and not on the Saturday School list for attendance concerns.
- Students must be a good representative of Goddard High School with no discipline actions involving a). use or possession of alcohol or drugs or simulations of drugs, or drug paraphernalia, b). undesirable or immoral behavior, or c). any act that harms the reputation of the school.
- A student may be a final candidate only one time during the school year.

## **CITIZENSHIP/SPORTSMANSHIP – REFERENCE KSHSAA RULE 52 SECTION 1**

Introduction – The effective American secondary school must support both an academic program and an activities program. These programs 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 stand together in support of the following sportsmanship policy.

Philosophy – Activities are an important aspect of the total education process in the 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 to increase student/community involvement, this ultimately translates into improved academic performance. Activities are also an opportunity to demonstrate its support for the participants and the school, and to 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.**

### **LIONS SPORTSMANSHIP CODE:**

*CREATE A POSITIVE COMPETITIVE ENVIRONMENT.  
DEMONSTRATE PRIDE IN YOUR TEAM AND YOUR SCHOOL.  
SHOW RESPECT FOR COACHES, PLAYERS AND FANS.  
ACCEPT AND RESPECT THE DECISIONS OF OFFICIALS.  
WIN AND LOSE WITH DIGNITY.*

### **ATHLETIC PASSES**

Students may purchase a Student Season Athletic Pass in the GHS office from the Athletic Department. Student Season Athletic Passes are good for student admission to all home GHS and EHS Varsity, Junior Varsity, and Freshmen Football, Volleyball, Wrestling, Basketball, Soccer, Baseball, and Softball events. Passes are not valid at Regional or State events being hosted at GHS or EHS.

Passes are \$40 each. Lost passes may be replaced for \$20.

### **ATTENDANCE EXEMPTION-WAIVER**

Parents may request exemption from the compulsory attendance requirements if the student is 16 years of age or older. The parent and child must attend a final counseling session with the counselor and administrator and must complete the district exemption request form.

**ATTENDANCE REGULATIONS – This policy is established in order to encourage good daily attendance, the cornerstone of a successful educational career.**

1. A student who exceeds a total of 8 absences in any class during the course of a single semester will lose credit in that class. The student must continue to attend the class and do all work assigned in the class.
2. The student can regain credit status in the class through attendance at Saturday School sessions. This process will allow them to make up the time they have missed over the maximum 8 absences.
3. An absence from class would not be counted under this policy for the following reasons:
  - a. Absences that are documented by a note from a doctor or a dentist with the specific date of absence noted on the documentation.
  - b. Absences that are documented due to appearance in court or involvement with other governmental agency.
  - c. Absences that are the result of a student’s involvement in any academic, athletic or activities program related to school.
  - d. Absences due to a serious family emergency. Examples would include such events as attendance at a funeral of a family member or a serious family illness. The illness would be such as that of a parent or could be related to the transportation of parents and siblings to a medical appointment that is documented.
  - e. Absences due to an out-of-school suspension assigned by administration of the high school.
  - f. Absences due to participation in activities related to a religious holiday.
  - g. Senior students are allowed a total of 5 days per semester for post-secondary educational visits. **Counselors have College Visit forms that must be taken to the college for documentation of time spent at the college or university. Failure to document time for the visit will void the absence as excused. All visits must be documented for attendance purposes.**
  - h. Junior students are allowed a total of 2 days during 2nd semester for post-secondary educational visits. **College Visit Form is man-**

**datory.** The student must provide documentation from the institution confirming the visit.

4. Time can only be made up in the Saturday School program or by administrative approval.
5. The official record of absences will be the one that is kept in the office.
6. Students can only be **assigned** to the Saturday School program through the administration. Any student reporting to class more than 10 minutes late will be considered absent. All students must check in at the office if more than 10 minutes late to 1st hour.

**As a courtesy, parents will be notified through the mail when a student reaches a total of five (5) absences in a class. Please call the high school office if you have questions concerning the attendance policy. All absences eligible for waiver status must be cleared up within 10 days of the date absence. Parents will be notified by the auto-dialer if a student is absent from school or absent from any part of the day.**

- **Extended Absences: Any student that is absent over an extended period of time must request a waiver from the principal in writing giving the reason(s) for the extended absence.**

## BUILDING SECURITY

USD #265 Police will be on duty full time at Goddard High School to monitor outside and inside activity. Students must follow Kansas traffic and parking policies. Citations may be written by police officers for driving or parking violations. It is the student's responsibility to drive safely and park correctly while at Goddard High School. All vehicles are under the surveillance of security cameras and are subject to search. Interior cameras monitoring hallways and classrooms are recording activity that may be accessed for viewing by administration and security personnel.

## BELL SCHEDULES

*GHS 2017-18 Class Schedule*

### ***M,Tu,Thurs,Fri 7 Period Day***

1st Hour 7:35 – 8:29  
*Passing 8:29 – 8:34*  
 2nd Hour 8:34 – 9:28  
*Passing 9:28 – 9:33*  
 3rd Hour 9:33 – 10:27  
*Passing 10:27 – 10:32*  
 4th Hour 10:32 – 11:26  
*Passing 11:26 – 11:31*  
 5th Hour/Lunch 11:31 – 12:53  
**I 11:26 – 11:52**  
**II 11:57– 12:23**  
**III 12:28 – 12:53**  
*Passing 12:53 – 12:58*  
 6th Hour 12:58 – 1:52  
*Passing 1:52 – 1:57*  
 7th Hour 1:57– 2:51

### ***P.R.I.D.E. Schedule (Wednesday)***

1st Hour 7:35 – 8:23  
*Passing 8:23 – 8:28*  
 2nd Hour 8:28 – 9:16  
*Passing 9:16 – 9:21*  
 3rd Hour 9:21 – 10:09  
*Passing 10:09 – 10:14*  
 P.R.I.D.E 10:14 – 10:49  
*Passing 10:49 – 10:54*  
 4th hour 10:54– 11:42  
*Passing 11:42 – 11:47*  
 5<sup>th</sup>Hour/Lunch 11:47 – 1:05  
**I 11:42-12:08**  
**II 12:10-12:36**  
**III 12:39-1:05**  
*Passing 1:05 – 1:10*  
 6th Hour 1:10 – 1:58  
*Passing 1:58 – 2:03*  
 7th Hour 2:03 – 2:51

### ***Assembly Schedule – As Determined***

1st Hour 7:35 – 8:25  
*Passing 8:25 – 8:30*  
 2nd Hour 8:30 – 9:20  
*Passing 9:20 – 9:25*  
 3rd Hour 9:25 – 10:15  
*Passing 10:15 – 10:20*  
 4th hour 10:20– 11:10  
*Passing 11:10 – 11:15*  
 5<sup>th</sup>Hour/Lunch 11:15 – 12:31  
**I 11:10-11:36**  
**II 11:38 -12:04**  
**III 12:05 -12:31**  
*Passing 12:31 – 12:36*  
 6th Hour 12:36 – 1:26  
*Passing 1:26 – 1:31*  
 7th Hour 1:31 – 2:21  
 Assembly 2:21 -2:51

## **CHANGE OF CONTACT INFORMATION**

Inform the office if you change your personal information such as address, email, or telephone number. Any change to personal information must be done through the registrar.

## **CHECK OUT-TRANSFER STUDENTS**

All students leaving Goddard High School must have a form signed by all of their teachers, the librarian, and Brenda Haas to make sure that all outstanding bills/fines are paid. Forms are available in the counselor's office.

## **CHEERLEADERS/DRILL TEAM**

Cheerleaders/Drill Team members are elected each spring. All students/candidates must meet requirements as set forth in the Cheerleader and Drill Team constitutions, and requirements of the Kansas State High School Activities Association.

## **CLASS OFFICERS OR OFFICES**

Class officers for any class, organization or club must meet standards as described in their constitution.

## **CLUBS**

A variety of clubs are available for students at GHS. Students must sign up prior to attending club activities. Clubs will meet before and after school. Clubs: Campus Life/Bible Club, Circle of Friends, Drama Club, Eco Meet Team, BPA, FCCLA, GHS Gay-Straight Alliance, International Thespian Society (ITS), KAYS, National Art Honor Society, National Honor Society, Outloud, Pagemaster's Book Club, Powerlifting, Science Club, Science Olympiad, Scholars Bowl, Secular Alliance Club, Spanish Club, Spirit Club, and others. To inquire about starting a club, please see Mrs. Perkins.

## **DANCES**

The school does not sponsor dances or social functions off the school grounds except the Junior/Senior Prom. School sponsored dances will be held in the school. No outside guests are permitted at the Welcome Back to School Dance. Outside guests are permitted only at specified dances and must be signed up prior to the dance and approved by the administration. Outside guests must have a completed form submitted to administration prior to the dance. Forms will be available in the school office. All students will be required to show school issued identification cards. Students and guests must be of high school age as a minimum to attend and no older than 20 years of age. Once you have been admitted to the dance, you may not leave and be readmitted. Inappropriate dancing and behavior will result in removal and loss of the privilege of attending the next dance, or dances, for the remainder of the year. ***All dancing must take place with students facing their dance partner, with appropriate space between the bodies. Students that do not comply with the dance rules will be removed from the dance. Students who have problems or create problems at dances will not be allowed to attend future dances including Homecoming and Prom.***

## **DETENTIONS – ADMINISTRATIVE**

Detentions that have been assigned by the administration are to be served in the Detention room after school from 3:00 – 3:55 p.m., Monday through Thursday. Questions about detentions should be referred to the administration. Discipline issues that arise with substitute teachers will be reported to the administration, but the regular classroom teacher will handle the discipline according to school guidelines.

## **DETENTIONS – TEACHER**

Teacher assigned detentions may be up to 30 minutes before or after school. Student and teacher agree on date & time, with final approval of the teacher. Failure to serve a teacher assigned detention is a violation of school rules and referred to the administration.

## **DISCIPLINE PROCEDURES – CLASS DISCIPLINE**

### **DISCIPLINE ASSIGNMENTS:**

Alphabetically Assigned:

A-L 9<sup>th</sup> -11<sup>th</sup> Grades: Brian Buchanan    M-Z 9<sup>th</sup> -11<sup>th</sup> Grades: Susan Perkins  
All Seniors: Doug Bridwell

Before *STEP 1* is used, the teacher will have a conference with the student and discuss any necessary improvement to avoid going to *Step 1*.

**STEP 1.** Teacher and student conference and documented by the teacher. Teacher will contact parents (phone or email) in reference to issue/concerns.

**STEP 2.** If problem continues to exist, the teacher will submit a discipline referral in Skyward. The administration will have a conference with the student. Parents are notified.

**STEP 3.** Problem continues. Teacher will submit a discipline referral in Skyward and student is sent to the office. Parents are notified. Student may be suspended from class.

**STEP 4.** Problem continues. Teacher will submit a discipline referral in Skyward and student is sent to the office a second time. The administration will then notify the parents of final decision, which may be suspension or recommendation for expulsion.

Certain student behaviors may warrant some or all of the steps above be bypassed. A teacher has the authority to send a student straight to the office if necessitated by the behavior.

## **STUDENT BEHAVIOR CODE**

### **A. Student Behavior Expectations**

School Goal:

To implement fair, consistent classroom and total school expectations for students, teachers and administrators.

### **B. Code of Conduct/Consequences**

#### Step 1 Conference

A school administrator will talk to the student and try to reach an agreement regarding how the student will behave. Parents will be notified by Discipline Report or phone call. Student is removed from the class for 1-3 hours (Action recorded in student file).

#### Step 2 In School Suspension

The student is removed from classes, but remains at school and in the in-school suspension room at GHS. Parent will be notified in writing or by phone. (Action recorded in student file).

A - one to seven periods

B - one to five days

#### Step 3 Short Term Suspension

The student will not be allowed to attend school for the determined amount of days. Parent will be notified. (Action recorded in student's file) Student is not to be at any school activities or on school property during suspension.

A - one day

B - two to three days

C - five/ten days

#### Step 4 Long Term Suspension/Expulsion

The student will not be allowed to attend school, school activities or be on school property for a period of time as determined by the hearing committee.

**\*\*Due process will be followed in all suspensions or expulsions\*\***

<b><u>Action/Behavior</u></b>	<b><u>Applied Consequence</u></b>	<b><u>Repeat Offense</u></b>
Alcohol	3C	4
Cheating	Loss of Credit for assign. (Refer to Finals Exemption Policy)	2-3 (No Credit for Assignment)
Destruction of Property	1-4 + restitution	1-4 + restitution
Dishonesty	1-2	1-3C

Disorderly Conduct	1-4	1-4
Disrespectful	1-4	1-4
Disruption of Educ. Process	1-4	1-4
Dress Code	1-2B	3-4
Drug Violations	4	4
Excessive Tardies	See Tardy Policy	See Tardy Policy
Explosives	4	4
Failure to Comply	1-4	1-4
Fighting	3C	4
(Incidents of Fighting – students may be taken into custody and processed through the legal system)		
Food Fight	3C	4
Harassment	See BOE policy	
(sexual, physical, racial, verbal)	Conference + Letter in file	3-4
Inappropriate Language	1-4	3-4
Open Defiance	1-4	1-4
Physical Assault	3C-4	4
(Physical Assault – students will be taken into custody and processed through the legal system)		
Possession of Drugs	4	4
(Drug Violations – students will be processed and charged through the legal system)		
Scuffle	1-2	2-3C
Skipping Classes	2B	2-3C
Theft	2	3-4
(Felony Theft Violators will be taken into custody and processed and charged through the legal system)		
Tobacco	1	*
(Student will be issued ticket from Goddard USD 265 Police Department) * 2nd offense for tobacco will result in ticket + suspension/or enroll in stop smoking clinic. A 3rd offense for tobacco will result in ticket + 3 day suspension.		
Truant	2B	2B
Unexcused Absence	2B	2B
Unnecessary Items	1-3C	4
(Includes cell phones, I-Pods, MP3 Players, CD Players) See Electronic Device Policy		
Weapons	4	4

**Infraction Definitions:**

Physical Contact:

Scuffle: Engaging in physical contact for no purpose...no intent to harm another person.

Fight: Both parties physically assaulting each other.

Physical assault and battery: Attack of one person or of a group of persons upon another person who does not wish to engage in the conflict and who did not provoke the attack.

Threats and Verbal Abuse: Statements or actions that intimidate or injure another person.

Lying: Giving false information or information calculated to mislead.

Destruction of property: Destroying or mutilating objects or materials belonging to the school, school personnel or other persons.

Forgery: Writing or using the signature or initials of another person.

Theft: Taking or concealing property that belongs to others.

Defiance of School Personnel's Authority: Refusal to comply with reasonable request of school personnel.

Cheating: Use of any material or information other than your own to complete school assignments or tests, unless previously approved by the teacher. Refer to the Finals Exemption Policy.

Disorderly Conduct: Conduct and/or behavior disruptive to the orderly education procedure of the school (including profanity and obscene behavior).

Unnecessary items: The possession of an item which could be used to cause a disturbance and which is unnecessary for school (including, but not limited to electronic devices such as pagers, cellular phones, CD Players, headsets, other communication equipment, and sunglasses).

Weapons: The possession of a dangerous weapon or the use of an object to inflict bodily injury to another person.

Explosive Devices: The use, possession or sale of explosive devices.

*Non-Prescribed Drugs and Alcohol:* The possession, sale, use or transmittal of, or being under the influence of, any non-prescribed drug, alcohol or other intoxicant of any kind or nature (including the inhalation thereof) on or about school property at any time or at any school activity regardless of location. In the event of a suspected violation of this rule, legal authorities may be notified.

*Tobacco:* The use, sale and possession of tobacco of any kind on school property or activities.

**C. Disruption of School** – See district website for BOE policy.

**D. Verbal/Physical Assault on a School Employee or Student** – See district website for BOE policy.

**E. USD #265 Weapons Policy**

Weapons policy: See district website for B.O.E. policy.

**F. Consequences of Violations**

Violation of any provision of this behavior code may result in suspension and/or expulsion.

## **DISCLAIMER**

**USD #265 is not responsible for loss or damage to any personal property even if personal property is lost, stolen or damaged on school grounds.**

## **DRESS CODE**

The Goddard Board of Education has adopted a district dress code that is as follows:

“The Board Policy for Dress at the Goddard Schools shall be such as to maintain in a neat appearing student body that which promotes a learning atmosphere. The administration has complete authority to administer a dress guide to maintain this goal.”

**The building administration reserves the right to disapprove any apparel that he/she feels may create a disturbance or is inappropriate in the school setting.**

## **ELECTRONIC DEVICES POLICY**

The Goddard Board of Education has adopted a district electronic device and camera use policy that is as follows:

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.
- Cameras and camera phones may be used at school, on school property or at school activities or functions only if they are not disruptive and are in compliance with school policy for electronic devices.
  - a) Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others.
  - b) No camera shall be used in any restroom, dressing area or locker room.
  - c) Cameras shall not be used to record confidential material, such as tests.
  - d) Cameras shall include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras, videophones, internet web cameras and any other device capable of, taking, storing, transmitting or viewing pictures or images.

School rules may be established to indicate communication devices used in violation of school rules will be confiscated and disciplinary action will be taken for such violation.

**Violations of this policy at Goddard High School will carry the following consequences:**

**Violation 1:** The student’s cell phone / electronic device will be confiscated and turned into his/her administrator and the student will be required to serve a 1 hour detention before it is returned.

**Violation 2:** The student’s cell phone / electronic device will be confiscated and turned into his/her administrator and the student will be required to serve 2 one hour detentions before it is returned.



**Violation 3:** The student will be assigned a 1 day In School Suspension and the cell phone / electronic device will be returned after serving the ISS assignment.

**Violation 4:** The student will be assigned a 3 day In-School Suspension and the cell phone /electronic device will not be returned until a parent/administrator conference has been held.

Repeat Violations of this policy may result in suspension.

**\*Violations that occur on Friday** – Student will be given the phone/electronic device at the end of the day. Detention must be served Monday, or if second offense detentions served on Monday and Tuesday. Failure to do so will result in ISS.

## **ENTRANCE REQUIREMENTS FOR GODDARD HIGH SCHOOL**

Any pupil who is a resident in the GHS attendance area may enroll at GHS:

1. When accompanied by a parent or legal guardian (must have guardianship affidavit).
2. Upon completion of GHS enrollment forms.
3. Upon completion of the Residency Affidavit (or non-resident appeal form for those who have a contract for purchase of a home in the district.
4. Upon receipt of immunization records.
5. Upon the receipt of records from the previous school or upon completion of request to receive records from previous school.
6. For more information see Resident Attendance Policy on district website.
7. Open Enrollment: High school students from out of district may apply to attend Goddard Public High Schools during the open enrollment period May 1 –August 20 Applications are available at the Administrative Center located at 120 S. Main in Goddard.

## **FIRE AND TORNADO DRILLS**

Each teacher will post in his/her area a fire and tornado drill procedure. A long signal on the bell system signifies a fire drill and short intermittent signals will signify a tornado drill. Students setting off fire alarms without cause will be turned over to the proper authorities.

## **GOGGLES**

**(Science, Shop and Art Area)**

Kansas law requires that all students must wear goggles when working with any materials that involve a possible explosion, spattering chemicals or flying particles. Each student will be required to use them.

## **GRADES AND GRADING SYSTEM:**

Grades for each class the student is enrolled in will be issued to the students as indicated on the current district website.

The recommended grading system is as follows:

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

**Incomplete Work:** Incomplete work must be made up in a reasonable amount of time. For each day of absence the student will have one day of make-up time to complete work. Long-term illnesses or absences will be made up in a period of time equal to the number of days absent from school. All work will be given credit. If work is not made up in the allotted time, an "F" will be given. It is the student's responsibility to get make up work assignments after an illness or absence.

Absences that are unexcused may result in loss of credit for that day's assignments.

**Report to Parents:** Progress reports and report cards will be made available on Skyward Family Access. Printed reports may be sent home at the request of parents.

**Weighted Grades**

Grade	Standard Class	Weighted Class
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0

The weighted Grade is meant to encourage and reward students for taking Honors and Advanced Placement courses. The grading scale is calculated on the 5.0 system (above). This scale will be used to determine the class rank and honors status: summa, magna, and cum laude.

**Honors & A.P. classes:**

English:	Honors English 9, Honors English 10, Honors English 11, Honors English 12, Public Speaking
Social Science:	Honors Government, Honors World History, AP US History, Honors U.S. History 10
Science:	Honors Physical Science, Honors Biology, Honors Biology II, Honors Chemistry, Human Anatomy & Physiology, Physics
Math:	Honors Algebra II, Honors Geometry, Pre-Calculus, AP Calculus, AP Statistics
Foreign Language:	German III, German IV, Spanish III, Spanish IV, Mandarin Chinese I & II
Fine Arts:	AP Art Portfolio

## GRADUATION REQUIREMENTS

- A. The requirements for graduating classes from the high school of this district are as follows;
1. **A minimum of 25 units of senior high school credit.**
  2. The following units of credit are required:
    - a. Pass four units of credit in language arts. (English 9, 10, 11, 12)
    - b. Pass 3.0 units of social studies, including 1.5 units of American History and .5 unit of government.
    - c. Pass three units of science, one must be lab science.
    - d. Pass three units of mathematics.
    - e. Pass one unit of physical education.
    - f. Pass one unit of fine arts.
    - g. Pass 9 elective credits to be earned in grades 9-12 to complete the requirements. They must come from the areas of language arts, social studies, science, mathematics, foreign language, business education, fine arts, practical arts, physical education and health.
    - h. Pass .5 unit of communications.
    - i. Pass .5 unit of health.
- B. General Information:
1. Correspondence courses may be used for those subjects not offered by the school or for credit for a subject previously failed. **Students must incur the cost of all correspondence or internet classes.** The amount of work being pursued in regular high school classes plus the amount taken by correspondence or internet courses should not be greater than the normal load carried by a full-time student. (Special arrangements may be considered for seniors.)
  2. A unit of credit is earned by successfully completing a course that meets for one hour per day for the school year. One-half credit is earned only from those classes scheduled to meet for one class hour for one-half of the school year.
  3. Each high school pupil must enroll in seven subjects or the equivalent.
- C. Transfer Students:
- Special consideration of graduation requirements must be given to transfer students. Requirements of graduation at the transferring school will be considered. The principal must evaluate each case and make recommendations to the superintendent for any deviations made.
- D. Student Complete Minimum Credits before the Eighth Semester.
- The Board of Education encourages students to complete their senior year and take as many different subjects as possible. We also understand that there are special cases that need to be considered. Seniors may be released at the end of the seventh semester to further their education. The early release must be approved by the High School Principal and Superintendent of Schools. The High School Principal has the necessary forms that must be completed by the end of the sixth semester. These forms include the specific requirements for early release. If a student does not attend the eighth semester, he/she must be a **full time** equivalency in a post high school or an approved apprentice program. Physical handicaps and hardship cases will be considered.
- USD 265 is an equal opportunity agency. You will not be discriminated against because of race, creed, color, national origin, age, sex or handicap.

## **GUIDANCE AND COUNSELING SERVICES**

One valuable resource for Goddard High School students and parents is your counseling department. Here are some tips you can use to help build helpful relationships and get the most of what we have to offer. In general, we serve as a guide through academic, career and personal/social issues as they relate to the high school experience.

**Our Mission.** We deliver a comprehensive program for all students using CLASSROOM guidance, SMALL GROUP guidance, INDIVIDUAL guidance as well as being a part of the overall school system of support. The mission of the Goddard Unified School District counseling program is to provide a comprehensive, developmental counseling program addressing the ACADEMIC, CAREER, and PERSONAL/SOCIAL development of all students in a multicultural society.

**Our Vision.** As Goddard High School Counselors, we are student advocates and partners in student achievement — first, last and always.

### **What We Believe About Goddard Students.**

YOU have worth & value.

YOU have the ability to make wise decisions.

YOU need caring adults in your life.

YOU deserve to be treated with dignity & respect.

YOU are ultimately responsible for your choices.

YOU have strengths that can be built upon.

YOU have the power to come together with others for the common good.

YOU should never, never give up.

YOUR partners in your education are your school, families and community.

A counselor can make a difference in YOUR life.

Get to know us. We will see students on a regular basis as they progress through high school, however, please make an effort to get to know us early in your student's high school career. Make an appointment to talk to us, learn about our policies and procedures, and learn about programs we host. This will make future conversations much more productive.

Help us get to know your son or daughter. When you meet with us, give us some background information about your student that will help us understand more about your son or daughter, such as special talents, skills, or needs, any strengths and weaknesses, who their friends are, what their family situation is like and what challenges he or she might have overcome. The more we know about your son or daughter, the easier it will be for us to assist you and your student.

Keep in contact. Don't limit yourself to just one counselor meeting. Keep in touch with us throughout the school year, whether through email, phone or additional face-to-face appointments. Don't forget to encourage your student to navigate the course of high school with the counselor. While you should never hesitate to ask us questions, you will be helping your son or daughter develop into a responsible adult by encouraging him or her to take charge of his or her issues.

Stay involved. Participate in as many parent activities as you can, including enrollment meetings, open houses, college fairs, college workshops, evening programs and/or financial aid workshops. The information you'll receive at these types of events will help you become more knowledgeable about the types of educational, occupational and personal choices your student will be making about high school and life beyond high school.

Utilize counseling resources. We do our best to make resources on a variety of topics available to you. Newsletters, websites, pamphlets and informational programs are all often available to give you more information. Take advantage of these resources. By keeping your email address up to date, and by using Skyward on a regular basis, you can remain current on what is happening.

Our Counseling Department:

#### **Kim Hoetmer**

*Counselor for students M - Z*

Email: [khoetmer@goddardusd.com](mailto:khoetmer@goddardusd.com)

Phone: 316.794.4115 ext. 32040

Fax: 316.794.4104

Office hours: 7:15 a.m. – 3:45 p.m.

#### **Michelle Murray-Cline**

*Counselor for students A - L*

Email: [mmurray.cline@goddardusd.com](mailto:mmurray.cline@goddardusd.com)

Phone: 316.794.4115 ext. 32041

Fax: 316.794.4104

Office hours: 7:15 a.m. – 3:45 p.m.

#### **Judy Scheussler**

Registrar (student records/transcripts)

Email: [jscheussler@goddardusd.com](mailto:jscheussler@goddardusd.com)

Phone: 316.794.4115 ext. 32045

Fax: 316.794.4104

Office hours: 7:00 a.m. – 3:30 p.m.

**Kim & Michelle regularly meet with students in large and small groups as well as individually.**

**As counselors, we hold student confidence sacred unless there is a threat of harm to self or others.**

**We are also a part of the district Crisis Team and part of the IEP, GEI, and 504 process for the students we serve.**

**Vivian can help with any aspect of student records including court documentation, forms for good driver discounts, GPA/ACT verification/documentation and transcript delivery.**

**The counseling secretary will assist you in making your appointments and answering general questions.**

**Please contact us soon!**

## HALL PASSES

Any student moving through the halls during class periods must have a signed agenda, signed by the instructor of the class or room to which he is assigned. In order for a student to go to another instructor from the library or any other room, the instructor has to request that the student be sent to his room by issuing a pass to the student prior to that time. Student aides are required to carry lanyards

## HOMEWORK POLICY

Homework requests will be sent to teachers through e-mail. Teachers will be given 24 hours in which to prepare homework assignments. In the event of extended absences all homework requests will be honored. Additional homework will be provided only upon successful completion of the original homework assigned.

1. Students will be given an amount of time equal to the time missed to make up their assignments, if the assignment was assigned when student was absent: previously assigned assignments need to be turned in on the original due date.
2. Teachers may set up additional time to make up work if they feel that it is warranted under the circumstances surrounding the absences.
3. If a student does not make up the work in the allotted time they will receive an F grade for the assignment.
4. It is the student's responsibility to get their make-up work assignments.
- \*5. **Absences for special school events should be made up in advance. (This includes multiple day events, band trips or other special events.)**

## INSURANCE – ATHLETICS

In order to participate in athletics, a pupil must have adequate insurance; either the school insurance or adequate medical insurance within their family. The school cannot be responsible for injuries received in athletics. Students may obtain a form in the principal's office, have their parents sign and return it to place on file, stating that the family has adequate insurance.

## INSURANCE – STUDENT

Parents may purchase supplementary health insurance to cover the student at school or in all sports. The supplementary student insurance purchased covers the student at school and in all sports with the exception of football, which is extra. There is no school insurance for students at GHS. Parents are responsible for all medical or insurance claims for their student.

## LEAVING THE BUILDING

Any student leaving the high school building for emergency or business reasons must secure a pass to leave the building signed by the attendance secretary or administrator. Any student that leaves the building without a written pass will be subject to disciplinary action. **Parents may not excuse students from leaving the building after the incident has occurred. Prior contact must be made. The student will be marked as unexcused for the time missed and consequences administered. USD 265 has a closed lunch policy for students.**

**Parking Lot Violations:** 1st Offense: ISS      **Multiple Offenses:** May result in suspension.

**Leaving Campus:** 1st Offense: ISS      **Multiple Offenses:** May result in suspension.

## LIBRARY

1. The Library Media Center is open from 7:15 a.m. to 3:05 p.m. Monday through Friday for research, reading, and studying. The Library is also open on Monday and Thursday evenings from 6:00 p.m. until 8:00 p.m.
2. During class periods a student must have an agenda pass signed by his/her teacher or an aide pass to be in the library. All students need to sign-in at the front desk upon entering.
3. Library materials are checked out for a two week period and can be renewed twice. Any library materials not returned on time will be assessed a late fee of five cents per school day not to exceed \$2.00. Students are not allowed to check out any library materials if they have a fine of \$2.00 or more.
4. Any library materials that are not returned must be paid for at replacement cost.

## LOCKERS

Students are assigned lockers at GHS and have 'specific liability' for the contents of their locker. (They are responsible for items contained in their locker). The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. (BOE Policy–JCAB-R) Lockers will be assigned by class in designated areas of the building.

## LUNCH

Goddard High School has a closed lunch policy and all students are expected to report to and remain in the cafeteria during their lunch period. Students who wish to partake of food other than the cafeteria menu must bring such food items from home and may not receive deliveries from outside restaurants. If a student leaves the building for lunch he/she must be picked up by his/her parent/guardian in the office and must return within his/her allotted lunch time, or the tardy/absence will be considered unexcused unless prior arrangements have been made with administration.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is the only organization within the school that recognizes consistent academic achievement. It has been rightly named "Honor Society" because academic achievement is an honor for the student. Those students who maintain membership in the Lionian Chapter of the National Honor Society are recognized by colleges, universities and employers as those who have expended sufficient effort to do something worthwhile. The members are chosen by a faculty committee and administrative review. Officers are chosen each year from the members of the National Honor Society. Junior and senior members are considered to be the "Active" members, with full rights and privileges. Grade deficiency or dishonor to the school may be grounds for dismissal from the National Honor Society.

## **NIGHT LIBRARY/AFTER SCHOOL HELP**

Night Library is available to any student needing additional help on assignments or projects. Students are able to come to the GHS library on Monday and Thursday evenings from 6:00 to 8:00 p.m. Two teachers will be available to assist students with assignments and projects and students will have access to computers. Monday, Tuesday, Wednesday, and Thursday after school from 3:00 to 4:00, students may stay after school for help on assignments and projects in the designated computer lab. A teacher will be available to assist students and students will have access to computers.

## **PROPERTY DAMAGE**

Any student, who damages, destroys or steals school, teacher, or fellow student's property may be long-term suspended from school for the balance of the semester in which the offense occurs. A minimum result of such conduct may result in a three day suspension and restitution. The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen or damaged on school grounds.

## **PHYSICAL EXAMINATIONS**

All students taking part in the athletic program (including cheerleaders/drill team) must have a physical examination by their family doctor who will complete the necessary certificate required by the KSHSAA. This form must be signed by the parent or guardian and filed with the administration before participation & any equipment will be issued to the athlete. Physical examinations must be after May 1st and before participation begins the following year. Student must also update the Concussion and Head Injury form yearly.

## **SCHOOL NURSE / MEDICATIONS**

Goddard High School has a full time nurse. All students needing assistance should report to the office before leaving school because of an illness. Medications must be reported to the nurse and a release form must be signed by the parent prior to medications being taken. See the school nurse for guidelines. **Under no circumstances should any student or faculty member give any student medication of any kind. Prescription medication may only be used by the student for whom it is prescribed. Passing a prescription drug to another student will result in the long-term suspension/ expulsion of that student.**

## **SATURDAY SCHOOL**

Saturday School will be held on designated Saturdays from 8:00 a.m. until 12:00 noon. Saturday School will be used for attendance deficiencies. Students must arrive before 8:00 a.m. to be admitted to Saturday School. Students must bring work to Saturday School and keep busy during the time assigned. Dates for make-up will be determined by administration.

## **SCHEDULE CHANGES**

All requests for schedule changes must be e-mailed to the principal. Parents and students must first meet with the teacher to review a plan

for improvement and discuss issues before a change will be considered. Schedule changes will only be made for the following reasons:

- A. Student needs to be enrolled in a required class.
- B. Student is enrolled in a class for which he or she has already received credit.
- C. Student has not met prerequisites.
- D. A teacher has recommended that the student advance to a higher level course.

## **SCHOOL USE REGULATIONS**

The high school will be open from 6:30 a.m. each morning until 4:00 p.m. No student or groups of students may use the building after the dismissal bell without the presence of a faculty sponsor. The meeting must have the approval of an administrator. Groups desiring use of the buildings that are not directly connected with USD #265 should pick up an information sheet from the office that designates fees and procedures.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights and Responsibilities:**

It is important to remember that although you have the right to go to school in an environment that is safe and supportive, even if something happens to you, you do not have the right to violate the rights of any other person in the school. However, you do have responsibilities and they are listed below.

In the event that you feel that your right to attend school in a safe and supportive atmosphere has been denied, it is your responsibility as a student to do one or more of the following:

1. Tell your teacher immediately of the incident and let that person know exactly what has taken place. If not satisfied with the results, then
2. Set up an appointment with your counselor to discuss the problem that you are having. If not satisfied with the results, then tell an administrator about the problem you are having.
3. In addition, you should immediately tell your parents/guardian of the problem you are having and what actions you have taken to correct the problem.
4. Keep a written record of the problem and the steps you have taken to correct the problem. Providing a written statement of the problem when meeting with your teacher, counselor or administrator is an option.

## **ACADEMIC INTERVENTION GROUPS**

It is the mission of **DELTA** (assisting students work for positive change) to identify students who have multiple academic concerns and assist them to become successful.

We work to accomplish this goal by facilitating teacher strategies, working directly with students, informing teachers, and suggesting self-help strategies to students. We also offer interventions such as Lion Links (an after school tutoring program), peer tutors, and support groups.

Through weekly group meetings, students who participate in **DELTA** will have the opportunity to receive weekly grade reports, set academic goals for the upcoming week and celebrate academic achievements throughout the year.

## **STUDENT COUNCIL**

We, the Student Council of Goddard High School, work to promote better relationships among ourselves, our administrators and faculty, and other schools, to coordinate school activities that promote school spirit and service learning, and to give the students an opportunity to express their opinion in matters relating to the general welfare of the school. The Council is made up of four executive student body officers, four class presidents, four class representatives, and various activity representatives. All offices are elected positions.

## **SUBSTANCE ABUSE INTERVENTION PROGRAM**

Substance Abuse Intervention Program: See district website for B.O.E. policy.

## **TARDY REGULATIONS**

Students are required to be in classes per the bell schedule. Each teacher will define their specific tardy condition. The following will be implemented by all faculty for tardies to individual classes:

<b>1<sup>st</sup> Tardy:</b>	<b>Warning by teacher</b>
<b>2<sup>nd</sup> Tardy:</b>	<b>Teacher contacts parent</b>
<b>3<sup>rd</sup> Tardy:</b>	<b>Assigned administrator notified &amp; 1 hours of after school detention</b>
<b>4<sup>th</sup> Tardy:</b>	<b>Assigned administrator notified &amp; 2 hours of after school detention</b>
<b>5<sup>th</sup> Tardy:</b>	<b>Assigned administrator notified &amp; 1 day in-school suspension</b>
<b>6<sup>th</sup> Tardy:</b>	<b>Assigned administrator notified and 3 day in-school suspension</b>
<b>7<sup>th</sup> Tardy:</b>	<b>May result in out-of-school suspension or long term suspension from school</b>
<b>Failure to serve administrative assigned detention 1 day ISS and time must be served in detention</b>	

## **TECHNOLOGY USE**

### **Acceptable Use Policy for On-line Services/Internet Access**

Use of the computer network is a privilege, not a right. The fundamental rule for use of district network resources is that all use must be consistent with the district's educational goals and behavior expectations.

Compliance with the policies that follow will provide students the opportunity to use on-line services.

1. All use of on-line services or internet must be in support of education and research.
2. Users will not use the network for anything contrary to law, or to solicit others to break any law.
3. Users will not use the network for purchases on-line, or for commercial or for-profit purposes.
4. Use of the network for non-school related communication is prohibited.
5. Students will not use the network for product advertisement or political lobbying.
6. Network accounts are for authorized users only.
7. Communications via the network should not be assumed to be private or privileged information.
8. No use of the network shall serve to disrupt the use or work of others; hardware, software, or files shall not be destroyed, modified, or abused in any way. Students will not make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, or similar computer code.
9. Malicious use of the network is prohibited. Students must not harass other users or attempt to infiltrate any part of this or other systems.
10. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are prohibited.
11. Students must not illegally copy, send, or distribute any copyrighted material or software, or plagiarize any published work.
12. Use of the network to access, send, or publish obscene, objectionable, or pornographic material is prohibited.
13. Students will not use their full names, or give out their home phone number or home address in any Internet publication.
14. Students will not attempt to access material or sites which are blocked by the district, or attempt to use the network while access privileges are suspended.
15. Students should not store or obtain certain file types than include but are not limited to mp3, wav,exes, source code, virus files or other file types not licensed to the Goddard Public Schools.
16. Students should ensure logging out in a timely manner or while away from workstation.

The Goddard USD 265 District reserves the right to log and monitor Internet and computer use. The district reserves the right to remove a user from the network if any of these policies are violated or to prevent further unauthorized activities.

Students agree to abide by the terms of this policy and the district rules for acceptable use. Any violation may result in access privileges being revoked, and school disciplinary and/or appropriate legal action may be taken.

## **TELEPHONE**

Incoming and outgoing phone calls should be emergency calls only. No student will be called to the phone except in case of emergency. Students must get permission to use the phone in the office. Parents must call the office for student emergencies.

## **GODDARD HIGH SCHOOL TEXTBOOK POLICY**

Students are responsible for the care and preservation of all textbooks and instructional materials checked out to them. The materials checked out to a student at Goddard High School are the property of the Goddard Unified School District. The school offers to the students a complete textbook rental program. The following policies regarding the textbooks and instructional materials are intended to be guidelines to

prevent loss and ensure that textbooks are maintained in good condition.

- Textbooks are issued by the barcode system and records are kept of all textbooks and instructional materials issued to students.
- At GHS we strive to provide textbooks that are in good condition for all of our students. PLEASE inspect your books as soon as they are given to you and report anything of concern immediately to the Librarian.
- It is the student's responsibility to return textbooks in good, usable condition with the barcode still attached to the book at the end of the school year or each semester for single semester subjects or when dropping/changing classes.
- Students are asked not to write, underline, or highlight in textbooks or other instructional materials, including novels checked out for English classes.
- Additional textbooks will not be issued to those students who are dropping/changing classes until their book for the dropped class has been returned. Additional textbooks will not be issued to students with overdue textbooks.
- Students will be billed for any damages to textbooks that are checked out to them for use at home or books from classroom sets when a teacher submits a bill for damage
  - o Loss or damage beyond repair that prevents the re-issuing of a textbook will result in the responsible student paying the full replacement cost of the textbook. -A full refund will be issued for textbooks lost and paid for when returned in good, usable condition.
  - o Damage to a textbook that requires repair in order to be re-issued will result in the responsible student paying up to \$25.00 to repair.
  - o Missing barcode from a textbook will result in the responsible student paying \$5.00.
  - o Any loss, damage beyond repair, or damage requiring repair of a textbook checked out as a classroom set with no student responsible, will result in the department paying the full replacement cost or the repair fee of the textbook.
  - o Any deliberate damage to a textbook that is part of a classroom set checked out to a teacher that is directly traceable to a student, needs to be turned in as a discipline referral, and the textbook needs to be turned in to the library for repair fine assessment or replacement fee assessment.

All teachers, seniors, and underclassmen will be required get the Librarian's signature on a check-out sheet to ensure all textbooks and library materials are returned before transferring, graduating, or leaving for the summer.

- Students not getting the required signature and not returning textbooks that they are responsible for will be assessed the replacement fee for the textbooks.
- When the textbooks are returned in good, usable condition, the fee assessed will be removed from the student's account or refunded if paid.

The Librarian, with administrative approval, reserves the right to make adjustments to the policies to meet specific and unusual circumstances regarding the condition and use of the textbooks.

## **TEST SCHEDULES 2017-18**

### **NATIONAL ACT (AMERICAN COLLEGE TESTING PROGRAM)**

Registration materials available in the GHS Counseling Office and online at [www.actstudent.org](http://www.actstudent.org)

**GHS code 171-125.**

Test Date	Registration Deadline
September 9, 2017	August 4, 2017
October 28, 2017	September 22, 2017
December 9, 2017	November 3, 2017
February 10, 2018	January 12, 2018
April 14, 2018	March 9, 2018
June 9, 2018	May 4, 2018

### **PROPOSED SAT TEST DATES**

(See [www.collegeboard.org](http://www.collegeboard.org) for updated information)

Test Date	Registration Deadline
August 26, 2017	July 28, 2017
October 7, 2017	September 8, 2017
November 4, 2017	October 5, 2017
December 2, 2017	November 2, 2017
March 10, 2018	February 9, 2018
May 5, 2018	April 6, 2018
June 2, 2018	May 3, 2018

### **PSAT AND ASVAB**

Wednesday, October 25, 2017 at Goddard High School



2017-18 AP EXAM DATES		
Date and times subject to change. Go to <a href="http://www.collegeboard.org">www.collegeboard.org</a> for updated information.		
TEST DATE	CLASS TITLE	SESSION TIME
April 30, 2018	CHEMISTRY	8 am - Noon
May 8, 2018	CALCULUS	8 am- Noon
May 4, 2018	US HISTORY	8 am-Noon
May 4, 2018	ART PORTFOLIO	Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for the physical portfolio assembly.
May 10, 2018	STATISTICS	Noon – 4 pm

## TOBACCO POLICY

Tobacco Policy: See District website for complete B.O.E. policy.

**1st Violation:** Discipline report, mandatory parent conference, and appropriate law enforcement officials will be contacted and a citation issued.

**2nd Violation:** Up to a three day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A student found in second violation of the tobacco policy may be offered a tobacco cessation program, administered by the nurse, as an option to suspension.

**3rd Violation:** Up to a five day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A hearing for a long-term suspension will be held.

Any student who violates the terms of this or any other tobacco policy shall be subject to the above discipline in accordance with district policy and Kansas law (K.S.A. 79-3321:3322). Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action that is provided for in Kansas law or district policies.

## TRAFFIC CONTROL

**Parking Policy: See District website for complete B.O.E. policy.**

**Authority:** House Bill 1328 authorized the local Board of Education to establish rules and regulations governing speed limits and parking of vehicles on the school grounds and the enforcement of same.

**General:** Use of vehicles by students during the regular school day is prohibited unless permission is granted by the administration. Students are to park in the east, southeast and north parking lot areas. Staff parking will be designated in the south parking lot. Registration of vehicles will be mandatory for all students and staff at GHS. All vehicles must be registered by August 31, 2012. Forms are to be picked up from the office or the district police office.

## TRANSCRIPTS

Transcripts are a **permanent** record of your academic achievements in high school—the classes you take and the grades you earn. At the end of each semester, semester grades are recorded on your transcript. Grades throughout the semester are considered **progress** grades and are NOT recorded on your transcript; only semester grades are recorded. Your transcript also includes class rank and cumulative GPA which is calculated at the end of each semester.

All transcripts for schools in Kansas and these ten states (ND, SD, MN, IA, NE, MO, WI, IL, IN, MI) must be sent electronically through Parchment, [www.parchment.com](http://www.parchment.com). There is no cost for transcripts to colleges within these states. To have transcripts sent, simply follow the steps provided by the counseling office to register and request transcripts. Directions for this process are available on the counseling website.

High school transcripts are required when you apply for college and for scholarships, enlist in the military, and often when you apply for a job. Many years after you graduate from high school, a new employer or a new college you attend may request a copy of your high school transcript. Transcripts are kept forever on our computer system.

## **TRUANCY**

Whenever a student is inexcusably absent from school for three consecutive days or five days in any semester or seven school days in any year, the student shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from 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.

Meeting any of the above conditions regarding absences will result in the board appointed representative at Goddard High School (administration) to serve written notice to the truant child and family. The notice shall inform the student and parent that continued failure to attend school will result in a report being made to the office of the District Attorney. The family will have three days from the date of the letter to comply with the school's request to provide a valid excuse or comply with the request to attend school on a regular basis. (BOE Policy JBE-approved October 13, 1997) Questions regarding truancy should be directed to the administrative team.

## **VISITORS**

Student visitors are not allowed at Goddard High School during school hours without prior permission from the principal or designee. Adults must check into the office and will be issued a visitors pass if access is deemed necessary.

## **WEATHER**

When inclement weather causes the school to close, it will be announced on the following radio and TV stations after 6:00 a.m. A message regarding school closings will be on the school office voice mail recording. Skylerts, Facebook, Twitter, and School Connect will also be used to share information regarding school closings.

*Radio* – KFDI-AM 1070, KFDI-FM 101.3, KEYN-FM 104, KQAM-AM 1410, KFH-AM 1330, KICT-FM 95, KZSN-FM 102, KKRD-FM 107, KNSS-AM 1240, B98-FM 98, KRZZ-FM 96.

*TV* – KSNW-TV 3, KAKE-TV 10, KWCH-TV 12

## **Goddard USD 265-Hazing Pledge for Students and Parents**

Goddard Public Schools are committed to providing a safe, respectful and positive educational experience for all of its students. Behaviors that are potentially demeaning, abusive, illegal, or harmful to students are strictly prohibited at any time, both on and off school grounds, and will not be tolerated in any form.

### **Hazing**

No student shall engage in nor shall any staff member knowingly allow students to engage in the hazing of another student. Hazing is defined as any behavior which coerces, demands or encourages another person to perform any act which could reasonably be expected to result in bodily harm, disfigurement or death as a condition of membership in a school organization, team or group or who engages in any behavior which is done in a manner which could inflict bodily harm, disfigurement or death.

Any student who participates in the hazing of another student shall be subject to the school disciplinary code specified in JCDA, JDD and or the student handbook. Any staff member who encourages or tolerates hazing of a student by another student shall be subject to disciplinary action by the district, which may include termination.

### **Disciplinary Measures**

Violations of the school's code of conduct or anti-hazing policies, and/or this pledge will be disciplined accordingly.

## **COMPLAINTS AND HARRASSMENT**

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.
- 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.
- Regardless of the complaint resolution process used, if it is determined either during or at the conclusion of the process, that discrimination or harassment has occurred, appropriate administrative action will be taken. The action taken should be designed to end the discriminatory activity and remediate any damage that was caused to the extent possible. Discipline of those involved might include any disciplinary measure up to and including expulsion or termination of employment.
- Retaliation against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under the provisions of the complaint resolution process is prohibited. Discipline of those involved might include any disciplinary measure up to and including expulsion or termination of employment.

**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 \_\_\_\_\_

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.

APPROVED: KASB RECOMMENDATION–9/97; 8/98; 3/00; 4/

**Sexual Harassment**

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, 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 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 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 SRS 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.

**GODDARD HARASSMENT COMPLAINT FORM**

Your Name \_\_\_\_\_

School/Grade \_\_\_\_\_ Date \_\_\_\_\_

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

Date incident repored \_\_\_\_\_

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.**





