

# **Goddard Academy Student Handbook 2018-19**



**Principal:** Brian Gee  
**Counselor:** Lee Keller  
**Secretary:** Dinah Goolsby  
**Secretary/Registrar:** Tami Maynard  
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**All policies contained in this handbook are subject to board of education modifications at any time during the present school term**

### **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, the District's 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

### **Mission Statement**

Goddard Academy is committed to empowering students to achieve their highest potential by providing a foundation based on understanding the past, meeting the demands of the present, and the challenges of the future through:

1. Providing a nurturing environment that is flexible yet structured;
2. Offering achievable and valuable curriculum for all students; and
3. Developing successful citizens who possess positive social skills.

## **Goddard Academy Daily Schedule**

7:25 Dismissal from Commons  
7:30 Warning Bell  
7:35 – 8:29-- 1<sup>st</sup> Hour  
8:33 – 9:27-- 2<sup>nd</sup> Hour  
9:36 – 10:30-- 3<sup>rd</sup> Hour  
10:34 – 11:57-- 4<sup>th</sup> Hour- **Wed- 10:34-10:57-Mentor time**  
12:01 – 12:55-- 5<sup>th</sup> Hour  
12:59 – 1:53-- 6<sup>th</sup> Hour  
1:57 – 2:51-- 7<sup>th</sup> Hour

### **Lunch Schedules – 4<sup>th</sup> Hour**

#### **First Lunch**

Class 10:34 – 10:55  
**Lunch 10:57 – 11:22**  
Class 11:24 – 11:57

#### **Second Lunch**

Class 10:34 – 11:30  
**Lunch 11:32 – 11:57**

## Lunch

Goddard Academy 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. **Guests are permitted to eat with Academy students with prior approval from the administration.**

## School-Wide Expectations for Students

1. Be on time.
2. Be in place.
3. Respect yourself.
4. Respect others.
5. Respect your opportunity.

## Visitors

Parents are welcome at Goddard Academy. All visitors must check in through the office and may be asked to wear ID badges. Students will be called to the office for parents or other family members in emergency situations. Visitors requesting to see teachers must do so during planning time and only if the teachers are available. Students are not allowed to bring visitors to school with them during regular school hours without the permission of the principal.

## Weather

When inclement weather causes the school to close, it will be announced on the school's website and social media sites as well as on local radio and TV stations after 6:00 am.

## Attendance Policy (JBE)

The administration 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.

1. A student who misses up to three (3) hours of class in one day will be counted absent for half of the day.
2. A student who misses four (4) or more hours of class in one day will be counted absent for the day.
3. A student who exceeds a total of twelve (12) absences of any kind during the course of one semester may have their schedule removed from Skyward.
4. A student who exceeds a total of ten (10) consecutive days of absence may have their schedule removed from Skyward.
5. After a student has reached seven (7) absences in a semester, the principal or counselor will meet with the student and contact the parent concerning the absences. At this time, the student may be placed on an attendance contract or probation.
6. The official record of attendance will be the one that is kept in the office.

**\*\* Students attending Goddard Academy who were expelled from Goddard or Eisenhower High Schools will need to refer to their expulsion paperwork for specific attendance requirements.**

## Tardy Policy

Students are expected to be to school and class on time. Students with unexcused tardies to school or class are subject to the following tardy policy. Tardies will be counted by 9 weeks.

- **1<sup>st</sup> - 4<sup>th</sup> tardies** – Principal/Teacher conference with student
- **5<sup>th</sup> and subsequent tardies** – Office Referral – ½ hour of detention assigned and parent notified

## Special Incentive Program-Early Release Friday (TGIF)

A student will be eligible to leave school on Friday afternoons, after first lunch, if he/she meets the following criteria:

- Has no discipline referrals for the week; and
- Has no unexcused tardies for the week
- Is making adequate progress in coursework as determined by individual teachers

**Students who skip school on Friday afternoons when others leave for TGIF will not be eligible for TGIF for a length of time to be determined by the administration.**

## Curriculum



Goddard Academy curriculum is primarily based on the Edgenuity computer program. Most of the coursework is completed on computers and credits are earned when a student progresses through a course. Students will not be given credits automatically at the end of a semester. Once ½ credit is earned, the grade is posted to the student's transcript and the student is enrolled in a new course. Grades that are shown on progress reports and report cards do not reflect credit earned. Credits earned will be shown on 1<sup>st</sup> semester report cards and 2<sup>nd</sup> semester report cards. Students may request to talk to the counselor about their credits earned at any time. Because Goddard Academy is an alternative learning facility, the curriculum allows students to gain knowledge at their own pace. Students may be receiving a passing grade in class, but may not have completed the work required to earn ½ credit in the class at the end of one semester. **The expectation of the computer based curriculum is such that students are able to earn ½ credit in each class at the end of each semester.**

## Requirements for Academy students to attend their home school prom

1. Academy students will attend the prom of the school where they would attend if they were not enrolled at the Academy. This will be determined by our district boundaries.
2. Students must have a history of acceptable behavior and respect for authority. If the administration of Goddard Academy does not feel that a student will respond well to authority at the prom or may misbehave at the prom, they will not be permitted to attend.
3. Only students who are juniors or seniors and in regular attendance at school may attend a prom. Juniors must have earned a minimum of 11 credits and seniors must have earned a minimum of 18 credits in order to be eligible to attend.
4. Only students who are in regular attendance at the Academy and making adequate academic progress according to Edgenuity may attend.
5. Students who finish graduation requirements prior to the prom and are no longer attending Goddard Academy are not permitted to attend.
6. Academy students may bring a guest to the prom. The guest must be 20 years old or younger on the day of the prom according to a valid Kansas ID and must have a guest form filled out and approved prior to the purchase of prom tickets.
7. Any Academy student may attend a prom as a guest provided they fill out the guest form as required by the host school.

## Grades and Grading System

**Report to Parents:** Progress reports and report cards will be handed out to students as noted on the school calendar. The final report cards will be mailed at the end of the school year.

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

## Graduation Requirements

1. A minimum of 25 units of senior high school credit.
2. The following units are required:
  - Pass four (4.0) units of credit in language arts. (English 9, 10, 11, 12)
  - Pass three (3.0) units of credit in social studies. (1.5 units of U.S. History, .5 unit of Government, .5 unit of World History and .5 unit of any social studies elective course)
  - Pass three (3.0) units of credit in science.
  - Pass three (3.0) units of credit math.
  - Pass one (1.0) unit of credit in physical education.
  - Pass one half (.5) unit of credit in communications.
  - Pass one (1.0) unit of credit in fine arts.
  - Pass one half (.5) unit of credit in health.
  - Pass 9 units of credit in general electives. (For example: foreign language, family and consumer science, business, etc.)
  - In certain situations, students who have been in state or JDF custody will graduate by meeting the state minimum of 21 high school credits.

## Academic Dishonesty/Cheating

Cheating shall include finding ways to advance through the curriculum (Edgenuity) without actually taking time to do the required coursework. Examples include but are not limited to opening multiple tabs in an internet browser so several lectures play at once and looking up quiz/test answers on-line via a search engine or website designed to provide answers. All situations will be examined individually but if advancement through a course or answers are derived by dishonest means, it will be considered Academic dishonesty and the students will be required to redo activities or tests. In cases of multiple offenses of academic dishonesty students will receive a zero for any work on which they acted in a dishonest manner.

## Building Security

A USD 265 police officer will be on duty full time at Goddard Academy to monitor inside and outside 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 Academy. All vehicles must be registered in the Academy office and have a parking permit visibly displayed while on school property. All vehicles are under the surveillance of security cameras and are subject to search based upon reasonable suspicion. Interior cameras monitoring hallways and classrooms are recording activity for future viewing by administration and security personnel.

## **Student Behavior Code (JCDA)**

The principal of each school shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

### **Classroom and Administrative Discipline Policies/Procedures**

Students who behave inappropriately are subject to the following process in every class. In cases of serious violations, certain steps may be bypassed.

**1st Offense** – Teacher warning and/or conference with student

**2nd Offense** – Teacher warning and/or conference with student -- Parent notified by the teacher

**3rd Offense and subsequent offense** – Office Referral – possible administrative consequence/parent notified

### **Possible Consequences for Violating the Student Behavior Code**

- Conference with student
- Conference with parents
- Detention (before school, after school, or during lunch)
- In-school suspension (ISS)
- Out of school suspension
- Possible expulsion

### **Detention (JDB)**

Detention periods may be established by building principals and administered according to rules approved by the board. Detentions may be assigned before school, after school, or during lunch. A teacher or administrator will supervise students who have been issued detentions. If students fail to serve assigned detentions, the detentions will be doubled. Failure to serve the doubled detentions will result in in-school suspension. **Parents will be notified when detentions are assigned.**

### **In-School Suspension (ISS)**

The ISS room is structured to provide a reasonable and related consequence for inappropriate student behavior and violation of school rules and policies. Students are assigned ISS for 1-3 days. During this time, students are under the direct supervision of a staff member or police officer. While in ISS, students must surrender all electronic devices, including cell phones, to the supervisor. These will be returned at the end of the day. During ISS, students complete classroom assignments and homework from their classes. Any tests given in the regular classroom will be made available for students to complete in ISS. In addition, students are asked to complete a written assignment related to the ISS assignment. Failure to comply with the rules and procedures of the ISS room will result in additional time being assigned and/or out-of-school suspension.

**Students cannot attend or participate in any school-sponsored activities on the day(s) they serve ISS. This includes, but is not limited to, athletic/academic practices and competitions, field trips and dances.**

## **Dress Code (JCDB)**

The board policy for dress at the Goddard Schools shall be such as to maintain neatness, decency, and good taste. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

At Goddard Academy, attempts are made to accommodate current fashion trends and individuality regarding attire while still maintaining a safe, orderly setting that promotes learning. All rulings on appropriate dress will be made by the administration and will be final. The school dress code also applies to all school-sponsored activities.

1. Shorts of an appropriate length may be worn year round – a general guideline is that shorts should reach to fingertips with arms at sides. Short shorts/skirts, boxers or swimsuits are not to be worn. Cut-offs may be worn if trimmed appropriately. Holes that are mid-thigh and above in jeans and shorts are not allowed unless patched—undergarments and skin should not be visible at any time.
2. Mesh, halter, crop, and spaghetti strap shirts may be worn but only with a shirt under them—undergarments should not be visible at any time. Low cut tops and tops that expose the midriff may not be worn.
3. Sagging pants or shorts are not allowed. Undergarments should not be visible at any time.
4. Apparel containing text or graphics that promote or suggest violence, alcohol or drug use, or sex, inappropriate content, or have double meanings are not to be worn.
5. In order to maintain a safe school environment, the wearing of a clothing color, apparel or accessories in any manner that denotes gang affiliation will not be allowed.
6. Wallet and watch chains or other similar loose hanging jewelry may not be worn. Jewelry deemed dangerous such as wristbands and neck collars with spikes are not allowed. All jewelry, including facial jewelry, must be removed for PE.
7. Hoods, bandanas and other head apparel may not be worn in the building without prior approval of the administration.

## **Suspension & Expulsion Procedures (JDD)**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

**During the time a student is suspended or expelled from school, the student may not be on school property or in any school building without the permission of the principal and may not attend any school activity as a spectator, participant or observer.** Assignments provided during a suspension must be completed by the due dates set by the principal.

## **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted, student conduct regulation
- Conduct which substantially disrupts, impedes, or interferes with school operation
- Conduct which endangers the safety or substantially impinges on or invades the rights of others
- Conduct which constitutes the commission of a felony
- Conduct which constitutes the commission of a misdemeanor
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation
- Possession of a weapon at school, on school property or at a school-sponsored event

## **Short-term Suspension**

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

## **Long-term Suspension**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.

## **Rules Which Apply in all Cases when a Student May be Suspended or Expelled**

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.



**During the time a student is suspended or expelled from school, the student may not:**

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

**Student Rights during a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

- to counsel of his/her own choice
- to have a parent or guardian present
- to hear or read a full report of testimony of witnesses
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses
- to testify in his or her own behalf and to give reasons for his or her conduct
- to an orderly hearing
- to a fair and impartial decision based on substantial evidence

**Appeal to the Board**

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing

**Kansas Statutes**

K.S.A. 72-6114 states a suspension may be for a short term of not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

## **Disruption of School**

A student shall not use any conduct to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall a student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school. Unacceptable conduct shall include but not be limited to:

1. Occupying any school building, school grounds or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. Setting fire to or damaging any school building or property;
4. Firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose;
5. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus;
6. Preventing students from attending a class or school activity;
7. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class; or
8. Written or verbal threats against self, other student(s) or staff member(s). A student shall not cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity.

## **Compliance**

A student shall not fail to comply with a reasonable request of school personnel during any period of time when the student is properly under the authority of school personnel. Violation of any provision of this behavior code may result in disciplinary action, up to and including suspension and/or expulsion.

## **Verbal/Physical Assault on School Employee or Student**

A student shall not cause, attempt to cause, or verbally lead another to believe he/she may cause physical injury or bodily harm to another student, school employee, volunteer, or persons employed by vendors and other providers of contracted services:

- On the school grounds or property during, before or after school hours;
- On school grounds or property at any other time when the school is being used by any school personnel or school group; or any group authorized by the school; or
- Off the school grounds at a school activity, function or event.

If it is reasonably believed the act was self-defense or an action was necessary to protect some other person, it will not be considered an intentional act under this rule. Retaliatory, aggressive behavior will not be considered self-defense. Violation of this policy may lead to disciplinary action, up to and including suspension or expulsion of the offending student.

## **Bullying (JDDC)**

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

## **Weapons and Dangerous Instruments (JCDBB)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **Weapons and Destructive Devices**

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described in the preceding example
- any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- any bludgeon, sand club, metal knuckles or throwing star
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Penalties for Possession**

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a weapon of a type other than described under the “Weapons and Destructive Devices” heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency/agencies and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

## **Narcotics, Alcoholic Beverages, Drugs and Controlled Substances (JDDA)**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. The possession, use, sale, or distribution of drug paraphernalia or drug look alikes is similarly prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA
3. Used, if at all, in accordance with label directions

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to disciplinary action in accordance with board policies governing student discipline.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K. S. A. 72-8001, et seq.

## **Use of Trained Dogs to Promote Drug Free School (JCAB)**

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

## **Searches of Property (JCAB)**

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

## **Search of Lockers**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker. The principal may search any locker at any time without notice. Students shall not place lockes, other than those approved by the school, on any locker.

**Students should not share lockers or combinations. Students are not permitted to switch lockers with other students.** Students may not decorate the inside or outside of lockers using tape or any other sticky residue material. Decorating the outside of student lockers is prohibited without the approval of the principal. School lunches or snacks for after school activities may be stored in lockers provided they are not being accessed during the school day.

## Searches of Students (JCABB)

Principals are authorized to search students if there is reasonable suspicion that district policies, rules, or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement or enlist assistance from the district police. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to a district police officer or other law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from district police officers or outside law enforcement.

If law enforcement, including district police, assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

## Electronic Devices (JCDAB)

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
  - disrupts the educational process
  - undermines academic integrity
  - violates confidentiality or privacy rights of another individual, or
  - threatens any individual.
- 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.
- 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.
  - **1st & 2nd violations:** Device will be taken and returned to the student at the end of the day.
  - **3rd & 4th violations:** Detention assigned, the device will be taken and returned only to a parent.
  - **5th & subsequent violations:** Students having 5 or more cell phone violations may be assigned detention, in-school suspension, or out of school suspension. They may also be prohibited from bringing a device to school or required to lock it in the office during part or all of school day.

## Camera Use (JCDAB)

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. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area or locker room. Cameras shall not be used to record confidential material, such as tests.

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.

## Tobacco and Electronic Cigarettes (JCDA)

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property. This includes students who are of legal age to use tobacco (18).

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Any student who violates the terms of this or any other tobacco policy shall be subject to the following disciplinary action:

- **1st Violation:** Discipline report, mandatory parent conference, and appropriate law enforcement officials will be contacted and a citation issued. Items, to include electronic cigarettes will be confiscated and turned over to the USD 265 police department.
- **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 as an option to suspension. Items, to include electronic cigarettes will be confiscated and turned over to the USD 265 police department.
- **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 may be held. Items, to include electronic cigarettes will be confiscated and turned over to the USD 265 police department.

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 which is provided for in Kansas law or district policies.

## **Acceptable Use Policy for On-line Services/Internet Access 7-12 Secondary Level**

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.

### **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.

### **School Nurse / Medications (GFGB)**

There is a full-time nurse available to our students in the Goddard High School main office. All students needing assistance should report to the office before leaving school because of an illness. Medications must be reported to the secretary and nurse and a release form must be signed by the parent prior to medications being taken. See the school secretary or nurse for guidelines.

**Under no circumstances should any student or faculty member give any student medication of any kind.**

## **Sexual Harassment (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, 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.

### **Racial and Disability Harassment (JGECA)**

The board is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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

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

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability 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 racial or disability 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 shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance 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 racial or disability harassment shall not reflect upon the student'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 racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability 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, if applicable.

## **Complaints**

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

### **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**