

# Goddard Virtual Program Student Handbook 2018-19

**Principal:** Brian Gee  
**Counselor:** Lee Keller  
**Secretary:** Dinah Goolsby  
**Secretary/Registrar:** Tami Maynard  
**Teacher:** Brenda Sharp

**Goddard Academy/Virtual Program offices:**  
**19701 W. 23<sup>rd</sup> Street South – P.O. Box 318**  
**Goddard, KS 67052**  
**Telephone: 316-794-4142**  
**Fax: 316-794-4143**  
**Website:** <http://academy.goddardusd.com/>

*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. 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**

The Goddard Virtual Program's mission is to provide students of USD 265 with an alternative to traditional schooling via a rigorous on line educational program.

### **Pacing and Flexibility**

The Goddard Virtual Program provides a recommended schedule that ensures all lessons in each content level are presented in one academic school years' time frame. Consistent lesson progression is expected. Progress data is used by the teacher and staff to evaluate student progress and learning. **It is essential that the parent/guardian understands that when they enroll a student in the school, they agree to participate in the program as designed.**

### **School Year**

The virtual school year at the Goddard Virtual Program is the same as the traditional school year at Goddard Academy. After enrollment data are confirmed the student's parent/guardian will be contacted to complete course selection.

### **Enrollment Guidelines and Admission Information**

The Goddard Virtual Program is a public school that operates outside of a traditional classroom. **As public school students, students will be expected to spend a certain amount of time each week engaged in schoolwork.** They will also be required to take standardized tests mandated by the state of Kansas. The Edgenuity curriculum was developed by experts to meet or exceed Kansas Academic Standards. Enrollment into the Goddard Virtual Program is contingent on approval of the administration of Goddard Academy. Students in grades 1-12 who reside within the state of Kansas, have not been expelled from a Kansas public school and live in the USD 265 attendance area are eligible to apply for entrance in the Goddard Virtual Program. Acceptance into the Goddard Virtual Program requires an acknowledgment and understanding of the following information:

- There will be mandatory attendance days when virtual students are required to attend classes at Goddard Academy. This will typically be 2 scheduled count days at the beginning of the year and 2 days for state assessments in the spring. Final exams for each course will also be taken at Goddard Academy. They will be scheduled on an individual basis when students complete each course.
- A virtual environment is not the appropriate educational setting for every child. It is important to consider your child's needs to determine appropriateness.
- It is the responsibility of the enrolled student and family to secure a computer and an Internet service provider prior to the start of school. High speed internet is recommended.
- USD 265 does not provide or lend computers or equipment to virtual students.
- The Goddard Virtual Program is a public school and follows the Kansas health and immunization guideline requirements which are available with the other enrollment information on the district website.
- Student progress is an expected part of the Goddard Virtual Program. Teachers will review progress and consider other factors, including parental input, when making student advancement decisions.
- A student may not be enrolled in any other public school or virtual program while in the Goddard Virtual Program. It is permissible for students to dual enroll in the virtual program and their designated USD 265 traditional school but the total number of classes will not exceed 7 per semester. Exceptions may be granted with the approval of the Goddard Virtual Program administration.
- Once accepted and course work has begun a student will be expected to complete the full school term (two concurrent semesters) in the program. Movement from the Goddard Virtual Program to the traditional school setting during the school year will be allowed only for unusual or hardship conditions and will require the approval from the Goddard Virtual Program principal and the administrator of the traditional school. Students may return to their designated traditional school at the beginning of any semester if they are on pace to graduate with their class.
- After the enrollment deadline, students may be permitted to enroll based on administrative approval and space available
- Adherence to the Goddard Virtual Program handbook and USD 265 board policy is strictly enforced.

### **State Audit**

To determine school funding, audits of mandatory student attendance are conducted in September. Failure to fully participate and submit required documentation by designated date will result in automatic withdrawal from the Goddard Virtual Program and the student being enrolled in the appropriate traditional USD 265 school.

### **Change of Information**

Parents are responsible for notifying the administrator and/or counselor of any changes to address, phone number or other pertinent information within 10 calendar days.

### **Communication**

Communication is a key component to the success of your student in the Goddard Virtual Program. Parents are encouraged to call or e-mail the Goddard Virtual Program principal, counselor, or teacher with questions or concerns. Your phone call will be returned within 24 hours. E-mails will be answered in the same time frame. Parents will receive progress reports from Edgenuity weekly. Parents are also encouraged to access their child's Edgenuity progress reports and attendance log through the Edgenuity parent portal. For information on the parent portal, contact the Goddard Academy office. Each semester a Parent/Teacher Conference will be held to discuss academic progress; this may be done via phone. These conferences are a Kansas State Department of Education requirement.

### **Required District and State Assessments and Course Finals**

The Goddard Virtual Program is a public school and all students are required to participate in the Kansas State assessments and audit to maintain enrollment. All Goddard Virtual Program students will be assessed on progress toward benchmarks and state standards using various standardized assessment tools. Student attendance and participation in test preparation and scheduled testing is a mandatory requirement for enrollment in the Goddard Virtual Program. It is also mandatory that finals for all courses are proctored. The proctored exams will be administered at Goddard Academy and will be proctored by a licensed USD 265 administrator and/or teacher.

### **Goddard Virtual Program Counseling Services for Students**

The Goddard Academy counselor will provide or arrange counseling services as needed

### **Attendance Policy**

Parents may request that their child be exempt from the compulsory attendance requirements if the student is 16 years of age or older. The parent and child must complete the school/district exemption request form and attend a final counseling session with the counselor and principal. Following the meeting, the student will be unenrolled and considered a drop out.

The administration will communicate with parents to insure every effort is made to encourage regular school attendance by all students. Letters will be mailed, per compulsory school attendance law, when students are not working adequately in the virtual program. **Regular attendance is defined as a student working enough to progress approximately 5% toward completion of each virtual class per school week.**

1. A student who fails to make adequate progress in virtual courses during the course of one semester will be considered by the principal and staff for removal from the virtual program.
2. If a student is removed from the Goddard Virtual Program due to a lack of progress and is not currently expelled from any school, they will be enrolled in their designated USD 265 school (grades 1-8) or in Goddard Academy (grades 9-12) for the remainder of the school year. If the student does not attend at the assigned school in a timely manner, then it is the duty of the administration to report the student as truant.
3. If a student is removed from the program due to lack of progress, he/she cannot re-apply to the virtual program until the following school year and will only be allowed to re-enroll the following year with the approval of the administration.
4. The official record of progress will be the one that is kept in the office.

As part of consideration for removal from the program, the principal may review the student's progress in coursework. Special consideration will be given if a student is making sufficient progress in coursework, such that he or she would be able to receive 1/2 credit in 5 or more classes at the end of one semester.

**\*\* Students attending the Goddard Virtual Program who were expelled from traditional Goddard schools will need to refer to their expulsion paperwork for specific attendance or progress requirements.**

### **Academic Engagement: Non-Compliance Procedures**

The following procedure will **not** be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by the Goddard Virtual Program administration (i.e. extended illness of the student, parent or primary adult, internet connection issues, etc.) While the majority of our families are committed to educational excellence, there are instances in which a student may be considered lacking in appropriate academic progress. **Students enrolled in the Goddard Virtual Program are expected to make continued progress in all courses in which they are enrolled at the rate of approximately 5% of each course being completed each week that school is in session.**

#### **When students do not meet the minimum progress goals the staff will follow the procedure:**

- Step 1: The instructor will notify the administration of students who fail to meet the minimum academic engagement.
- Step 2: Upon receipt of notification, a conference call with the parent or guardian to identify the issues causing the lack of engagement and develop a plan to re-engage learning and meet suitable academic goals to ensure the success of the student. The student will then be expected to show academic engagement.
- Step 3: In the event the student does not engage according to stipulations in step 2, the instructor will notify the administration of the non-compliance.
- Step 4: The administration will notify the parent/guardian regarding non-compliance.
- Step 5: In the event the parent does not respond to communication or the student does not re-engage in the school as designed in step 2, the student will be placed on probation status for 2 academic weeks. Termination from the program may be considered within this process. If the student does not re-engage in learning, they will be terminated from the program. Students who are terminated from the Goddard Virtual Program will be enrolled into the appropriate USD 265 traditional school according to their home address. Students terminated from the program will not be permitted to re-enroll in the program. Additionally a formal directed studies plan may be implemented for all students not "Meeting Standards" on state assessments or for lack of academic achievement. Continued enrollment is contingent on adherence to this plan. This plan is discussed and evaluated at each conference.

### **Curriculum**



Goddard Academy partners with Greenbush Educational Services Center for grades 1-5. Greenbush will provide a virtual curriculum for elementary students and will assign teachers who will be the point of contact for any questions regarding the curriculum.

The Goddard Virtual Program curriculum for grades 6-12 is based on the Edgenuity computer program. Students in Grades 9-12, earn ½ credit when successfully completing course work with a passing grade. 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. 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 Virtual students to attend their home school prom**

1. Virtual students will attend the prom of the school where they would attend if they were not enrolled in the virtual program. 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 making required weekly progress in the virtual program 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. Students who finish graduation requirements prior to the prom and are no longer enrolled in the virtual program are not permitted to attend.
5. Virtual 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.
6. Any virtual student may attend a prom as a guest provided they fill out the guest form as required by the host school.

### **Faculty / Staff**

Greenbush assigns teachers to students in grades 1-5. Parents and students in grades 6-12 can contact Ms. Sharp with questions or when they need assistance. Ms. Sharp's virtual planning time is 7:35-8:20AM.

### **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.

A	-	90	-	100
B	-	80	-	89
C	-	70	-	79
D	-	60	-	69
F	-	0	-	59

### **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.

### **Course Length**

All courses will be based on traditional semesters. Students will be expected to complete all coursework by the end of the semester. Any unfinished work at the end of a semester will count as a zero. High school students will be enrolled in 7 courses per semester and will earn ½ credit upon the successful completion of each course. Because students work from home, students and parents must be vigilant concerning academic progress so that students do not fall behind and get off track for graduation.

## **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.

## **Special Education**

If a student is qualified for special education services, an IEP meeting will be held in order to determine the needs of the student and discuss what modifications and accommodations are possible through the virtual program.

## **Technology Support**

Any student/family enrolled in the Virtual Program will be responsible for providing their own internet service. If you have problems with your internet connection you should contact your service provider to resolve those issues. It is strongly recommended that you have high-speed internet.

## **KSHSAA Eligibility Policy for Home School Students**

The Executive Board voted unanimously to adopt the following policy specifying the terms by which students attending virtual schools accredited by the Kansas State Department of Education may establish eligibility at a KSHSAA member public school. The policy was developed with input from staff, members of the Kansas State Department of Education and Kansas virtual school administrators. Executive Board members noted there has been very little feedback on the proposed policy as published in the March KSHSAA Executive Board Meeting Minutes. Since this is an Executive Board policy, it will not appear in the KSHSAA Handbook. The KSHSAA will post this information on its website and distribute it through appropriate means to all member schools.

## **KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students**

With respect to KSHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

- Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
- Students will be eligible at the public school in whose district and attendance area they reside.
- Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
- The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.

- Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student’s name on KSHSAA eligibility forms and rosters.
- Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
- All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
- Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
- Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

**RATIONALE:**

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

**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.

**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.

### **Repeated School Violations**

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.

### **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.

### **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.

### 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.

### **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;

#### **Sexual Harassment (JGEC)-continued**

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 Harassment: Students (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.

Approved: KASB Recommendation—9/97; 8/98; 3/00; 3/13, 5/16

## 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**

## **Technology Use (JU/JUA)/Acceptable Use**

Use of the computer network is a privilege, not a right. The fundamental rule for use of district network resources is that all 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 / 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.

USD 265 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.

### **Violation of Conditions**

Upon receiving notification of a violation of district rules or policies, the administrator may suspend or terminate a user's network privileges. The administrator may access any and all relevant files of the user in attempting to determine the extent of the violation. Prior to suspension or termination of network use or as soon after as is practicable, the administrator will inform the user of the suspected violation and provide an opportunity for explanation. This is not to be construed as permitting any student to have due process rights in connection with the privilege of operating District technology.

### **Internet Safety Policy**

Internet users are expected to use the Internet as an educational resource. The following procedures and guidelines are used to help ensure appropriate use of the Internet in the Goddard School District.

### **Student Expectations in Use of the Internet**

Students are required to comply fully with the district's Acceptable Use Policy. When using the Internet, students shall not access material that is obscene, pornographic, child pornography, "harmful to minors," or otherwise inappropriate for education use. Any violation of district policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement officials may be involved.