

## **Campus High School Student Handbook**

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Welcome to Campus High School. The role of CHS is to provide each student with a quality education to become a productive citizen. Please pursue your academics seriously and enjoy the many activities provided. It is both to your advantage and your responsibility to acquaint yourself with the information in this handbook. This handbook should be shared with your parents and is also available on the Internet at [www.usd261.com/campus](http://www.usd261.com/campus). We wish you the best for the 2011-2012 school year.

### **CAMPUS HIGH SCHOOL MISSION STATEMENT**

The mission of Campus High School is to prepare students to be life-long learners and responsible, contributing citizens in a changing world.

### **USD261 MISSION STATEMENT**

To advance learning for all through the relentless pursuit of excellence.

### **CAMPUS HIGH SCHOOL SUBSCRIBES TO THE BASIC BELIEFS OUTLINED IN THE EFFECTIVE SCHOOLS MOVEMENT:**

- All children can learn and come to school motivated to do so;
- Schools control enough of the variables to assure that virtually all students do learn;
- Schools should be held accountable for measuring students achievement;
- Schools should disaggregate measured student achievement in order to be certain that students, regardless of gender, race, ethnicity, or socioeconomic status are successfully learning the intended school curriculum;
- The internal and external stakeholders of the individual school are the most qualified and capable people to plan and implement the changes necessary to fulfill the **Learning for All** mission.

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

### **CAMPUS HIGH SCHOOL IMPROVEMENT PLAN**

- All students will improve reading comprehension across the curriculum.
- All students will improve writing skills across the curriculum.
- All students will increase their math skills across the curriculum.

### **OUR VISION FOR CAMPUS [WHAT CAN WE BE?]**

1. Graduation rate of 90% by 2014.
2. Meet AYP in reading, writing and math. [Reading -90.7%, Math 88.2% for '11 - '12.
3. Meet standard of excellence in reading and math.
4. Average score of 23 on the ACT.
5. Provide a safe, nurturing environment for our students.

**ADMINISTRATION CENTER**

Myron Regier Principal  
 Glenda Cowell Asst. Principal  
 Richard Elliott Asst. Principal/AD  
 Tracey Repp Asst. Principal  
 Joe Sailors Asst. Principal  
 Mae Behrendt Office Assistant  
 Debbie Flax Office Assistant  
 Jan Herrman Attendance  
 Mary King Health Clerk  
 Cindy Patry Principal's Sec.  
 Ronda Robinson Athletics/Activities  
 Carolyn Stone Health Nurse  
 Cheryl Walker Cashier

**COUNSELING CENTER**

Todd Hook Sophomore Counselor  
 Jeff Michael Freshmen Counselor  
 Cathy Voss Senior Counselor  
 Walter Zemanick Junior Counselor  
 Jennifer Owens Secretary  
 Sheri Tucker Registrar  
 Jessie Tyson Psychologist  
 Mike Charbonneau Security  
 Lennie Adams SRO

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

Askren, Mary	Science	Long, Jeff	Mathematics
Axline, Josh	Social Studies	Love, Dallas	Mathematics
Bailey, Sandra	English	Marrs, Brett	Tech Education
Ballard, Morgan	English	Maxwell, Jim	Band
Balsters, David*	Science	Meier, Casey	Social Studies
Bearman, Magan	FACS	Melugin, Jon	Foreign Language
Bourn, Travis	Science	Meyers, Joe	Foreign Language
Brazill, Mandi	English	Miller, Regina	Mathematics
Brock, Shari	Phys. Education	Moree, Mardy	English
Brohammer, Martha	Art	Morris, Sherry	Mathematics
Brown, Georgana	English/Yearbook	Morrison, Rick	Special Education
Burns, Caylene	Gifted Coord.	Mount, Shawn	Science
Bush, Debra	Special Education	Munk, Dennis	Physical Education
Butherford, Kelli	Mathematics	Nelson, Gayle	Special Education
Butler, Richard*	Foreign Language	Nordyke, Bob	Engl/Debate/For
Cairns, Bob*	Mathematics	Nye, Patricia	Science
Coleman, Tom	Art	Olson, Pam	Mathematics
Curtiss, Josh	Special Education	Owens, Kelly	Science
Ennis, Josh	Inst. Coach	Owens, Tandra*	Librarian
Foster, Tina	Foreign Language	Painter, Ryan	English
Gleason, Tom	Science	Riffée, Becky	Vocal Music
Gray, Terri	Special Education	Robert, Christi	Art
Hammett, Amy	Science	Robinson, Rachael	Special Education
Herman, Russell	Social Studies	Roe, Tracy	Mathematics
Heskett, Ashley	Journalism/Engl.	Roudybush, Billy	Mathematics
Hughes, Becky	Band	Ruhlen, Christa	Foreign Language
Hull, Dave	Phys. Education	Rybolt, Janet	Special Education
Hummel, Krissy	Business	Samuel, Jeremy	Orchestra
Johnson, Catherine	Special Education	Schartz, Mike	Physical Education
Kanaga, Lori*	Special Education	Seiwert, Kathleen	English
Kaplan, Bryan	Social Studies	Shaw, Lisa	Social Studies
Kliwer, Zachary	Business	Sherman, Cindy	Special Education
Knott, Brian	Art	Shetler, Jesse	Science
Krider, John	Tech Education	Slous, Karen	English
Lolling, Bruce	Social Studies	Smithhisler, Kathryn	Science

Spangler, Renae	FACS	Wehkamp, Lisa*	English
Stenholm, Jim	Social Studies	Wichert, Estelle	Mathematics
Stitt, Roxanna	Theatre	Willig, Jeremy	Business
Stoppel, Mike*	Business	Winter, Jennifer	Social Studies
Stupka, Dustan*	Phys Education	Woods, Sherri	Special Education
Swinger, Heather	Art	Wurfel, Debbie	Special Education
Tamson, Janice*	FACS	Young, Rick	Tech Education
Walker, J.L.*	Tech Education		

**PARAEDUCATORS**

Brust, Betty	Special Ed.	Kelly, Brandy	Special Ed.
Carlson, Don	Special Ed.	Lehning, Shannon	Special Ed.
Carlson, Terry	Special Ed.	Mason, Jennifer	Special Ed.
Caywood, Susan	Special Ed.	Miller, Debbie	ISSR
Daily, Jymme	Special Ed.	Morse, Jennifer	Special Ed.
Davis, Emmalene	Special Ed.	Mounce, Carolyn	Special Ed.
Ewert, Brandie	Special Ed.	Nicklaus, Terry	Special Ed.
Fussell, Mary	FACS	Rogers, Rebecca	Special Ed.
Grissom, Carol	Special Ed.	Southerland, Michelle	Special Ed.
Harbison, Becky	Special Ed.	Worthan, Crystal	Special Ed.
Jolliff, Connie	Special Ed.		
Keimig, Rachel	Special Ed.		

**2011-2012 BLOCK SCHEDULE**

7:50-9:10	10:36-11:01
9:16-10:36	11:01-11:26
10:42-12:41	11:26-11:51
12:47-2:07	11:51-12:16
2:13-2:55 (seminar)	12:16-12:41

Announcements read by the office at 7:50.  
Kolt News will be shown during block 3 each day.

**ACADEMIC POLICIES**

**CREDITS FOR CLASSIFICATION**

Students are assigned a class level according to the minimum number of credits earned prior to start of fall semester: Senior (18.0), Junior (11.0), Sophomore (5.0), or Freshman. Transcripts of transfer students will be reviewed with respect to required coursework and credits before the student is classified. All students are required to enroll in 8 classes. Fifth year seniors may enroll in less than 8 classes with Principal's approval.

**EARLY GRADUATION**

Students will be allowed to graduate upon completion of 25 credits and Campus High School graduation requirements are met. Students must complete early graduation packet during their Junior year.

## **EDUCATIONAL TESTING PROGRAM**

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity: (BOE Policy: II) The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

## **FINAL EXAMS AND WAIVER OF FINALS**

All students must take semester final exams. Teachers may exempt from final exams those students with an accumulative semester average of at least 93% and fewer than five absences. Teacher aides and office aides may be exempt from finals. Exempted students are still required to attend the class that day unless otherwise arranged through the principal.

## **GRADE CARDS/PROGRESS REPORTS**

Points will accumulate for the duration of a semester. Letter grades at the end of each grading period will reflect student's progress. All credits and the corresponding grade will be recorded on the transcript in 1/2-credit increments. Progress reports will be issued at 5, 9 and 14 weeks. The final grade will be issued at the end of the semester.

## **GRADE POINT AVERAGE CALCULATION**

A student's GPA will be the quotient of all grade points (A=4, B=3, C=2, D=1, F=0) earned in all course attempts and the total number of all course attempts, excluding pass-fail courses and their associated grade points. Honor classes add 1 point for each 1 credit in figuring GPA.

Students enrolled in a course at the beginning of a semester, but who drop that course after the first two weeks of that semester, will receive a W on their transcript regardless of the course grade at time of withdrawal. Grades will be calculated in the grade point average as an "F" (0) points and one course attempted.

Courses repeated for a better grade will have both attempts and their associated grade points included in the calculation of the grade point average.

## **GRADUATION REQUIREMENTS**

4 English  
3 Math  
3 Science  
3 Social Science  
1 Physical Education  
1 Fine Art  
10 Electives  
¼ Seminar credit per semester enrolled at CHS

In order to receive a diploma and walk in graduation ceremonies, a student must have earned the total number of credits as required for that year including completion of all required units of credit. All diplomas are issued for the current school year according to credits earned by August 31 of the summer following the graduation ceremonies.

Students may use correspondence courses to obtain credit toward graduation with approval of the principal. Approved courses through the PASS Program can be used to replace failed elective courses. A total of 4 credits (8 PASS courses) can be applied towards graduation. Approved courses

through Clearwater Connection can be used to replace failed core classes. A maximum of 2 credits (4 courses) can be taken each calendar year to replace failed core classes. Students will not be allowed to withdraw from a current CHS course to enroll in either program.

The principal must approve all outside credits transferred into Campus. Credits from regular accredited public school summer schools will be accepted (required courses must have previously been attempted and failed during the regular school term). Credits from vocational/technical schools, adult night schools, etc. will be limited and carefully screened. The Campus High School diploma should generally reflect course work through the Campus High School program except in cases of legitimate transfers due to family or governmentally mandated moves.

All students dropping out of school must have an exit conference with principal at which time an attendance waiver will be signed. Students will not be re-enrolled during the same semester that the dropout occurs.

### **GRIEVANCE PROCEDURE**

1. Procedures already exist under state law for due process in discipline matters. The purpose of the following procedure is to provide a formal avenue by which students may protest a decision by a teacher in connection with a course grade. The student and parent must have first attempted to resolve the question directly with the teacher.
2. The student must present to the principal a written, dated and signed explanation of his or her grievance. Sufficient detail, including a list of possible witnesses and documents, should be included. The grievance must be submitted within five school days of the receipt of the grade in question. A parent or guardian must sign grievances presented by students less than eighteen years of age.
3. The Principal must respond to the grievance within five school days after receipt. A response will be made in writing, via U.S. mail.
4. If the student or parent is not satisfied with the Principal's response, they may, in writing, submit to the Principal a request for review by a faculty committee. This request must be made within five school days of the post date of the Principal's response.
5. The faculty committee will review the grievance within five school days of receipt of the request for review.
6. The faculty committee will render its decision at that scheduled meeting and will mail its decision to the student and parent.
7. As a matter of law, all decisions may be appealed to the Board of Education within ten days of receipt of the committee's decision.

### **HELP A FRIEND HOTLINE**

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

### **LATE WORK POLICY**

Late work is not the same as make-up work (which is given to students who have been legitimately absent from school). If assigned work is not submitted on time, students can expect a variety of consequences to apply. Students are expected to complete assignments, learn from them, and submit them in accordance with each teacher's guidelines. Late work policies are defined by each department. Specific department procedures are outlined in each course syllabus. Teachers may permit special exceptions to department policies in order to promote student mastery of subject matter.

### **MAKE-UP POLICIES**

A student who has been absent is expected to request make-up work immediately upon their return to school. That work must be submitted to the teacher within the time limits defined by that teacher's department.

<b>Dept.</b>	<b>Make-up work policies</b>
Social Studies	All make-up work must be turned in by the test date. (If absent on day of test, must be turned in by date of make-up test.)
Math	Number of days of class absent plus 1.
English	Accepted during current 9 weeks. Students absent during last days of the 9-weeks will turn in make-up work in accordance with individual agreement with teacher.
Foreign Language	Accepted during current 9 weeks. Students absent during last days of the 9-weeks will turn in make-up work in accordance with individual agreement with teacher.
Business	For all classes other than Networking and Programming, work that is missing due to an absence should be completed within one week from the date of the student's return to class. Individual exceptions can be made by each teacher for extreme circumstances.
FACS	Number of days of class absent plus 1.
Science	Accepted during current 9 weeks. Students absent during last days of the 9-weeks will turn in make-up work in accordance with individual agreement with teacher.
P.E.	Completed by the end of the semester
Tech. Ed.	Accepted during current 9 weeks. Students absent during last days of the 9-weeks will turn in make-up work in accordance with individual agreement with teacher.
Music	Performance required. Excused for illness or death in the family. Can be made up with assigned paper due in accordance with individual agreement with teacher.
Art	Accepted during current 9 weeks. Students absent during last days of the 9-weeks will turn in make-up work in accordance with individual agreement with teacher.

## PLAGIARISM POLICY

### Definitions:

#### Plagiarism:

The act of knowingly taking ideas or writings from another person and presenting them as one's own; failing to give credit to the sources used in writing an essay or research assignment.

#### Copyright:

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

### Acceptable Behavior in the Writing Process:

1. Discussing the assignment with others for clarification
2. Discussing ideas and details in the assignment in question for understanding
3. Exchanging drafts of papers for critical peer response
4. Participating in classroom activities pertaining to the writing process: prewriting, drafting, revising, editing, and publishing

### Unacceptable Behavior:

1. Plagiarizing
2. Surrendering one's paper to another student to use without ensuring that the use will be consistent with the provisions of this policy
3. Knowingly allowing another student to plagiarize one's work
4. Using additional sources when not properly credited and identified

### Consequences of Unacceptable Behavior:

1. Whenever a teacher reasonably believes that **a student has blatantly plagiarized part or all of an assignment or infringed upon copyright protection**, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and again warn the student that he or she is subject to one or more of the following penalties:
  - a. Refer the student to the proper school authority for discipline consistent with the academic dishonesty policy of Campus High School (a Class C offense):  
*Academic Dishonesty: Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own (CHS Student Handbook 33).*
  - b. Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student has engaged in a violation.
  - c. Refuse to give the student any credit for the assignment.
  - d. Require the student to rework the assignment entirely, using his/her own ideas and style.
2. Whenever a teacher reasonably believes that a student has **negligently plagiarized** part or all of an assignment (i.e. improper documentation, misunderstanding of teacher directions, etc.) the teacher shall remind the student of the plagiarism policy and the student shall rework the assignment entirely, repairing any violation of the plagiarism policy.
3. Whenever a teacher reasonably believes that a student has **knowingly assisted another student to plagiarize part or all of an assignment**, the teacher shall evaluate the nature and extent of the assistance lent to the student who plagiarized, remind the student of the

existence of this rule, and warn the student that he/she is, or may be, subject to one or more of the following penalties:

- a. Reduce or eliminate the credit that the assisting student would have received for his/her own work on the same assignment that was plagiarized.
- b. Indicate in writing to the student who assisted and that student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student assisted another student to plagiarize.
- c. Refer the student to the proper school authority for discipline consistent with the academic dishonesty policy of Campus High School.
- d. The student who plagiarized will be subject to the consequences listed in #1.

### **PROGRAM OF STUDIES**

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

### **SEMINAR/ADVISORY**

#### **Purpose**

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

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

#### **Seminar Rules**

1. Students may use the seminar time to travel to their current teachers. Students are not allowed to visit other teachers without a yellow seminar pass.
2. Passes to the library must be issued by the teacher requesting the research as a part of course requirements, not the seminar teacher.
3. Students are to travel from one location to another by the most direct route without loitering. Students found on Campus in areas not designated on their seminar pass will be considered truant and may lose their privilege to travel for at least two weeks.
4. The teacher may give restroom and drink passes. Passes to the telephone are discouraged. An administrator must issue any pass to the parking lot.
5. Behavior expectations are the same as in any regular classroom.
6. Failure to work during seminar time may result in disciplinary action.
7. Misuse of seminar pass privileges may result in suspension of those privileges.
8. Failing seminar block will result in a call to see a counselor or administrator and possible removal from the current seminar.
9. The student may complete the date and designation columns of the seminar pass. Teachers and adult staff are to complete the remaining columns in ink.

### **Seminar Credit**

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

### **Seminar Options**

1. **Regular Seminar** – Attend regular seminar for credit during the fall and spring semester.
2. **Junior/Senior Project Seminar** - In Project Based seminar, students would work in project teams or alone on real-world problems and issues. Project Based seminar allows the student the opportunity to complete a project in his/her intended career field. The student will select a mentor in the field to advise him/her through the project. This course would consist of project-learning units which would challenge students to determine what they need to know to solve the problem, how they are going to find the information they need, and how they are going to apply it. Project-based learning would change the role of faculty members supervising each course; rather than providing the students with specific course content, faculty advise, consult and provide constant feedback on all aspects of a project, from research analysis to report writing and presentations. Students will complete a portfolio detailing the progress of the project and will present it in front of a committee at the end of the school year.
3. **Community Service Seminar (Seniors Only)** - – Seniors would arrange for community service experience during the *spring* of their senior year. In the fall, they would be required to attend regular, using the time to plan for the community service experience in the spring. Community service projects would have to be approved by the seminar teacher, community service mentor and a high school counselor. Seniors choosing this seminar would maintain a log of hours, completing a minimum of 40 hours. They would be required to complete a journal of their experiences.
4. **Student Leadership Development Seminar** (grades 10-12) - This course will teach students leadership skills, parliamentary procedure, problem-solving/decision-making communication skills, group dynamics, time and stress management, public speaking, human relations, public relations, team building, and other group processes. Specific content will include, but not be limited to, study in self-understanding and development in such areas as goal setting, self-actualization, assertiveness, and study of organization theories and management, as well as community involvement and civic awareness. Students will complete an application for consideration in Student Leadership Development Seminar.

### **TUTORING PROGRAM**

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

## VALEDICTORIAN/SALUTATORIAN DETERMINATION

Effective with the class of 2008:

- Must attend 8 semesters of high school.
- Must complete five classes each semester of senior year.
- Must complete the Kansas Scholar Curriculum

## ACTIVITIES

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### ACTIVITIES, CLUBS, & SPONSORS

<b>Art Club</b>	Open to students in art or currently enrolled in art classes. Dues required.	Mrs. Swinger
<b>AVID</b>	Open to students enrolled in the AVID Program.	Mr. Meier
<b>Band</b>	Open to all students enrolled in instrumental music classes.	Ms. Hughes
<b>BPA</b>	Business Professionals of America is open to students enrolled in the Business Internship program. The mission of BPA is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.	Mr. Stoppel
<b>Campus Auto Performance Technology</b>	Open to those students interested in fixing, renovating or just working on cars.	Mr. Young
<b>Chess Club</b>	Open to all students interested in Chess.	Mr. Krider
<b>Circle of Friends</b>	Open to students interested in learning about and participating with students with differing abilities.	Mrs. Robinson Mrs. Wurfel
<b>Class Organizations</b>	Open to students as classified by earned credits.	Mrs. Butherus: 9 Mrs. Miller: 10 Mrs. Swinger: 11 Mrs. Slous: 12
<b>Creative Writing Club</b>	Open to those students interested in developing their skills in creative writing types of activities, poetry, plays, short stories, etc. and publishes a magazine each spring with samples of creative writing pieces from Campus students.	Miss Heskett
<b>Debate</b>	Competes and represents the school in debate tournaments interscholastically.	Mr. Nordyke
<b>Electric Car &amp; Robotics Club</b>	Open to students interested in participating in the Electric Car competition.	Mr. Walker
<b>Environmental Club</b>	Open to students participating in any science class.	Mr. Balsters Mrs. Nye

<b>FCA</b>	Fellowship of Christian Athletes - open to all athletes.	Mr. Herman
<b>FCCLA</b>	Family, Career & Community Leaders of America is open to any student currently enrolled in a FACS class or have had at least one semester of FACS either at the junior high or senior high level. Dues required.	Mrs. Tamson Mrs. Spangler
<b>Forensics</b>	Competes and represents the school in forensic competitions interscholastically.	Mr. Nordyke
<b>French Club</b>	Open to students who have an interest in the French language.	Mrs. Ruhlen
<b>Future Educators of America</b>	Open to students interested in education as a profession.	Mrs. Bailey
<b>Gamers Club</b>	Open to students interested in playing games, i.e. board games, card games, etc.	Mr. Love
<b>Journalism Club</b>	Open to all journalism students.	Miss Heskett
<b>Knitting Club</b>	Warm hearts Knitters. Open to students who have an interest in knitting.	Mrs. Roach
<b>Link Crew Club</b>	Open to students who are Link Crew members.	Mr. Painter Mrs. Shaw Mrs. Askren
<b>Multi-Cultural Club</b>	Open to all students interested in learning and participating in other cultures.	TBA
<b>National Forensics League (NFL)</b>	Open to those participants in speech or debate. To be eligible for membership, students earn points in interscholastic competition and various speech activities. Dues required.	Mr. Nordyke
<b>National Honor Society (NHS)</b>	Limited to those sophomores, junior and senior students with recommendations from their teachers and at least a 3.5 grade point average or above. Dues required.	Ms. Voss
<b>Newspaper</b>	Publishes <i>The Colt Special</i> . Must enroll in class.	Miss Heskett
<b>Physics</b>	Open to students participating in Physics class.	Mr. Shetler
<b>Quill &amp; Scroll</b>	An international Honor Society for student journalists who are in the top 1/3 of their sophomore, junior, or senior class and actively involved in journalism. Dues required.	Miss Heskett Ms. Brown
<b>S.A.D.D.</b>	Students Against Drunk Drivers is open to any student interested in the problem of teenage substance abuse. Dues required.	TBA

<b>Scholar's Bowl</b>	Competes and represents the school in scholar bowls contests throughout the state.	Mr. Painter Mrs. Seiwert
<b>Screamin' Stampede</b>	Open to all students interested in supporting CHS athletic teams.	Mrs. Nye Mrs. Owens
<b>Sign Language Club</b>	Open to all students with an interest in sign language.	Mrs. Woods
<b>Spanish Club</b>	Open to all students interested in Spanish.	Mr. Melugin
<b>String Players Club</b>	Open to all members of Orchestra.	Mr. Samuel
<b>Student Council</b>	The governing body for the students. Members include: President, Vice-President, Secretary, Treasurer and two representatives from each class; the four class officers from each respective class; a representative from each of the clubs/organizations and "members at large."	Mrs. Moree Mrs. Nelson
<b>Technology Education Club</b>	Open for students in the Technology Education classes.	Mr. Walker
<b>Thespian Troupe #573</b>	Open to participants in drama. Membership is by selection after every Campus High School drama production.	Ms. Stitt
<b>V.I.C.A.</b>	Vocational Industrial Clubs of America is a work-study program for those seniors interested in pursuing vocational careers. It meets daily during school time. Academic credit is given for both class and work time.	Mr. Walker
<b>Vocal Music</b>	Open to students interested in vocal performance. Must enroll in class.	Ms. Riffée
<b>Weight Lifting Club</b>	Open to students interested in weight lifting.	Mr. Schartz
<b>Yearbook</b>	Publish the Yearling. Must enroll in class.	Ms. Brown
<b>YEK</b>	Youth Entrepreneurs of Kansas is open to students enrolled in the entrepreneurship course.	Mr. Kleiwer

### **ACTIVITY TRIP POLICY**

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

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

## DANCES

Throughout the school year students have the opportunity to attend a variety of social events, dances and parties. All guests must be at least high school age and registered in the office prior to the dance. Campus High School students must present a valid I.D. and will assume full responsibility for their guests. No admission will be allowed once the dance has been underway for two hours. Students or their guests will not be readmitted.

As a preventive measure, the Breathalyzer may be used at all school dances. Upon reasonable suspicion and at the request of the administration, a student may be asked to take a Breathalyzer test. Parents will be notified. Students who do not pass the Breathalyzer test will be disciplined per school policy and released to a parent or guardian.

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## INTERSCHOLASTIC ATHLETICS & ACTIVITIES

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### COACHES

<b>Baseball</b>	Mr. Clasen	<b>Scholars Bowl</b>	Ms. Seiwert/Mr. Painter
<b>Basketball (Boys)</b>	Mr. Axline	<b>Soccer (Boys)</b>	Mr. Womak
<b>Basketball (Girls)</b>	Mr. Curtiss	<b>Soccer (Girls)</b>	Mr. Aberg
<b>Bowling</b>	Mr. Fulkerson	<b>Softball</b>	Mr. Long
<b>Cheer/Yell Leader</b>	Mrs. Burkett/Ms. Kanaga	<b>Swimming</b>	Mr. Kennedy
<b>Cross Country</b>	Mr. Herman/Ms. Wichert	<b>Tennis (Boys)</b>	Mr. Matzen
<b>Dance Team</b>	Mrs. Burkett/Mrs. Stieber	<b>Tennis (Girls)</b>	Mr. Matzen
<b>Debate/Forensics</b>	Mr. Nordyke	<b>Track</b>	Mr. Stupka
<b>Football</b>	Mr. Schartz	<b>Vocal Music</b>	Ms. Riffie
<b>Golf</b>	Mr. Axline	<b>Volleyball</b>	Mrs. Askren
<b>Instr. Music</b>	Ms. Hughes	<b>Wrestling</b>	Mr. Bourn

### ELIGIBILITY

In an effort to discourage substance abuse, Campus High School has adopted an extra-curricular activities code of conduct. Students and parents participating in extra-curricular activities will be asked by their coach or sponsor to sign this code of conduct.

A student must be passing in five credit hours during the previous semester to be eligible for participation in any activity sanctioned by the Kansas State High School Activities Association. In order to participate in activities sanctioned by the KSHSAA, a student must be in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school (or to the student) is not in good standing. A student who is declared ineligible may request a hearing through the principal's office to challenge that decision.

### PHYSICAL EXAMINATIONS

Any student planning on participating in competitive athletics is required to have a physical examination recorded on the Kansas State High School Activities Association physical form. This form must be turned in before they will be allowed to practice.

### SPORTSMANSHIP CODE

**Introduction:** The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist - they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

**Philosophy:** Activities are an important aspect of the total educational process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement. This ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

**ALL ACTIONS are to be FOR, NOT AGAINST. POSITIVE, NOT NEGATIVE OR DISREPECTFUL!**

Section 1 - General Regulations (apply to 7-12)

Article 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all, (participants, coaches, officials, staff and fans)
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school
- f. Permit only positive sportsmanship behavior to reflect on your school or its activities.

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## **ATTENDANCE POLICIES**

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### **ATTENDANCE POLICY**

Campus High School is committed to the philosophy that students should be in attendance every day. We believe that the major responsibility for regular school attendance belongs to the parent and student. Consequently, the following regulations have been adopted.

- A. Absences Per Semester (excluding absences designated as school related by the administration):
  1. Students will be allowed a maximum of 5 non-school absences per semester in each class.
  2. Students who miss more than 20 minutes of a block will be considered absent. Students who miss less than 20 minutes shall be considered tardy as outlined in the tardy policy.
  3. When the third (3rd) absence occurs in a given class, a letter will be sent home to inform parents of the school's concern and the opportunity for the student to attend Saturday school or detention, in order to earn credit in classes where the number of absences exceeds five. The parents will be asked to call the school to confer with an assistant principal about the student's attendance problem.
  4. When the fifth (5th) absence occurs, a letter will be sent home to inform the parents that the student will be notified of the opportunity to attend Saturday School or detention to earn credit for any subsequent blocks missed.
  5. Beginning with the sixth (6th) absence, students shall be notified of the opportunity to attend Saturday School or detention for one hour per block missed in order to earn credit for the points assigned during the day of absence.
  6. Absences related to school approved activities, waived by an administrator, or resulting from homebound education will not be included in the attendance policy.

- B. Students under the age of eighteen are required by law to attend school. Referrals will be made to the legal court system for those who are truant. (Kansas Compulsory Education Law)
- C. Parents must authorize an absence by calling the school on the day of the absence or writing a note and sending it with the student on the day of the student's return to class.
- D. For planned absences, a completed Student Absence Request Form will be required before authorization is given by the principal or an assistant principal to be absent. This green absence request form will be used only upon presentation of a written note from a parent or written authorization by a teacher. It is expected that this note from the parent or teacher will be presented at least one day prior to the requested absence. This prevents last minute confusion or delays from occurring. Students should pick up homework ahead of time and have it completed when they return. NOTE: a teacher signature indicates whether or not the student can afford to miss the class.
- E. The school will attempt to notify parents of unauthorized absences at home or work as soon as possible after they occur. If parents will call in to report absences, we can avoid making additional calls during the day.
- F. A student who has been absent is expected to request make up work and submit it to the teacher.
- G. Students leaving the campus without permission are subject to immediate disciplinary action up to and including possible expulsion.
- H. An administrator has the authority to waive absences that are medically verified, are due to required court attendance, are due to a death in the family, or are due to a family emergency.

**LEAVING SCHOOL: SIGNING IN/OUT PROCEDURES**

Students leaving the school premises for any reason must check out through the attendance clerk and present a valid student I.D. A note from a parent or personal contact with the parent will be necessary before the student is released.

Students are expected to sign in with the attendance clerk whenever arriving at school 5 minutes after the first period of the day begins. A note from the parent or personal contact will be necessary to authorize the student absence.

**TARDY POLICY**

Students are expected to arrive at class on time and be prepared to participate. Students arriving late, but within the first five minutes of class, will be considered tardy.

Classroom Tardies:

<u>Tardy</u>	<u>Consequence</u>
1-2	Warning
3-4	15-minute detention with teacher
5-6	1 hour
7	major referral

Except in extenuating circumstances, all tardy detentions are to be served within three (3) school days of their issue. Teachers are to contact the parent indicating the detention date and time. Students who fail to serve detentions shall be referred to the office for failing to serve a detention.

## **TRUANCY POLICY**

Truancy is the absence from assigned class without authorization. The attendance clerk or an administrator must be notified of parent authorized absences before the fact and not afterwards. Only extreme emergencies should be taken care of on an after-the-fact basis.

Truancy includes being on Campus but not in class as scheduled. This would include being in the cafeteria, restrooms, parking lot, on the grounds, and in other non-classroom areas without authorization. Truancy includes not sitting in assigned seating in the auditorium. Leaving the school premises after arrival without following checkout procedure will be considered truancy.

During lunch time students are allowed to stay in the cafeteria and in the center courtyard. Students may also go to the office. Students found in any other location, will be considered truant.

## **COMPUTER & INTERNET USE**

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Computer systems and networks are for educational and professional use only. Violation of this policy would include, but is not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Email, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

## **COUNSELING SERVICES**

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### **COUNSELING PROGRAM**

The counseling program at Campus High School provides services to the high school student through counseling, information distribution, assessment, and teaming. Counseling is provided to individuals and small groups. Information is provided for educational and career planning, as well as personal and social adjustment. Assessment focuses on student appraisal through both tests and non-testing devices, and assists students and their parents to understand strengths and weaknesses and in making decisions based on these understandings. Teaming consists of consultation, collaboration, and coordination activities to provide students a sense of consistency within the school, and among school, home, and community. The counseling staff consists of four counselors a secretary, and a registrar. Each counselor has a designated population but will assist in working with any student at any time. The registrar coordinates all student records whether incoming or outgoing. The counseling staff is very interactive with the student body, faculty, support staff, and parents. If at any time counseling is requested outside of the school setting, they can provide referrals and assist in the process of obtaining those services.

Students are assigned as follows: freshmen: Jeff Michael; sophomores: Todd Hook; juniors: Walter Zemanick; and seniors: Cathy Voss. They will facilitate support groups to meet student needs.

### **COLLEGE/VOCATIONAL SCHOOL VISITS**

It is very important for students to begin researching their post high school educational plans early. Campus High School allows for students to take up to 2 College/Vocational visits during the spring of their Junior year and up to 3 College/Vocational visits during their Senior year. To qualify as a College/Vocational visit, Junior students must bring a parent note to the Counseling Office at least one day in advance. The student will need to pick up a green absence request form from the counseling office prior to the college visit. Teacher signatures will be required on the green absence request form and turned in to the attendance clerk prior to the absences. Teacher signatures indicate whether or not the student can afford to be absent.

### **CURRICULUM GUIDE**

The Campus High School curriculum guide gives a brief explanation of all course offerings. It is available on the website at: <http://www.usd261.com/campus/curriculum/>

### **QUALIFIED ADMISSIONS**

Four-year colleges and universities in Kansas have a closed admissions policy.\* Entering freshman must have: 4 units of English (11<sup>th</sup> & 12<sup>th</sup> grade must be college-bound), 3 units of science (Biology, Chemistry or Physics & 1 elective), 3 units of math (Algebra I, Geometry & Algebra II, minimum), and 3 units of social sciences (1 US History, 1/2 American Government, 1 World History, 1/2 World Studies). One unit of Computer Technology (Computer Application I & II, Basic Programming, or CAD I) is recommended but not required.. The student will be required to have a 2.0 GPA in the previously listed courses OR 21 ACT OR rank in the upper one third of the graduating class.

\*This policy does not apply to entering a Kansas 2-year community college.

### **SCHEDULE CHANGES**

Schedule changes are only allowed for the following reasons: 1) failed the prerequisite course, 2) have already passed the course, or 3) did not choose the course on spring enrollment. Students who drop a course after the first two weeks of the course will have a withdrawal grade placed on the transcript.

## **GENERAL EXPECTATIONS**

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### **BULLYING (see BOE Policy JDDC for further information)**

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **BUS TRANSPORTATION**

Bus transportation is provided to all students residing within the boundaries of Unified School District No. 261. The bus service is a privilege extended to each student as long as established rules of behavior are followed.

Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information. (BOE Policy; JGGA)

**BEHAVIOR RULES AND REGULATIONS:** The bus driver is responsible for behavior of the students on the bus. Students must obey his or her requests at all times in the interest of their own personal safety. The following established rules and regulations apply to all bus riders:

**BUS STOP:**

1. Be on time. Schedules do not allow for waiting. Under normal conditions the bus will not deviate more than five minutes from its regular time.
2. Walk to bus stops facing traffic where there are no sidewalks.
3. Wait off the roadway in a quiet, orderly manner. Respect other people's property.
4. Remain off the road and do not attempt to board the bus until it comes to a complete stop.

**BOARDING THE BUS:**

Wait for the driver's signal before crossing a street. Stay at least ten (10) feet in front of the bus. Board in a quiet, orderly manner; go to your seat as quickly as possible without running or pushing.

**RIDING ON THE BUS:**

1. Classroom conduct is expected on the bus.
2. Remain seated while bus is in motion.
3. Do not extend arms from windows or throw any objects out of the bus windows.
4. Obtain permission from the bus driver before changing seats and then only when the bus has stopped.
5. Loud talking, yelling, or distracting noises will not be tolerated.
6. Do not deface or damage the bus. Do not leave trash or garbage on the bus.
7. Animals or insects, dead or alive, are not permitted on the bus.
8. Place all musical instruments and other parcels under your seat.
9. Fighting, scuffling, or annoying other riders in any way will not be tolerated.

**UNLOADING:**

1. Leave the bus quickly and quietly without crowding, shoving or pushing.
2. Remain seated until the bus comes to a complete stop.
3. If crossing the street, do so at least ten (10) feet in front of the bus. Wait until the driver signals before crossing walk, looking both ways before entering traffic lanes.
4. Get off only at your regular stop unless permission has been given to exit at another.

**DISCIPLINARY ACTION:**

In the interest of safety, violators of the established rules and regulations will be subject to disciplinary action as outlined in the following procedure: (Board of Education Policy-JGG-R)

1. Conference held between the building administrator and the student. A letter will be sent to the home, which includes a copy of the bus discipline report.
2. Conference held between the building administrator and the student. A letter will be sent to the home, which includes a copy of the bus discipline report. The transportation supervisor will contact the parent/custodian of the student. The

- parent/custodian and student will be warned that any further problem will result in a 3-5 day suspension from the bus.
3. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student being removed from the bus for 3-5 days. A letter will be sent to the home, which includes a copy of the bus discipline report.
  4. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student is being removed from the bus for the remainder of the semester/year. A letter will be sent to the home, which includes a copy of the bus discipline report.

**\* Student actions on the bus may result in disciplinary action at the building level, including the assigning of detention, suspension, and disciplinary points.**

One or more of these steps may be omitted in dealing with severe discipline problems. At any time during the process when there is a question about the incident, the administrator will refer the parent to the transportation supervisor so that he/she can meet with the parent. The transportation supervisor (554-2213) may choose to establish a parent/transportation supervisor/bus driver meeting.

**CHILD ABUSE (see BOE Policy GAAD for further information)**

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is recommended the building administrator also be notified after the report is made. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview. Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition. Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present. State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

**COMPLAINTS (BOE Policy, KN)**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The director of personnel of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of

the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided there under, are available from the compliance coordinator.

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator.

Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member.

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

Informal Procedures:

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

Formal Complaint Procedures:

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

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and copy forwarded to the complainant no later than 30 days after the filing of the complaint that a student 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.

### **CONDUCT CODE**

In general, good common sense coupled with cooperation will help dictate appropriate behavior necessary to have a satisfactory experience at Campus High School. The students are expected to conduct themselves in a manner that will not interfere with the rights of others. Each student is responsible for his/her own behavior and should contact staff to discuss any unexpected behavior.

Students are expected to arrive in class on time prepared to engage in active learning with the appropriate homework assignments and materials. Students are expected to remain in class until the end of the hour. Students are expected to follow directions given by any staff member, including stopping when asked, giving names and I.D. when requested. Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.

Students are asked to demonstrate PRIDE. PRIDE is an acronym for preparation, respect, integrity, discipline, and excellence. Behavior that exhibits PRIDE is described below.

**PRIDE: SCHOOL-WIDE BEHAVIOR EXPECTATIONS**

PRIDE	Hallways	Restrooms	Cafeteria	Classrooms
Preparation	Have hall pass and ID  Sign out and in	Ask at an appropriate time  Sign out and in  Have Hall Pass & ID	Check before school to make sure you have your ID  Put money on ID before school  Have and use <i>your</i> ID	Be on time with your required materials  BE FAT (Focused, Attentive & Teachable)
Respect	Be considerate of on-coming traffic  Take care of your school  Maintain personal space boundaries (no PDA)  Be quiet while class is in session	Take care of the facilities  Pick up trash  No vandalism  Be courteous	Show courtesy to staff and peers  Clean up after yourself  Use appropriate language  Food & beverages stay in cafeteria area	Be attentive and responsive the entire period  Respect the learning environment  Respect self and others  Return borrowed materials on time
Integrity	Be where you should be  Have Pride in your school  Interact positively with others	Report problems to a staff member  Clean your own messes	Demonstrate honesty (use your own ID, don't steal, etc.)  Keep your place in line	Accept responsibility for your actions  Demonstrate honesty academically and socially  Use Cell Phone/Electronic devices only when given permission
Discipline	Be polite (no profanity)  Use appropriate volume and language  Show self-control	Be Timely  Restrooms are not a social area (no cell phones)  Report Vandalism	Maintain self-control  Be where you should be	Follow school and classroom policies  Use self-control  Hold self and others accountable
Excellence	Keep it clean  Keep to the right  Keep moving	Practice Personal Hygiene  Rush, Flush, Wash, Trash  Leave it cleaner than you found it	Be polite and use good manners  Include others	Do your best  Be actively engaged  Take initiative to get make-up work  Write homework in planner

**DISCRIMINATION (BOE Policy GAAB)**

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

**EQUAL EMPLOYMENT OPPORTUNITY & NONDISCRIMINATION (BOE Policy GAAA)**

The board shall hire all employees on the basis of ability and the district's needs. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. Inquiries regarding compliance may be directed to the superintendent of schools.

**I.D. POLICY**

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

Students are responsible for carrying I.D. cards at all times. The I.D. cards are needed for identification, signing in/out of school, for checking out materials in the library, for lunch ticket, and for admission to activities. Should a card be lost or destroyed, see the cashier for a replacement card. Upon withdrawal from Campus the I.D. card must be surrendered.

**GUEST STUDENT & SENIOR PASS**

Students enrolled in guest student or senior pass, as well as those students involved in on-the-job (OJT) training shall not be present on campus during those classes without permission of the counselor or OJT supervisor.

## **PARKING REGULATIONS**

Driving and parking on school property is a privilege and may be revoked at any time, if abused. Bus transportation is available to all students.

1. All vehicles must be registered in the office for \$5.00 and must display parking permit as designated by security.
2. Students who have not earned at least five credits may not purchase a permit and therefore may not park or operate a vehicle on campus.
3. Each vehicle must be registered at the beginning of each school year or when acquired.
4. In the event of an emergency, a student may check out from the office a "temporary" parking permit. This permit will be for one day only and must be returned to the office at the end of the day. A temporary parking permit will be available in the office for a \$5.00 refundable deposit.
5. Any accident, no matter how minor, must be reported to the office or the security officer.
6. Vandalism or theft must be reported to the office of the security officer.
7. As posted 10 M.P.H. speed limit.
8. Parking lots will be assigned as follows.  
East Lot: For staff and students.  
South Lot: Reserved for staff and visitor parking only.  
West Lot: For staff and seniors only.  
North Lot: For Staff only.  
Reserved Parking: Those stalls marked as "Staff" parking are for staff members only.
9. Students in violation of parking regulations may be ticketed by the security officer (\$5 per violation of regulations), referred to administration for conference, revocation of parking privileges, or disciplinary action.
10. All vehicles on campus are subject to local and state statute and may be cited by the Haysville Police Department.

## **RACIAL HARASSMENT (BOE Policy GAACA)**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and 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 Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

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

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

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

### **RESPECT CODE**

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

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

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

**SEARCHES (see BOE Policy JCAB & JCABB for further information)**

Principals are authorized to search students and the student's property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness. The principal or designee will make an attempt to contact the student's parents/guardians and may call law enforcement. Items, which the principal or designee believes may be connected with illegal activity, shall remain in the custody of the principal or designee unless the items are turned over to law enforcement officials.

**SEXUAL HARASSMENT (BOE Policy JGEC)**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

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

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

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

### **THEFT**

Most theft is a result of opportunity. Students/staff should be careful to keep belongings in a safe place. Students are not to bring to school large amounts of money or any personal belongings not essential to learning. It is not the responsibility of the school to recover or search for the stolen belongings.

### **VISITOR POLICY**

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

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

Individuals invited by administration or faculty members.

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

## **GENERAL INFORMATION**

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### **CRIMESTOPPERS**

Campus Crimestoppers want to provide students a means of reporting crimes they see happen at school or school events, or information about someone with weapons or drugs on school property without fear of retribution.

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

### **EXCUSES FROM PHYSICAL EDUCATION**

Physical Education instructors will require a doctor's permit for students to be temporarily excused from participation. In emergency cases, a note from home signed by an administrator will be accepted (maximum of 3 consecutive days) until a doctor's permit may be obtained, as described in Board policy. A doctor's permit may be required with excessive use of emergency procedure. All medical notes will be filed in the general office.

### **FIRST AID AND HEALTH ROOM**

Only those school employees qualified by district approved training and then, only in case of emergency, may administer First Aid to students. First Aid will be limited to the applying of simple bandages or infection preventives, except that justifiable emergency aid to prevent further injury, disability, or death, such as stopping excessive bleeding will be permitted. (See BOE Policy JGFGB for further information)

#### **Administration of Medication**

The administration of oral medicines shall be in strict compliance with the rules and regulations of the Board.

In case of illness during the school day, the student shall report to the health room. Our philosophy is that if a student feels too ill to remain in class, the parent or guardian will be expected to pick up the student from school as soon as possible. The health office will notify parents or an adult responsible for the student's welfare during the day of our observations of the student's illness or accident.

- A. If the student is to go home because of illness or accident, the parents must make arrangements for transportation.
- B. Parents of students who become seriously ill or are seriously injured away from school shall notify the school health office as soon as possible.
- C. Please notify the school health office if a student is absent from school because of contagious diseases. No person having an infectious or contagious disease shall be admitted to any public, parochial, or private school, or to any other public place.
- D. School personnel are not authorized to give medicines, treatments, or to make diagnoses. Health personnel require the following three conditions to be met prior to dispensing medication, either prescribed or over-the-counter:
  1. Medication must be in the original medication container with the student's name on the container.
  2. Must have a note from parent or guardian giving permission and instructions for giving the medications.
  3. Must have a note from the doctor or dentist stating medication dosage, time to be given, etc. Students may carry prescribed medication (such as inhalers)

with doctor's written permission and a parent signature on USD 261 liability waiver form.

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

### **PARENT-TEACHER CONFERENCES**

Conferences are held one time each semester. During fall conferences, parents can schedule individual conferences with teachers through the office. During spring conferences, advisory teachers will schedule enrollment conferences with the parent and student to monitor the student's graduation progress and enroll the student for the following school year.

### **TELEPHONE USE**

If an urgent situation arises, students will be allowed to use the office telephones during the school day, and office personnel will be on hand to assist. Students are allowed restricted access to the office phone during school hours, but use of the office phone during class time is discouraged. Parents are always able to make contact with their student through the office personnel and should communicate with the office regarding urgent situations. Students must **NEVER** use their cell phones during crisis/emergency situations because of two dangers: the spread of panic in our community and the possible triggering of electrically detonated explosive devices.

### **TRAINED DOGS TO SEARCH**

Upon reasonable suspicion and at the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students or district employees. If a student is involved, a parent will be contacted and asked to come to the school if suspected materials are found. Law enforcement agencies will be notified.

### **WEATHER**

If bad weather forces the closing of school, an announcement will be made around 6:30 a.m. on the radio and TV stations listed below, and/or the school website ([www.usd261.com](http://www.usd261.com)). The ultimate decision as to whether a student will attend school, if school is open, rests with the parents. The block scheduling will resume after a school closing according to the previously published calendar (if school closed on an odd day, the next day of school will be an even day).

#### Radio Stations

KFDI-AM 1070, KFDI-FM 101.3, KTHR-FM 107.3, KZCH-FM 96.3, B98-FM 98

#### Television Stations

KAKE-TV 10, KWCH-TV 12

### **FOUL WEATHER DRILLS**

In order to prepare for dangerous weather conditions, the school conducts two "shelter" drills each year.

## **STUDENT DISCIPLINE POLICIES**

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### **DISCIPLINARY PROCEDURES**

It is the philosophy of the Administration and the Board of Education of District 261 that students should conduct themselves in such a way so as to be a credit to the school and community. In order for the students to be aware of what is considered acceptable conduct, this Student Conduct code has been established in conjunction with the following quoted legislation:

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

Section 1. The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

The following disciplinary procedures are available when school policies have been violated but are not necessarily used entirely in the following sequence. Note that selected violations of the student conduct code means the student is choosing to have preset consequences enforced. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other preset consequences could be added as necessary and a policy of progressive consequences will be enforced for those with multiple violations. All violations are subject to suspensions of one to five days depending on their severity. These procedures are based on a belief that students can and must control their behavior while allowing for some possible mistakes in the learning process.

**DETENTION:** Teacher assigned detentions are to be served with the teacher. Failure to serve will result in a referral to the office and one day of in-school suspension. Office assigned detentions are served in the in-school suspension room after school Monday through Thursday 3:05-4:05.

**OUT OF CLASS SUSPENSIONS:** The student will be assigned for controlled study in the ISS room only during the class period in which the behavior violation occurred.

### **SATURDAY SCHOOL**

1. It provides students with the opportunity to make up missed academic work due to excessive absences. Students who are absent days in excess of those allowed for by policy will be offered the opportunity to attend in order to earn credit from the time missed, and
2. It serves as a disciplinary option for students whose behavior has not changed in response to prior disciplinary actions.

**IN-SCHOOL SUSPENSION:** The student will be assigned for controlled study in the In-school Suspension Room (ISSR) for up to five days or pending a parent conference. Should the use of ISS prove an ineffective consequence, administrators may deem it necessary to use out of school suspension.

**SHORT-TERM SUSPENSION FROM SCHOOL:** This suspension will be a one to ten day suspension from school to afford the student, parents and school the time needed to give careful study to the behavior problem.

**EXTENDED SUSPENSION OR EXPULSION FROM SCHOOL:** This suspension will be for up to 10 school days or pending expulsion hearing, with a formal hearing scheduled not later than the last day of the suspension, to determine whether the suspension will be extended or an expulsion from school will be made.

**DISCIPLINE POINT SYSTEM**

- CLASS A.....45 points
- CLASS B.....20 points
- CLASS C.....10 points
- CLASS D.....5 points
- Non-Classified.....0-5 points

Offenses will be classified and discipline administered according to the nature of the offense. Accumulated points will be used in consideration of expulsions. The school may request an expulsion hearing when a student's points accumulate to 45.

**DESCRIPTIONS OF VIOLATIONS**

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

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

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

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

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

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

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

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

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

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

**Selling of Illegal Substances:** Selling or distributing any controlled substance, i.e. drugs, intoxicants, etc.

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

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

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

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

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

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

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

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

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

##### **A. General**

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

##### **B. Racial**

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

##### **C. Sexual**

Sexual harassment is defined as "behavior expressed in words, pictures or actions that is offensive to a person, involving issues of sexuality, that is not welcomed

and may be embarrassing or uncomfortable for the victim to experience that is one-sided, is about power, and a violation of board policy and federal law."

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

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

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

**Petty Larceny:** Petty Larceny is the unlawful taking and carrying away the property of another individual (under \$250). USD #261 will expect restitution for district property.

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

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

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

**Substance Use or Possession:** The possession, use, or influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, alcoholic beverage, cereal malt beverage, or intoxicant of any type or paraphernalia associated with use of such substance. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has followed proper procedures by registering the medication with the health room.

**Tobacco Use or Possession:** Possession or use of any kind of tobacco Possession or use of any paraphernalia associated with tobacco use.

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

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

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

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

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

**Failure to Serve Saturday School Assignment:** The absence or noncompletion of Saturday School as assigned by an administrator for reasons other than attendance. (Automatic two day suspension)

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

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

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

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

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

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

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

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

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

**OTHER BEHAVIOR VIOLATIONS:** Detention, in-school suspension, short-term suspension, or Saturday School.

**Excessive Tardies:** Students who accumulate five or more total tardies shall be considered excessively tardy by administration.

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

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

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

**Inappropriate Dress:** All clothing and adornments must be in good taste so as not to interfere with the learning process. Inappropriate clothing would be considered those items that are revealing, contain profanity or sexual connotations, or promote alcohol, drugs, tobacco, or violence. Kansas State Law requires shoes to be worn. Hats are not to be worn in the buildings.

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

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

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

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

**Weather Related Offenses:** The student will refrain from throwing snowballs/ice, throwing other individuals into the snow/ice, shoving other individuals into water puddles/mud, or splashing others. Jumping in intentionally, followed by a request to go home, is in violation.

### Discipline Summary Chart

Class	Offense	Disciplinary Action	Points
<b>A</b>	Action Causing Medical Treatment	Ext. Suspension (5-10 days)	45
	Aggravated Battery or Assault	Expulsion from School	
	Aggressive Physical Contact Toward Staff		
	Extortion of Services, Property or Money		
	Fire Code Violations		
	Grand Larceny (theft > \$250)		
	Possession of a Weapon		
	Rape or Attempted Rape		
	Selling or Distributing Illegal Substances		
	Terroristic Threats		
Vandalism (>\$250, restitution expected)			
<b>B</b>	Drug/Alcohol/Tobacco Violations	Short-term Suspension	20
	Fighting or Aggressive Physical Contact	(1-10 days)	
	Gambling	Parent Conference	
	Petty Larceny (theft < \$250)	prior to return	
	Bullying/Harassment		
	Reckless Endangerment		
	Sexual Activity		
	Show of Disrespect by Word or Deed		
Vandalism (<\$250, restitution expected)			
<b>C</b>	Academic Dishonesty	In-School Suspension	10
	Defiance or Disrespect of Faculty/Staff	Saturday School	
	Disruption of School or School Facilities	Short-Term Suspension	
	Verbal Confrontation		
	Failure to Complete Saturday School Assign.		
<b>D</b>	Failure to Comply w/ Reasonable Request	Detention	5
	Failure to Serve	In-School Suspension	
	Inappropriate Communications	Saturday School	
	Inappropriate Use of Computer/Internet	Short-term Suspension	
	Theft (< \$25)	Out-of-class suspension	
	Truancy		
	Vandalism or Defacement (< \$25)		
<b>N</b>	Excessive Tardies	1 hour Detention	0-5
	Food/Drink Violations	In-School Suspension	
	Inappropriate Assembly Behavior	Saturday School	
	Inappropriate Display of Affection	Short-term Suspension	
	Inappropriate Dress		
	Rowdy Behavior		

For descriptions of offenses, see preceding pages.

## **Alma Mater – “Onward Campus”**

On-ward with Cam-pus, hon-or praise to thee:  
We pledge with Cam-pus, hon-or praise to thee:  
Wisdom, truth and hon-or builds our virtue great,  
Mak-ing true our vision, higher to cre-ate.

Our Al-ma Ma-ter, no-ble brave and strong.  
To thee with glad hearts, we will raise our song.  
Black and white for-ever hold our banner high.  
Hail to Campus High School, dear old Campus High.

## **Campus High School Fight Song**

Fight team, the colts are kicking high.  
Campus is shooting for the sky,  
Fight team, go black and white team  
We know, the Colt team, are champions most high.

Fight team, we shout our battle cry,  
Our team, they will not be denied,  
Hooray team, go all the way team,  
We know that Campus, will never say die.

## 6 + 1 Trait Writing Rubric

<b>Ideas &amp; Content</b>	<p style="text-align: center;"><b>5</b></p> <ul style="list-style-type: none"> <li>• Clear, focused and interesting</li> <li>• Insightful</li> <li>• Relevant details</li> <li>• Balance: main ideas stand out</li> <li>• Writer in control</li> <li>• Writer shapes ideas and makes connections</li> </ul>	<p style="text-align: center;"><b>3</b></p> <ul style="list-style-type: none"> <li>• Clear and focused</li> <li>• Development limited</li> <li>• Some trouble moving from general observations to specifics</li> <li>• More information is needed to “fill in the blanks”</li> <li>• Main Points lack originality</li> </ul>	<p style="text-align: center;"><b>1</b></p> <ul style="list-style-type: none"> <li>• No clear sense of purpose or central theme</li> <li>• Information is very limited or unclear</li> <li>• Text is repetitious; reads like a collection of random thoughts</li> <li>• Writer has yet to define the topic or sense of direction to guide development</li> </ul>
<b>Organization</b>	<p style="text-align: center;"><b>5</b></p> <ul style="list-style-type: none"> <li>• Compelling</li> <li>• Moves the reader through the text</li> <li>• Lead and conclusions are strong</li> <li>• Pacing well-controlled</li> <li>• Transitions smooth</li> <li>• Reader hardly has to think about the organization</li> <li>• Sequencing logical and effective</li> </ul>	<p style="text-align: center;"><b>3</b></p> <ul style="list-style-type: none"> <li>• The order or structure moves the reader without undue confusion</li> <li>• Lead not strong; conclusion not satisfying</li> <li>• Connectors are fuzzy</li> <li>• Sequencing is logical</li> <li>• Pacing is fairly well controlled</li> <li>• Organization does not seriously get in the way</li> </ul>	<p style="text-align: center;"><b>1</b></p> <ul style="list-style-type: none"> <li>• Lacks clear sense of direction</li> <li>• No identifiable sense of structure</li> <li>• Sequencing, if it exists, needs work</li> <li>• No real lead or conclusion</li> <li>• Transitions not clearly defined</li> <li>• Hard to understand main point</li> </ul>
<b>Voice</b>	<p style="text-align: center;"><b>5</b></p> <ul style="list-style-type: none"> <li>• Writer speaks directly to the reader</li> <li>• Expressive, engaging</li> <li>• Honest; written from the heart</li> <li>• Can sense the person behind the words</li> <li>• Language is natural</li> <li>• Tone/voice seem appropriate</li> </ul>	<p style="text-align: center;"><b>3</b></p> <ul style="list-style-type: none"> <li>• Writer not genuinely engaged or involved</li> <li>• Moments of amusement, surprise, etc.</li> <li>• Writing hides as much of the writer as it reveals</li> <li>• Writer weighs words for distance or to avoid risk</li> </ul>	<p style="text-align: center;"><b>1</b></p> <ul style="list-style-type: none"> <li>• Writer seems indifferent, distant</li> <li>• Monotone</li> <li>• Writing is flat, lifeless or mechanical</li> <li>• Functional; no attempt to move or involve the reader</li> <li>• Writer does not connect with audience</li> </ul>
<b>Word Choice</b>	<p style="text-align: center;"><b>5</b></p> <ul style="list-style-type: none"> <li>• Interesting, precise, and natural</li> <li>• Words are specific, accurate; just right</li> <li>• Imagery is strong</li> <li>• Powerful verbs</li> <li>• Language is natural</li> <li>• Expression is fresh/appealing</li> </ul>	<p style="text-align: center;"><b>3</b></p> <ul style="list-style-type: none"> <li>• Language is functional</li> <li>• Lacks punch; does get the message across</li> <li>• Words are correct and adequate, but not precise</li> <li>• Writer avoids experimentation</li> <li>• Writer uses redundancy or cliché, but does not rely on them</li> </ul>	<p style="text-align: center;"><b>1</b></p> <ul style="list-style-type: none"> <li>• Limited vocabulary</li> <li>• Language vague/abstract</li> <li>• Persistent redundancy</li> <li>• Uses cliché’s as crutch</li> <li>• Words used incorrectly in more than one or two cases</li> <li>• Writer does not select words to help reader</li> </ul>

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<b>Sentence Fluency</b>	<b>5</b>	<b>3</b>	<b>1</b>
	<ul style="list-style-type: none"> <li>• Easy flow and rhythm when read aloud</li> <li>• Sentences well built</li> <li>• Strong and varied structure</li> <li>• Fragments used for effect; dialogue sounds natural</li> <li>• Sentences display an effective combination of power and grace</li> <li>• Fragments and dialogue work well</li> </ul>	<ul style="list-style-type: none"> <li>• Lacks rhythm and grace</li> <li>• More businesslike or mechanical</li> <li>• Not literary</li> <li>• Good control over simple sentence structure</li> <li>• Favors a particular sentence pattern</li> <li>• Reader has to hint for clues to link sentences</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult to follow or read aloud</li> <li>• Choppy, incomplete, rambling, awkward</li> <li>• Sentences do not sound natural</li> <li>• Sentence structure obscures meaning</li> <li>• Little or no real variety in sentence length or structure</li> </ul>
<b>Conventions</b>	<b>5</b>	<b>3</b>	<b>1</b>
	<ul style="list-style-type: none"> <li>• Good grasp of standard conventions</li> <li>• Paragraphing is sound</li> <li>• Punctuation is smooth</li> <li>• Spelling generally correct (difficult words)</li> <li>• Requires only light editing to polish for publication</li> <li>• Writer may manipulate for effect</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable control over limited conventions</li> <li>• Spelling usually correct (easy words)</li> <li>• Terminal punctuation almost always correct</li> <li>• Paragraphing attempted</li> <li>• Errors somewhat distracting</li> </ul>	<ul style="list-style-type: none"> <li>• Errors in spelling, punctuation, usage and grammar repeatedly distract the reader</li> <li>• Requires extensive editing to polish for publication</li> <li>• Paragraphing is missing or incorrect</li> <li>• Reader must first decode to obtain meaning</li> </ul>
<b>Presentation</b>	<b>5</b>	<b>3</b>	<b>1</b>
	<ul style="list-style-type: none"> <li>• It is pleasing to the eye</li> <li>• Slant is consistent</li> <li>• Spacing is uniform</li> <li>• Appropriate use of font and font size</li> <li>• Spacing and margins</li> <li>• Title, heading, page number, bullets</li> <li>• Effective integration of text and illustrations, charts, graphs, maps, tables, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Message is understandable in this format</li> <li>• Handwriting is readable</li> <li>• Discrepancies in letter shape, form, slant, and spacing</li> <li>• Experimentation with fonts and font sizes</li> <li>• Effect is not consistent</li> <li>• Some text may crowd the edges</li> <li>• Attempt is made to integrate visuals</li> </ul>	<ul style="list-style-type: none"> <li>• The reader receives a garbled message</li> <li>• Very difficult to read and understand</li> <li>• Multiple forms of font and font sizes</li> <li>• Spacing is random and confusing</li> <li>• Lack of markers</li> <li>• Misleading, indecipherable, or too complex</li> </ul>